



REGULAR HIRE AGREEMENT

Name of hirer: _____ Group/Organisation/Company: _____

Telephone: _____ Email: _____

Address of hirer: _____

Day(s) required: _____ Times: _____

Room(s) hired: _____ Purpose of hire _____

Start date: _____ Contact name and address of the person responsible for invoices if different to the above: _____

Room	Regular room hire per hour	Frequency*				
		Weekly	Fortnightly	Monthly	Term time	**
Ashling Hall	£22.00					
Barn Green	£12.40					
Jubilee Room	£18.60					
Shrover	£16.00					
Anmore	£16.00					
Main Kitchen	£12.40					
Rookwood	£8.20					
Furzley	£8.20					
Main Field	£12.40					
Upper Field	£10.40					
Storage – (If available)	£20.00 per month					
Presentation equipment (available in AH & BG)	£10					

* Please tick frequency against the appropriate room(s)

** For other time intervals

I/we the undersigned have read, understand, and accept the conditions of hire contained within the **Regular Hire Agreement** of the Denmead Community Centre (further known as DCC) and agree to abide by the terms as detailed in this document.

In signing this form, you also consent to the DCC holding and using your Personal Data for the sole purpose of the DCC in accordance with the DCC's General Data Protection Regulations:

Name: (please print)

Signature:

Date:

Please return this sheet to info@denmeadcc.uk or hand in to reception.

The Hiring Agreement

1. The Hiring Agreement is for the sole use of the room(s) specified on the booking form and for shared use of communal areas of the building as designated by the Centre Manager or Operations Manager. The hirer, and any person attending the hirer's activities, must not enter or use any other room or area unless specifically authorised by DCC.
2. The hire fee includes use of the relevant equipment and designated communal facilities, including toilets, car parking and any kitchen areas identified by the Centre Manager.
3. At the end of each hire period, the hirer must leave the room(s), equipment and any communal facilities used clean, tidy and in a suitable condition for the next user. Floors must be swept where appropriate and all rubbish and personal belongings removed. DCC equipment used during the hire period must be cleaned as appropriate and returned to its designated place.
4. Any accident, injury, near miss, dangerous occurrence or damage occurring during the hire period must be reported to DCC as soon as reasonably practicable and recorded in the appropriate Accident/Incident Record Book. Accident/incident records are available in the office of the main building and in the kitchen of the Annexe building.

Use of the Premises and Equipment

1. Any electrical equipment brought onto the premises by the hirer must be safe, suitable for its intended use and properly maintained. DCC may require evidence of inspection or testing before equipment is used and reserves the right to prohibit the use of any equipment it considers unsafe or unsuitable.
2. Any chemical substances used during activities, including paint, glue, cleaning products or similar substances, must be clearly labelled and used safely in accordance with the manufacturer's instructions. Chemicals must not be left unattended in communal areas where they could cause injury or harm to another person. All chemicals and associated materials must be removed from the premises at the end of the hire period unless otherwise agreed with DCC.
3. All property and goods belonging to the hirer or members of the hirer's group must be removed from the premises at the conclusion of each hire period unless prior arrangements have been made with DCC.
4. Any property or goods left or stored at the Community Centre are left at the owner's risk. The hirer is responsible for arranging appropriate insurance cover for their own property and equipment.
5. The hirer must take all reasonable precautions to prevent fire and must comply with DCC's fire safety procedures and instructions. Emergency exits, escape routes and fire doors must be kept clear at all times.
6. The hirer must not bring onto the premises gas cylinders, flammable substances or other goods or materials which create an unreasonable fire or safety risk without the prior written permission of DCC and, where applicable, any required licence or approval.
7. Portable heaters must be left in the position specified for the relevant room when the hirer leaves. If heaters are not returned to the specified setting, DCC reserves the right to apply a reasonable charge to the hirer's monthly invoice where additional energy costs are incurred.
8. When leaving the room(s), all lights must be switched off and windows closed unless otherwise instructed. If the hirer is the last person to leave the building, the hirer must ensure that the relevant areas have been checked and secured in accordance with DCC's procedures.
9. Only vehicles displaying a valid Blue Badge may use designated disabled parking bays. Blue Badge holders must display their badge in accordance with the applicable regulations.
10. The hirer must not make alterations to the premises, fixtures, fittings or equipment, including attaching items to walls, ceilings or doors, without the prior agreement of DCC.

Fire Safety and Emergency Procedures

1. The hirer must familiarise themselves with the fire safety information displayed in the room(s) and the location of emergency exits, fire alarms, fire-fighting equipment and assembly points before activities commence.
2. The hirer must ensure that persons attending their activities are given appropriate instructions concerning emergency evacuation where reasonably necessary.
3. Emergency exits, escape routes, fire doors, fire-fighting equipment and alarm points must remain accessible and must not be obstructed, covered, moved or interfered with.



4. The maximum permitted occupancy for any room must not be exceeded.
5. The hirer must immediately notify DCC of any circumstance arising during the hire which may increase the risk of fire or otherwise affect the safe use of the premises.
6. The hirer must comply with any reasonable fire safety instruction given by DCC or its authorised representatives.

Health and Safety and Risk Assessments

1. The hirer is responsible for considering and managing risks arising from the activities they undertake during the hire period.
2. DCC may require the hirer to provide a written risk assessment, method statement, activity plan or other safety information before an activity takes place.
3. The hirer must ensure that activities are appropriately supervised and that equipment is used safely and only for its intended purpose.
4. The hirer must not undertake any activity which creates an unreasonable risk to participants, other users, DCC employees, contractors or members of the public.
5. DCC reserves the right to stop or restrict an activity where it reasonably considers that the activity presents a serious or unacceptable health and safety risk.

Responsibilities of the Hirer

1. The hirer is responsible for the good conduct of all persons attending their activities for the duration of the hire period.
2. The hirer must ensure that all persons attending their activities comply with these Terms and Conditions and with reasonable instructions issued by DCC staff or authorised representatives.
3. The hirer is responsible for any damage to DCC's property, fixtures, fittings or equipment caused during the hire period by the hirer or persons attending their activities, subject to applicable law.
4. All damage or breakages must be reported to the DCC office as soon as reasonably practicable.
5. DCC reserves the right to recover the reasonable cost of repairing or replacing property, fixtures, fittings or equipment damaged by the hirer or persons attending their activities.
6. Bookings are accepted on the basis that the hirer is suitably qualified, where qualifications are required for the proposed activity, and has appropriate insurance in place. DCC may request evidence of qualifications, training, safeguarding arrangements or insurance at any time. Failure to provide requested documentation may result in the booking being suspended or cancelled.
7. The hirer must not use the premises for any unlawful purpose or permit unlawful activity to take place.
8. The hirer must not cause, or permit to be caused, unreasonable noise, nuisance, disturbance or annoyance to other users of the Centre, neighbouring properties or the surrounding community.
9. Persistent or serious nuisance, antisocial behaviour, illegal activity, serious breach of these Terms and Conditions or conduct which places people or property at risk may result in the booking being suspended or terminated in accordance with the provisions below.

Insurance and Liability

1. The hirer must hold appropriate public liability insurance for the activities being undertaken where required by DCC or appropriate to the nature of the activity.
2. Evidence of insurance must be provided to DCC before the commencement of the hire where requested and must be kept in force throughout the period of hire.
3. DCC may require additional insurance or other appropriate risk controls where the nature of an activity creates additional risks.
4. The hirer remains responsible for the safety, conduct and supervision of participants attending their activities.
5. Nothing in these Terms and Conditions excludes or limits any liability which cannot lawfully be excluded or limited.

Safeguarding

1. Where the hirer's activities involve children, young people or adults at risk, the hirer is responsible for ensuring that appropriate safeguarding arrangements, policies, procedures, supervision and suitably qualified or appropriately checked staff or volunteers are in place.
2. The hirer must comply with all applicable safeguarding requirements relevant to their activities and must take reasonable steps to protect participants from abuse, neglect, exploitation or other harm.
3. DCC may request evidence of appropriate safeguarding arrangements where reasonably necessary.
4. Any safeguarding concern arising in connection with activities at the Centre must be dealt with in accordance with the hirer's safeguarding procedures and, where appropriate, reported to the relevant authority.

Equality and Accessibility

1. DCC is committed to providing access to its facilities in accordance with applicable equality legislation.
2. The hirer must not unlawfully discriminate against, harass or victimise any person in connection with their activities at the Community Centre.
3. The hirer must notify DCC as soon as reasonably practicable of any accessibility requirements relating to their booking so that reasonable arrangements can be considered.
4. The hirer must make reasonable arrangements within its own activities to ensure that participants are able to participate safely and appropriately.

Accidents and Incidents

1. All accidents, injuries, near misses, dangerous occurrences or significant incidents occurring during a hire period must be reported to DCC as soon as reasonably practicable.
2. The hirer must provide DCC with any information reasonably required concerning an accident or incident.
3. Where an incident is legally reportable to a relevant authority, the hirer remains responsible for making any report required by law.

Payment for Hire of the Premises

1. Regular bookings will normally be invoiced monthly in arrears unless a different payment arrangement has been agreed with DCC in writing.
2. Invoices must be paid in full within 14 days of the invoice date unless otherwise agreed with DCC in writing.
3. If an invoice remains unpaid after the due date, DCC may contact the hirer to request payment and may suspend future bookings until the outstanding balance has been paid.
4. A minimum of 48 hours' notice is required if the hirer wishes to cancel an individual session within an ongoing regular booking.
5. Where an individual session is cancelled with at least 48 hours' notice, DCC may, at its discretion, issue a credit or make an adjustment to a future invoice. A credit or adjustment is not automatic and will depend on the circumstances and availability of the room.
6. Where less than 48 hours' notice is given, the normal hire charge will remain payable unless DCC agrees otherwise.

Ending a Regular Booking

1. A regular booking is an ongoing arrangement under which the hirer has a recurring booking for a specified room, day and time.
2. If a hirer wishes to permanently end their regular booking, they must give DCC at least four weeks' written notice.
3. The four-week notice period begins on the date DCC receives the hirer's written cancellation notice.
4. The hirer remains responsible for all hire charges falling due during the four-week notice period, whether or not the hirer uses the room during that period, unless DCC agrees otherwise in writing.



5. Cancellation of an individual session does not constitute notice to end the regular booking. The hirer must specifically notify DCC in writing that they wish to terminate the regular booking arrangement.
6. DCC may terminate a regular booking by giving the hirer at least four weeks' written notice, unless a shorter period or immediate termination is permitted under these Terms and Conditions.
7. DCC may suspend or terminate a booking immediately, or on such shorter notice as is reasonably necessary, where there is a serious or persistent breach of these Terms and Conditions, serious or persistent nuisance or antisocial behaviour, non-payment of hire charges, serious damage to the premises or equipment, an unacceptable health and safety or safeguarding risk, unlawful activity, or any other circumstance where continued use of the premises would create a serious risk to people, property or the operation of the Centre.
8. Where DCC terminates a booking under clause 7, any refund or credit will be considered having regard to the circumstances, including any period for which the premises could not reasonably be used.
9. DCC may ask a hirer to cease an activity immediately where it reasonably considers that the activity presents a serious or immediate risk to health, safety, safeguarding or property.

Special Hiring and Licences

1. The hirer is responsible for obtaining any licence, consent, notice or permission required for the activities they intend to undertake at the Centre.
2. This may include a Temporary Event Notice (TEN), where applicable, under the Licensing Act 2003.
3. Evidence of any required licence, notice, consent or permission must be provided to DCC before the relevant activity takes place.
4. The hirer must comply with all conditions attached to any licence, notice or permission.
5. DCC is not responsible for obtaining licences or permissions required specifically because of the hirer's activities unless DCC has expressly agreed otherwise in writing.

Alcohol, Music and Entertainment

1. DCC's premises licence and any other applicable licensing requirements must be complied with at all times.
2. Hirers wishing to sell or supply alcohol, provide regulated entertainment or undertake any other licensable activity must obtain any required permission, licence or Temporary Event Notice before the activity takes place.
3. The hirer must provide evidence of the relevant permission or licence to the Operations Manager before the event or activity if requested.
4. DCC's premises licence and applicable licensing conditions determine the permitted activities and hours of use. Activities must cease at the time specified by the premises licence or any other applicable permission.
5. Hirers must comply with any applicable music copyright or entertainment licensing requirements associated with their activities.

Food and Kitchen Use

1. Hirers providing, preparing, selling or distributing food or drink are responsible for complying with applicable food safety, hygiene, allergen and registration requirements.
2. Food must be prepared, stored, handled and served safely.
3. Kitchen facilities and equipment must be left clean and hygienic after use.
4. Food and perishable items must be removed from the premises at the end of the hire period unless otherwise agreed with DCC.
5. The hirer must notify DCC of any spillages or other hazards immediately and take reasonable steps to prevent injury while awaiting assistance.

Personal Property

1. The hirer is responsible for the security of their own property and the property of persons attending their activities.



2. DCC accepts no responsibility for loss of or damage to property belonging to the hirer or participants except where liability cannot lawfully be excluded.
3. Property must not be left on the premises between hire periods unless DCC has expressly agreed to its storage.

DCC Cancellation, Temporary Closure and Alternative Rooms

1. DCC may need to cancel or change a booking because of a special event organised by DCC, maintenance, statutory requirements, emergency circumstances or unforeseen events such as flood, fire or other damage.
2. Where reasonably practicable, DCC will provide the hirer with as much notice as possible.
3. Where a hirer's usual room is unavailable, DCC will make reasonable efforts to offer a suitable alternative room at no additional charge.
4. If no suitable alternative is available, DCC may cancel the affected booking or suspend the booking until the premises or room can safely be used again.
5. Where DCC cancels a booking and the hirer has already paid for that particular hire period, DCC will consider an appropriate refund or credit.

Protective Security and Emergency Preparedness

1. The hirer must comply with reasonable security and emergency procedures notified by DCC.
2. Hirers must report any security concern, suspicious activity or other matter which may affect the safety of persons using the Centre to DCC as soon as reasonably practicable.
3. DCC may introduce or amend reasonable security requirements where necessary to comply with legislation, government guidance, insurance requirements or the Centre's risk assessments.
4. This includes any requirements arising from the Terrorism (Protection of Premises) Act 2025, commonly known as Martyn's Law, when applicable.

Data Protection and Privacy

1. DCC will process personal information relating to hirers and bookings in accordance with applicable UK data protection legislation, including the UK GDPR and Data Protection Act 2018.
2. Personal information may be used for legitimate purposes connected with the administration and management of room hire, including bookings, payments, communication, safety, safeguarding, insurance and compliance with legal obligations.
3. DCC will handle personal information in accordance with its Privacy Notice.
4. The Privacy Notice explains how personal information is collected, used, stored and shared and the rights individuals have in relation to their personal information.
5. A copy of the DCC Privacy Notice will be made available to hirers on request and/or through the DCC website.

Compliance with Centre Policies

1. Hirers must comply with all reasonable policies, procedures and instructions issued by DCC which apply to use of the premises.
2. DCC may introduce additional reasonable requirements where necessary to protect health and safety, safeguarding, security, the premises or other users.
3. Where an activity is subject to specific conditions or additional requirements, DCC may require the hirer to agree to those requirements before the activity takes place.

Changes to these Terms and Conditions

1. DCC may amend these Terms and Conditions from time to time where reasonably necessary, including to reflect changes in legislation, licensing requirements, insurance requirements, health and safety requirements, safeguarding requirements or Centre procedures.
2. DCC will give hirers reasonable notice of any material changes.



3. Changes will not retrospectively alter charges or other contractual obligations which have already accrued, unless required by law or agreed with the hirer.
4. Continued use of the premises following reasonable notice of amended Terms and Conditions will constitute acceptance of the amended terms, subject to any rights the hirer may have under applicable law.

DCC reserves the right to refuse, suspend or terminate a booking where reasonably necessary to protect the safety and welfare of users, comply with legal or licensing requirements, protect the premises, or ensure the proper operation of the Community Centre.

These Terms and Conditions should be read together with the DCC Privacy Notice, applicable fire safety procedures and any specific conditions notified to the hirer in relation to their booking.