



Booking terms and conditions

Here in after Grange Farm Community (Hobbies) Centre shall be referred to as 'GFCC' and the Hirer named on the Booking form as 'the Hirer'.

Booking

The person named on the booking form shall be considered the Hirer. Where an organisation is named, the person signing hereby confirms that they do so with full authority of the organisation. The Hirer must be over 18 years of age. GFCC reserves the right to refuse hire of the centre.

Right of Refusal

GFCC may refuse any application for the hire of the building without stating a reason. No organisation shall be deemed to have an undisputed right to an unbreakable series of bookings. In cases of doubt or difficulty the Booking Secretary shall refer the case to the Committee whose decision shall be final.

Hire Charges

Hiring charges will be shown on the booking form and determined by GFCC. To secure a booking, a 50% deposit of the room hire cost is required. If the Hirer cancels at least 14 days before the booking date, GFCC will refund the deposit; otherwise the deposit will be retained. The remaining balance is due no later than 7 days before the booking date. If the remaining balance is not received by that deadline, GFCC may cancel the booking and retain the deposit. A refundable £50 cleaning deposit is also required.

Safety

The Hirer will be given a welcome pack. This will include instructions for use of equipment along with a Fire Safety Floor Plan of GFCC, a copy all risk assessments, emergency contact details etc.

Hirers are responsible for health and safety issues and should inform guests about safety procedures, Fire Exits etc.

Hirers are not permitted use of any ladders which are property of GFCC.

Please observe safety notices regarding the stacking of chairs and storing of tables.

Any accident must be recorded in the Accident Book which can be found in the kitchen.

Fire Exits

Fire exits must not be blocked, chairs or other obstructions must not be placed entrance hall. Fire appliances must not be removed or tampered with, and fire doors must not be propped open.

Lighting

No additional lights or extension from the existing electric light fittings shall be used without the previous consent of GFCC.

Capacities

The maximum number of persons allowed in the main hall at any one time is 150.

Smoking

Smoking is NOT permitted at any time in any part of the building.

Alcohol

Alcoholic drinks may be served free of charge, but NO SALE of alcoholic drinks may be undertaken unless prior permission is sought from GFCC and a Temporary Event Notice for the building shall be submitted to the local Licensing Authority in advance of the event.

Confirmation of the Temporary Event Notice must be submitted to GFCC prior to the event. GFCC can undertake this process on The Hirer's behalf, for which a charge of £45 will be levied. No events may be advertised stating the availability of alcoholic drinks for sale without the prior permission of GFCC.

Public Entertainments, Music & Dancing

All the conditions attached to the Music and Dancing Licence for the building shall be duly observed. A copy of such Licence will be in the welcome pack and the Hirer shall be deemed to have had notice of all such conditions. All music must cease at 23:00hrs and the Hall must be vacated by midnight, unless alternative arrangements have been agreed by GFCC prior to the event,

Other Licences, Theatre & Performing Rights Society

GFCC's Licence does not cover performances of Theatrical, Ballet, Opera or Choral Works etc. The Hirer is responsible for obtaining the requisite Performing Rights Society Licence and any other licence that may be required for their intended purpose. Any such licence must be exhibited to GFCC.

Occupation and Use

The hire of the building is for the specific agreed times shown on the booking form and does not entitle the Hirer to use or enter the premises at any other time unless this has been agreed in advance by GFCC. The building shall only be used for lawful activities. GFCC does not represent that the building is suitable for any particular purpose and the Hirer must satisfy themselves in this respect.

Sub-let

The Hirer shall not sublet the building or any part thereof.

Culpability

Except for wilful negligence on the part of GFCC, GFCC shall not be responsible for any loss of, or damage to, the Hirers or any third parties' property arising out of the hiring.

GFCC will not be culpable for any loss, damage, or injury which may be incurred by, or be done to or happen to, any person or persons using the building during the hiring.

The Hirer shall indemnify GFCC against any claim which may arise out of the hiring, or which may be made by any person using the building during the hiring in respect of any loss damage or injury.

Regular hirers are advised to have in place their own written policies, procedures, risk assessments and evacuation procedures in place and for these to be regularly reviewed and practised.

Entry

The right of entry to the building is reserved to GFCC Committee members, any other agent of GFCC, any Police Officer or any Licencing Officer from the local Authority at any time during the hiring.

Conduct and Good Order

The Hirer shall ensure that good order is kept in the building during the hiring. The Hirer will also ensure that those attending the engagement maintain good order during arrival and departure from the building. At all times the Hirer will take reasonable care to ensure that the occupants of neighbouring properties are not inconvenienced by noise, obstruction by vehicles and the like.

Animals

The Hirer shall ensure that no animals except guide dogs are brought into the premises without prior agreement of GFCC Committee.

Condition on Vacation

The premises must be left clean and tidy, any damage to premises, furnishings or fittings must be reported immediately and may be charged for.

NB: ALL RUBBISH MUST BE REMOVED OFF THE PREMISES AND DISPOSED OF ACCORDINGLY TO HELP ELIMINATE THE RISK OF FIRE.

Keys

Keys must be returned to a member of the committee or the centre coordinator immediately after the event.

Adopted by the Committee: 26th March 2024

Last Reviewed: March 2023

Review Again: March 2025