



## GERRARDS CROSS COMMUNITY ASSOCIATION

### **Standard Conditions for REGULAR Room Hire booking:**

THIS AGREEMENT is made between the Gerrards Cross Community Association, hereinafter called *the Association*, and the Hirer named below whereby in consideration of the sum(s) mentioned below:

A. THE ASSOCIATION agrees to permit the Hirer to use that part of the premises designated & as agreed for the purposes, period(s) and at the fee described below, namely:

**Name of Room:** .....

**Hourly Rate:** .....

B. THE HIRER agrees to observe and perform the provisions and stipulations contained or referred to in the Association's Standard Conditions of Hire for the time being in force and as annexed hereto, and in the Rules governing the use of The Association, a copy of which is available from the office.

Name of Society/Club .....

Hirer .....

**NB.** *Persons(s) signing must be 18 years of age or over. Name of individual hirer or organisation's authorised representative:*

Email: .....

Mobile No: .....



### **Introduction:**

The Gerrards Cross Community Association, hereinafter called *the Association*, is a registered charity. It is not a commercial profit-making organisation. The main aim of the charity is to provide a facility for the local community and the surrounding area where meetings, social events etc can be held. The Association reserves the right to refuse to accept a booking if it deems that the proposed event is not beneficial to the local community or in keeping with the aim of the Association

### **Terms of Room Hire**

1. The rooms can only be hired by a person over 18 years of age ("the Hirer")
2. The payment for hiring the rooms is due in advance of the hire in accordance with our 7 day payment term invoicing process. In the event of non-payment prior to the booking the Association may cancel the booking and accept an alternative booking.
3. The Association reserves the right to refuse or cancel any booking. In the event of any such cancellation, the Association shall refund all monies paid or may offer an alternative date. In such circumstances, the Association shall not incur any liability whatsoever to the Hirer over and above the monies paid directly to the Association
4. The Rooms may only be used during the hours stipulated and agreed at the point of booking and the room must be vacated immediately on termination of the agreed time. In the event that the room has not been vacated at the end of the agreed time, the Association will charge an additional hour
5. The fees for hiring the Rooms whether for regular hires, occasional hire or a one-off event are as agreed and set out on the booking form. The rates of hire are reviewed annually on 31 March. Bookings made before 31 March for events taking place after that date will be charged at the pre-31 March rate.
6. Sub-letting of the Rooms or use by the room by anyone other than the Hirer is strictly forbidden.
7. In the event that the Hirer has any concern about the condition of the room they must advise the Association (via any one or more of its employees) within one hour from the pre-agreed commencement of the booking.

### **Indemnities, Insurance, Licences and Liability**

8. The Hirer is responsible for the event that takes place in the Room and must remain on the premises throughout the duration of the booking.
9. The Hirer must adhere to health and safety considerations for the event and in particular (but not exclusively) must consider the care of children and minors attending the class to ensure that there is suitable supervision of children and minors during the class including arrival and departure from the Room and their presence in the Room and the grounds of the Room and a list of all attendees
10. The Association and none of its employees, trustees or committee members shall be responsible for any loss, damage or injury to persons or property caused as a direct or indirect result of the hiring or use of the rooms or its grounds.
11. All room hirers that are of a club or society nature should have public liability insurance in place and provide a copy of the agreement to the association
12. The Hirer shall indemnify the Association, its trustees, employees and committee members against any claim that may arise out of the hiring of the Room in respect of any loss, injury or damage to persons, property or otherwise.
13. The Association does not accept any responsibility or liability for damage to any vehicle or contents left in vehicles parked in the Venue's car park or grounds.

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Registered Charity No. 300264

Reg. V.A.T.No. 207 7823 57



14. The Hirer is responsible for adhering to any licences in connection with the booking of the Rooms. All alcohol and other drinks to be consumed on the premises are to be purchased from the Community Association, unless prior agreement has been made on corkage fees
15. The Hirer must arrange for the payment and/or reimbursement to the Association of any charges arising from the use of the Rooms in respect of performing rights or copyright.
16. It is the responsibility of the Hirer to carry out an appropriate risk assessment in respect of the event and in accordance with Health and Safety legislation.
16. In accordance with Section 11 of the Children Act 2004 and The Care Act 2014 if an organisation or group is hiring the venue has a junior membership (under the age of 18) they must supply a copy of their Child Protection Policy.
17. All breakages must be reported to a member of staff and if the hirer is deemed responsible for the damage or breakage reported, then it will be the hirers responsibility to cover any costs incurred or of any replacement deemed necessary.

#### **Use of the Room/Hall**

18. The Memorial Centre is a non-smoking site.
19. Fire exits must not be blocked under any circumstances.
20. All fire doors must be kept closed.
- PLEASE ENSURE ALL YOUR ATTENDEES ARE BRIEFED ON THE FIRE ESCAPE ROUTE AND THE MUSTER POINT (FIRE ASSEMBLY POINT)**
21. Only equipment that has been electrically tested and bears the appropriate safety label on the plug/wire can be used in the Room/Hall.
22. All Rooms to be set up by the Hirer unless with prior agreement with GXCA.
23. Temporary decorations may only be affixed to the timber railing at 2 metres from the floor. The use of Sellotape, blue tack and drawing is forbidden.
24. The Colston Hall kitchen facilities are provided for Professional Catering Companies only, The Garden Room's kitchen can be used for food preparation

#### **Vacation of the Room/Hall**

25. The Room/Hall must be left in a clean and tidy condition.
26. All lighting should be switched off when not required or not in use and the room/hall left tidy with windows firmly closed before leaving.
27. CANCELLATION – standard cancellation policy is one calendar months' notice. Exceptional circumstances on a case by case basis as agreed with GXCA.

#### **Regular Hirers**

28. For the avoidance of doubt, regular hirers are bound by the above terms and conditions.