



General Rules Governing the Use of The Hilt

Preamble: The management of the community centre is vested in the General Committee of Hiltingbury Community Association, whose powers and composition are defined in the constitution, a copy of which may be obtained from the Community Centre Manager. Under the provisions of the constitution, the General Committee is empowered to make rules or to withdraw or amend them.

1. Use of centre

Use of the community centre and its facilities is subject to the following rules and, in the case of hirers, to the conditions incorporated in these Terms & Conditions.

2. Equal opportunities

The community centre is open to all members of the community regardless of sex, sexual orientation, nationality, age, disability, race, or of political, religious or other opinions.

3. Applying to use the centre

(a) Application for use of the centre shall be made to the Booking Manager.

(b) The right to refuse any application for the use of centre facilities is reserved to the General Committee or the Community Centre Manager, provided that the Community Centre Manager reports his/her action to the next meeting of the General Committee.

The General Committee may refuse an application to use the centre's facilities if the use by a particular association or individual presents a risk of public disorder or of alienating the Association's beneficiaries or supporters. In any circumstance of doubt, the Community Centre Manager shall report the matter to the Secretary and shall not confirm the letting without the agreement of the Secretary.

(c) All arrangements for the use of centre facilities are subject to the Association reserving the right to cancel bookings when the premises are required for use as a Polling Station or are otherwise rendered unfit for the intended use.

(d) Sections and affiliated groups of the Association shall normally have priority use of its facilities, but all

arrangements to hire facilities made with outside bodies and individuals shall be honoured by the Association except as provided for in (c) above.

On rare occasions hirers may be asked to move or cancel bookings.

4. Hours of opening

Facilities at the community centre are normally available for the use of its members and of outside hirers between the hours 8am and 11.30pm Monday to Sunday.

5. Maximum capacity

The Cuckoo Bushes Hall has a maximum capacity of 300 standing, 230 seated theatre-style, 120 dining. The Hocombe Hall has a maximum capacity of 100 standing, 70 seated and 50 dining. The Cranbury Room has a maximum capacity of 50 standing, 40 seated and 36 dining. The first floor Youth area has a maximum capacity of 45 standing, 40 seated. These figures include helpers and performers and on no account shall these figures be exceeded.

6. Safety requirements

All conditions attached to the granting of the centre's Premises Licence or other licences shall be strictly observed. Nothing shall be done which will endanger the users of the building or invalidate the policies of insurance relating to it and to its contents. In particular:

- (a) Obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be immediately available for free public egress. The Reception area is to be used only for accessing and leaving the hired room and toilets and not as any extension to the hired room.
- (b) All groups are expected to co-operate in the fire drills which may be arranged at varying times in order to

familiarise users with evacuation procedures;

- (c) The emergency lighting supply must be turned on during the whole time the premises are occupied and must illuminate all exit signs and routes.
- (d) Fire-fighting apparatus shall be kept in its proper place and only used for its intended purpose;
- (e) The Fire Service shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Community Centre Manager;
- (f) Performances involving danger to the public shall not be accepted
- (g) Highly flammable substances, candles or naked flames shall not be brought into or used in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton, etc.) shall be undertaken or erected without the consent of The General Committee;
- (h) No unauthorised heating appliances shall be used on the premises;
- (i) No smoke machines or hazers are to be used without specific agreement from the committee.
- (j) No helium balloons to be brought into the Hilt.
- (k) There is a First Aid box readily available to all users of the premises. They are located in the Kitchen of each room and must be returned there after use. The Community Centre Manager must be informed of any accident or injury occurring on the premises and the Hirer must ensure that any accident is recorded in the Accident Book which will be kept with the First Aid book and box;
- (l) All electrical equipment brought into the building shall comply with the Electricity at Work Regulations 1989 and any subsequent legislation. The

General Committee disclaims all responsibility for all claims and costs arising from the use of any equipment that does not so comply.

7. Public Health Emergencies

For containment and prevention of contagious viruses and diseases, Hirers are required to maintain strict adherence to Local Authority and/or Government guidelines for hygiene standards in dealing with viral outbreaks and pandemics. Hygiene standards introduced by the Association must also be adhered to at all times.

8. Supervision

The Hirer or person in charge of an activity shall not be under 18 years of age and shall be on the premises for the entire period of hire or duration of the activity. She/he shall not be engaged in any duties which prevent him/her from exercising general supervision.

CHILDREN MUST BE SUPERVISED AT ALL TIMES.

When the premises or any part of them are used for the purpose of public entertainment, there shall be a minimum of two persons, neither of whom shall be less than 18 years of age, on duty where under 100 persons are attending the entertainment. Where the number present is over 100 the number of adult attendants required is increased to three.

The committee undertakes to display in the halls relevant information on essential safety including action to be taken in event of fire which includes: the operation of the fire equipment, calling the fire brigade, evacuating the premises, escape routes and the need to keep fire doors closed, The Hirer should make themselves aware of their responsibility in the event of a fire.

9. Safety of vulnerable people

No activities or groups involving either children or vulnerable adults will be

permitted on the premises except with the written agreement of The General Committee, which will require that the relevant provisions of the Children Act 1989 and subsequent legislation, the Home Office Code of Practice *Safe from Harm*, and any conditions required by the Office for Standards in Education (OFSTED) or by the local Social Services Department (as appropriate) are complied with before giving such permission.

All organisers of activities involving children and/or vulnerable adults are required to comply with the recommendations of Community Matters Information Sheets 30, 81 and 81A and The General Committee reserves the right to exclude from the premises any organisation that fails to comply with this requirement.

In the case of affiliated groups or outside hirers, it is the responsibility of the organisers of the activities concerned to ensure compliance with these requirements, so that only fit and proper persons have access to young children and/or vulnerable adults, and that such persons shall at all times be in attendance upon children and/or vulnerable adults who are on the premises for the activities concerned.

10. Safeguarding Procedures

The HCA shall do the following:

Have a nominated Safeguarding Officer (SO), Nicola MacBean, who can be contacted via email; manager@thehilt.org.uk. Alternatively, concerns can be put in writing to Safeguarding Officer, The Hilt, Hiltingbury Road, Chandlers Ford, Eastleigh, SO53 3NP.

Ensure that Terms and Conditions for all hirers include the need for groups working with children/vulnerable adults to have their own Safeguarding Policies in place.

Display prominently our philosophy, the name of the SO and contact details as well as the contact details of relevant helplines.

Ensure only employed staff and volunteers who have frequent or one-to-one contact with young people/vulnerable adults have enhanced level Disclosure and Barring (DBS) checks and that their continuing suitability is monitored.

Follow guidelines laid down by Ofsted's Safeguarding Policy, especially with regard to supporting young people and/or vulnerable adults and the recording and reporting of incidents.

Direct staff, volunteers and hirers, when appropriate, to training opportunities relating to safeguarding issues.

Where appropriate remind hirers of their obligations and responsibilities and the need for them to have effective safeguarding policies in place.

Our policies and procedures will be regularly monitored and reviewed by the HCA Trustees.

The HCA will conduct DBS checking according to the DBS policy.

11. Supply of food and drink

Only persons who have satisfactorily undertaken any relevant training required by the Council's Environmental Health Department, and otherwise satisfied the requirements of current legislation, shall be permitted to handle food on the premises.

12. Intoxicating liquor

No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises without the express permission in writing of The General Committee, whose consent must also be obtained prior to seeking any relevant permission and/or to issue any Temporary

Event Notice for the sale of alcoholic liquor.

13. Licence for Playing Music

The premises are licensed with the Music Licence Company for the performance of copyright music. The Association's licence with the Music Licence Company, covers the performance of recorded music by affiliated groups and other hirers of the premises.

14. Betting, gaming and lotteries

Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries, and the persons or associations responsible for functions held in the centre premises shall ensure that the requirements of the relevant legislation are strictly observed.

15. Temporary Event Notices (TEN)

The Booking Officer must be given at least four weeks' notice of any event that requires a TENs licence.

Once agreed, it is the responsibility of the Hirer to apply for a TEN licence and proof must be supplied that this has been obtained.

16. Storage

The permission of The General Committee must be obtained before goods or equipment are left or stored at the community centre, except that the Community Centre Manager is authorised to grant permission for the overnight storage of goods and equipment brought to the centre for a particular function or event.

17. Loss of property

The Association cannot accept responsibility for damage to, or the loss or theft of, centre users' property and effects.

18. Car parking

Cars shall not be parked so as to cause an obstruction at the entrance to, or exits

from, the centre. Where parking accommodation is provided and available, this must be used. **Hirers must be aware of local car park restrictions Monday-Friday 9am-7pm inc. Bank Holidays, Saturday-Sunday 9am–5pm.**

19. Meeting the interests of our neighbours:

The Hirer is responsible for meeting the interests of local residents by ensuring:

- (a) Litter shall not be left in or about the centre premises.
- (b) **Except in the case of trained assistance dogs**, no dogs are permitted on the premises.
- (c) Users of the Centre must avoid undue noise on arrival and departure.
- d) Music is stopped by 11.00pm in accordance with the Hilt's operating licence.
- (e) If amplified music is to be played at the function the Hirer **MUST** inform the HCA at the time of booking. If used in Cuckoo Bushes Hall, the Hirer must **ENSURE** that power to music equipment is fed via the noise limiting sockets provided by the front lip of the stage. The Hirer should note that the sound monitor is particularly sensitive to loud bass sounds and is designed to cut out when noise levels are excessive.
- (f) **No sound equipment is to be removed from the room that is hired.**
- g) All doors (including Emergency Exits) and windows **MUST** remain closed at all times, except for access to the Hall.

20. Security, Cleaning and Rubbish

All use of centre premises and facilities is subject to the users' accepting responsibility for returning furniture and

equipment to their original position, turning off lights and air conditioning and for securing doors and windows of the premises upon departure.

All users shall also leave the premises and surrounds in a clean and tidy condition using the equipment and materials provided.

Any recycling (bottles, cardboard, cans) should be taken away by the Hirer. General rubbish generated can be put inside the large bin in the outside bin store. No rubbish is to be left if it does not fit in the large bin with its lid closed.

21. Cancellations

No refunds will be given for bookings that are cancelled after the invoice has been raised.

If the Hirer wishes to cancel the booking before an invoice has been raised the question of the payment or the repayment of the fee shall be at the discretion of the Association.

The Association reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- (a) Payment not being received in advance of the booking. This will normally be the end of the month for regular hirers, or two weeks in advance for other users.
- (b) The premises becoming unfit for the use intended by the hirer.
- (c) The Association reasonably considering that such hiring will lead to breach of licensing conditions if applicable or other legal or statutory requirements or unlawful or unsuitable activities will take place at the premises as a result of this hiring.
- (d) The Association reserves the right to terminate any booking by giving three months' notice in writing.

(e) In the event of conditions beyond our control, eg: bad weather conditions, the Association will use discretion with reference to refunds. Any cancellations must be notified as soon as possible.

(f) An emergency requiring use of the premises as a shelter for victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

22. Security Payments

For events requiring a damage/terms deposit payment, it will be returned in full to the Hirer provided that:

- (a) There is no damage to the halls or contents.
- (b) The halls and contents are left clean and tidy.
- (c) There have been no complaints regarding noise.
- (d) The Hirer has adhered to the Terms & Conditions

23. Photography

Hirer organised events:

Hirers are solely responsible for the control of photography usage at all of their events.