

ASHINGTON JOINT WELFARE SCHEME (HIRST WELFARE) 0HIRING TERMS AND CONDITIONS

DEFINITIONS

In these terms and conditions, "The Trust" refers to The Ashington Joint Welfare Scheme

"The Booking Team" are Centre Staff designated to use the booking facility

"Our website" can be accessed at www.hirstwelfare.org

AGE OF HIRER

The Hirer must be at least 18 years old.

SUPERVISION

During the hiring period, the Hirer is responsible for:

- Taking care of the facility including the fabric and contents, ensuring their care, safety, and protection from any damage or change.
- Overseeing the behavior of all persons using the premises, including proper supervision of car parking to avoid obstruction.

As directed by the Booking Team, the Hirer must promptly rectify or cover the costs of any damage (including accidental damage) to the premises, fixtures, fittings, or contents and for the loss of contents.

USE OF PREMISES

The premises must be used only for the purpose specified in the Booking Enquiry Form.

Sub-hiring and any unlawful activities are strictly prohibited.

GUIDANCE NOTES FOR HIRERS

All Hirers will receive a Guidance Notes for Hirers document, providing essential information about the Centre and practical guidance. This document is accessible via email, the website, and the Hirer's Notice Board.

PUBLIC SAFETY COMPLIANCE

The Hirer must comply with all conditions and regulations set by the Local Authority, Licensing Authority, The Trust's Fire Risk Assessment, or other relevant authorities. This includes events with regulated entertainment, alcohol sales, or those attended by children.

Additionally, the Hirer must adhere to The Trust's Health and Safety policy.

FIRE SAFETY

Hirers must adhere to fire safety guidelines, prohibiting explosives and flammable substances. Decorations should not be combustible, and actions during a fire will be explained on arrival to the Centre by a member of staff.

PREMISES LICENCE

The Trust holds a premises license for regulated entertainment and licensable activities, each with specific time restrictions.

THE SALE OF ALCOHOL

The premises are not licensed for alcohol sale

LICENCE FOR THE PLAYING AND RECORDING OF MUSIC

The Centre is licensed for playing and recording music through agreements with Performing Rights Society and Phonographic Performance Ltd, facilitated by The Trust.

GAMING, BETTING, AND LOTTERIES

Hirers must comply with laws related to gaming, betting, and lotteries on the premises.

HEALTH AND HYGIENE

If serving, or selling food, the Hirer must adhere to relevant food health and hygiene regulations.

ELECTRICAL SAFETY AND PORTABLE APPLIANCES

Hirers are responsible for the safe use of electrical appliances, ensuring compliance with regulations. Unauthorised portable appliances are not allowed. BBQs on Trust property require prior agreement.

INDEMNITY

The Hirer is liable for repair costs, claims, losses, damages, and costs arising from the use of the premises, including any nuisance caused to third parties.

ACCIDENTS AND DANGEROUS OCCURRENCES

Hirers must report all accidents involving injury to the public and any equipment failures promptly. Specific types of accidents or injuries must be reported to the local authority as per regulations.

ANIMALS

Except for guide dogs, no animals are allowed on the premises unless agreed upon for a special event by The Trust. Animals are strictly prohibited from entering the kitchen.

COMPLIANCE WITH THE CHILDREN ACT 1989

Activities for children under eight must comply with the provisions of The Children Act of 1989. Only individuals who have passed the appropriate Disclosure and Barring Service (DBS) checks may have access to children. The Hirer must provide their Child and Vulnerable Adults Protection Policy upon request.

FLY POSTING

The Hirer must not engage in fly posting or any unauthorised advertising for events at the premises. Failure to comply may result in prosecution by the local authority.

SALE OF GOODS

If selling goods on the premises, the Hirer must comply with Fair Trading Laws and prominently display prices, the organiser's name, and address.

BOOKINGS

The Centre operates an internet-based bookings system with different conditions for Centre facilities and the 3G AstroTurf. The minimum booking duration is 1 hour.

DEPOSIT TO SECURE A BOOKING

Standard rate customers may pay a booking deposit for larger events, refundable following satisfactory post-event inspection.

SECURITY DEPOSIT

The Trust may require a refundable security deposit for larger events, refundable post-event inspection.

BOOKING AMENDMENTS

Amendments can be requested through the online booking system.

BOOKING CANCELLATIONS

Cancellation fees may apply, and the Trust reserves the right to charge interest for late payments.

HIRE CHARGES

Hire charges are available on the website. Standard rate bookings' charges are confirmed at booking acceptance. Regular users' bookings may be subject to rate increases with notice.

END OF HIRE

The Hirer must leave the premises clean and tidy, properly locked, and secured. Any keys issued must be returned unless the Hirer continues hiring. Failure to comply may result in additional charges.

CANCELLATION OF BOOKINGS BY THE TRUST

The Trust may cancel a hiring if the premises are unfit, breach of licence conditions, or if unlawful or unsuitable activities are anticipated. The Hirer will be entitled to a refund but not liable for consequential losses.

PUBLIC LIABILITY INSURANCE

The Trust provides public liability insurance for social, educational, and sporting events, excluding commercial Hirers who must show proof of their insurance.

NOISE

The Hirer must minimise noise during late and early hours.

STORED EQUIPMENT

The Trust is not responsible for stored equipment or property left at the premises. Regular users must obtain permission to store equipment at their risk.

NO ALTERATIONS TO THE PREMISES

No alterations or additions are allowed without prior written approval from The Trust.

NO OTHER RIGHTS

The hiring agreement confers permission only, with no tenancy or other right of occupation.

SMOKING

The Hirer must ensure compliance with no smoking regulations in public places.

PERMITTED NUMBER OF PEOPLE

The number of people must not exceed the specified limits for each area within the Centre.

BALL GAMES AND THE FUNCTION ROOM

The Main Hall is designed for multi-function use, and ball games are restricted to certain activities like table tennis, pool, snooker, and low-activity soft ball games.

DATA PROTECTION

The Trust has a Data Protection policy in compliance with the General Data Protection Regulations (GDPR).

COMPLAINTS

Users can file complaints using the Complaints Procedure. A Complaints Form can be requested via email.

ACCEPTABLE LANGUAGE

Swearing and inappropriate language are not allowed at the Centre. Offenders may be asked to leave, and persistent issues may result in the Hirer being barred from using the Centre.

ADDITIONAL CONDITIONS OF HIRE FOR THE ASTRO TURF PITCH AND TURF PITCHES

ENTRANCE & EXIT TO/FROM CHANGING ROOMS

Users must use the external door at the eastern end of the changing rooms' corridor for entry and exit. Football boots are only allowed in the changing rooms and corridor.

FOOTWEAR ON ASTRO TURF PITCH

No traditional football boots or spiked footwear are allowed on the Astro Turf Pitch; only clean trainers or moulded boots are permitted.

FLOODLIGHTS

In case of floodlight failure, the Hirer must not enter the plant room/power tower/floodlighting pylons. The staff must be notified immediately.

END OF SESSION

At the end of a booked session, the Astro Turf Pitch must be vacated promptly and left in the same condition as at the start of the session.

These terms and conditions are binding upon the Hirer and must be adhered to for the duration of the hiring agreement. Failure to comply may result in additional charges, cancellation of the booking, or future denial of access to the facilities.