

## LEIGH PARK COMMUNITY CENTRE

### Terms & Conditions of Hire

Hirers Name	
Function Type	
Date	
Time	
Main Hall	Common Room

#### Permitted Numbers:

Main Hall: Maximum of 150, reducing to 100 when tables and chairs are in use.  
Common Room: Maximum of 50, reducing to 30 when tables and chairs are in use.

#### Booking A Party/Event:

- Any provisional booking will be held for 14 days from the date of enquiry.
- If no payment is received within 14 days, the booking will be cancelled.
- It is the responsibility of the hirer to make sure contact is made with the Centre.

  

- A holding deposit of 10% of the overall cost of the hire secures the booking.
- The full balance of the hire fee is due 14 days before the event.
- If the balance of fees is not received 14 days before the event, the booking will be cancelled.

#### Damage Deposit:

- All hirers will be required to pay a damage/rules infringement deposit.

- This will be returned in full within 5 working days providing there has been no damage or rule infringement.
- The required damage deposit for any function with a bar is £150.
- For any other booking the damage deposit is £50.

### **Cancellation Policy:**

- The hirer may cancel the booking at any time. In the event of such cancellation the hirer shall be liable to the Centre as follows:
  - If the cancellation is more than 7 days before the date of the booking, loss of the 10% holding deposit
  - If the cancellation is less than 7 days before the date of the booking the full balance of the hire fee
- The Centre reserves the right to cancel the booking:
  - In the event of a breach, or anticipated breach of any Rules of Hire
  - If any sum due is not paid by the date upon which it is due
  - In the event that the premises are rendered unfit for use
  - In the event that the accommodation is required for the purposes of a Parliamentary, County Council or District Council Election

### **Hire of the Bar:**

- If a bar is required for an event, this can be arranged, subject to the availability of our bar provider.
- For this service there is a further hire charge of £50.
- Bar times are 7pm – 11pm unless otherwise agreed by the Bar Manager. If the bar is required outside of these hours, an additional charge might be made.
- Bar provision is at the absolute discretion of the Bar Manager.
- Bar provision will cease immediately if there is any suspicion of underage drinking, intimidation or unruly behaviour.

### **Start and End Times:**

- Your total booking time must include any time you need to set up at the beginning and tidy up at the end.
- The hirer must ensure that the room is vacated by the time stated on the booking, failure to do so will incur an extra charge that will be deducted from the damage deposit.
- The Centre can provide brooms and mops should they be needed to tidy – but the hirer is responsible for providing adequate bin liners etc for the collection of rubbish and so on.

### **Decorations and Equipment:**

- The hirer may decorate the rooms so long as no damage is done to the fabric of the building. Please ensure that whatever is used to hang decorations does not leave any marks on the walls or the paint work. Please check with us if you are unsure.
- The hirer may use a third-party provider for suitable entertainment such as a Bouncy Castle or DJ equipment. The responsibility of any such equipment remains solely with the hirer, and must be removed from the Centre at the stated booking end time.
- Due to the mess they cause the use of confectionary, popcorn, candy floss machines or any other similar stalls is **STRICTLY PROHIBITED**.
- Smoke machines of any description are not permitted as they will set off the fire alarms.

- It is the responsibility of the hirer to ensure that no damage is caused to the Centre, including the foyer area and toilets.
- If any such damage is caused, the cost to repair, replace or rectify same will be deducted from the damage deposit.
- The Centre reserves the right to deduct from the damage deposit any cost incurred if extra cleaning is required due to mess left after a function.

**Safety and Supervision:**

- The hirer is responsible for ensuring that there is adequate supervision of all guests.
- The hirer is responsible for the behaviour of children attending the function.
- Children must not be left unattended at any time.
- The hirer should ensure that they are aware of the locations of fire exits and extinguishers.
- Smoking and vaping are not permitted anywhere on the premises including the garden area.

**End of Hire Period/Cleaning**

- Please leave the room as you found it, ready for the next user.
- Please ensure that all rubbish is removed, any spillages cleaned, floor swept and chairs and tables tidy.
- Any additional cleaning needed after your hire period will be charged against your damage deposit at a cost of £35 per hour.

I confirm that I have read and understood the Terms and Conditions of Hire and agree to abide by these rules.

NAME:		DATE:		SIGNATURE:	
ADDRESS:					
NUMBER		EMAIL ADDRESS			

Signed on behalf of Leigh Park Community Centre ..... Date

