

Long Ashton Community Association Hiring Conditions

General bookings

1. Bookings

Once a booking has been finalised with a bookings clerk in the LACA office, payment must be received within 24 hours for the booking to be confirmed. Non receipt of payment will result in the booking being cancelled.

The hirer shall not use the premises for any purpose other than for which it has been booked.

2. Restricted numbers

The maximum number of people allowed in each hall at one time are as follows:

- Village Hall - Up to 300 persons (150 when tables and chairs are used).
- Club Room and Pavilion - Up to 120 persons (80 when tables and chairs are used).
- Griffin Lounge - Up to 80 persons (60 when tables and chairs are used).
- Keads Hall – Up to 250 persons ((120 when tables and chairs are used).

3. Responsibility

The hirer or a responsible person, over the age of 18, must be on the premises throughout the hire period. During the period of hire the hirer should ensure that all guests treat the grounds of LACA with respect and do not litter or cause damage to any of the communal areas or access routes. This includes ensuring that attendees do not go on the Bowling Green. The hirer shall be solely responsible for the safety and conduct of all members or guests using the premises.

For under 18 year old parties, there should be a minimum of two adults present with a ratio of 1:10 thereafter.

4. Noise

The hirer must give due regard to the level of general noise from departing guests and vehicles, particularly for evening functions.

Music should be switched off no later than 23:45, and the volume of music must not reach unacceptable levels. If the sound level is deemed to be too loud, the caretaker will ask the hirer to turn the volume down.

5. Fire safety

The hirer should familiarise themselves with the fire procedures displayed in the halls and ensure all persons present are aware of the location of the fire exits and fire assembly points.

Smoking is prohibited in all buildings.

No flammable items shall be used or left in the building. The use of any naked flames in the building, except for ordinary birthday cake candles, is prohibited. The use of smoke machines is also prohibited. A haze effect machine is permitted sparingly.

The hirer shall ensure that all fire exits remain clear, and that fire equipment is not interfered with or used in an irresponsible manner.

The release of Chinese style sky lanterns from the Recreation Ground, car park area or Peel Park is prohibited.

6. Intoxicating liquor

Long Ashton Community Centre is licenced for the sale of alcohol on the premises.

The hirer must notify the manager's office if they intend to sell intoxicating liquor at their event and pay the additional charge for this.

The hirer is responsible for ensuring that no alcohol is sold to minors, or those who appear to be heavily intoxicated. Those serving must be over the age of 18.

7. Health and safety policy

The Hirer will comply with LACAs Health and Safety Policy which is available in a red file in all spaces.

The Hirer must report all accidents involving injury to the public to the caretaker on duty as soon as possible and an accident form should be completed.

8. Inventory

Hirers are free to use all the items in the kitchen, except for those reserved for private use, which are stored in clearly labelled cupboards.

For a detailed list of what items are included in the kitchen and bar, please contact the manager's office.

For hygiene reasons, the hirer should provide their own tea towels and take them away with them at the end of the hire.

9. Electrical appliance safety

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989.

No unauthorised heating appliances shall be used on the premises without the consent of the management team.

10. First aid kits

First aid kits are provided in all halls. Please inform the caretaker on duty if any stock is used, so that we can replenish.

11. Access

Access is permitted 15 minutes prior to a booking for setting up time.

12. Special Events

Special events include but are not limited to wedding parties, markets, and large outdoor gatherings. On these occasions the Hirer should nominate people to be present and in charge as follows:

100 persons present, 2 adult stewards
100-300 persons present, 3 adult stewards
300-600 persons present, 6 adult stewards

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

Film shows: Age-restrictions on films should be strictly adhered to. Hirers should ensure they have the appropriate copyright licenses for films. No pornographic films are to be shown on the premises.

13. End of event

Users must tidy and clean at the end of the booking, and the hall, kitchen and equipment must be restored to its original state. Lights should be turned off and windows and doors secured unless otherwise instructed by the caretaker on duty. Failure to exit on time will result in the user being charged at double the current hourly rate.

14. Rubbish & Recycling

We encourage you to use our crockery, cutlery and glassware and our commercial dishwasher (which runs on a 2 minute cycle) in order to reduce disposable wastage. The hirer must inform the manager's office if they expect their event to generate excessive amounts of rubbish or recycling, as an additional charge of £50 will be added to the booking to cover the costs of disposal. The user is responsible for removing all rubbish and recycling at the end of the booking and depositing in the appropriate bins which are situated opposite the Youth Hut. General waste should be disposed of in black bin liners and mixed recycling (clean paper, card, glass, tin cans) should be disposed of inside clear recycling sacks.

15. Damage

Hired spaces will be inspected before and after each event. Any damage must be reported as soon as possible to the caretaker on duty. Damage includes but is not limited to the premises, fixtures, and fittings, contents, and includes all outdoor spaces, grass verges and fields. Any damage caused by the hirer, their guests (including public events) or service providers like entertainers will be the sole responsibility of the hirer named on the booking form. This includes a named organisation or business. Any damage will be assessed, and it will be the hirers responsibility to pay for any replacements or repairs.

16. Non-liability

LACA will not be responsible for any property lost or damaged on the premises. Vehicles are parked at the owner's risk. Lost property will be retained for 30 days after the event and then given to local charities where possible.

17. Cancellation Policy

Cancellations will be accepted in writing as per below:

- Within 28 days, no refund
- Within 72 days, 50% of the hire charge.
- More than 72 days, 25% of the hire charge.

LACA reserves the right to refuse, cancel or move bookings without reason or notice. Notice will be given where possible.

18. Rescheduling

If the hirer wishes to reschedule their booking, there will be an administration charge of £25.00. No re-scheduling within 28 days of the event.

19. Data protection

Data will be retained in accordance with GDPR.

20. Additional conditions groups and community events Licenses

The hirer will ensure that the appropriate licenses are in place for the type of event they wish to hold.

Licenses may include but are not limited to:

- Street trading licence - when selling goods or services in all outdoor spaces.
- Alcohol license - when selling alcohol in all outdoor spaces.
- Public entertainment licence – when playing amplified live or pre-recorded music in all outdoor spaces.

Most of these activities can be covered under one licence.

LACA will require a copy of the appropriate licenses that have been granted before certain events can go ahead.

21. Policies and procedures

For certain groups and events LACA will require a copy of the appropriate policies needed to ensure that certain standard requirements are met by the hirer. We may also require a copy of a Risk Assessment for certain groups and events. (LACA's policies will be made available on request by contacting the manager's office.)

22. Public liability insurance

Although it is not required by law, LACA asks that all business hirers and stall holders selling goods or services on our premises have their own public liability insurance.

It will be the responsibility of the hirer, business or organisation named on the booking form to check that each trader has their own liability insurance and verify this in writing to LACA.

LACA is not liable for any damage to property or harm to staff, volunteers, or a member of the public that is a result of the negligence of the hirer or associated parties.

23. Non-compliance with these hiring conditions

Failure to comply with the above terms and conditions of hire may result in one or more of the following:

- (i) Cancellation of booking.
- (ii) Early termination of booking.
- (iii) Surcharge to cover any costs incurred.

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