

CONDITIONS OF HIRE



For the purposes of this document, the term 'WCA' shall stand for the community association and management staff

Mill Lane
Wickham, PO17 5AL
Tel: 01329 833688

Please read carefully.

Email: contact@wickhamcentre.co.uk
www.wickhamcommunitycentre.org.uk

Wickham Community Association (WCA) reserves the right to amend these rules and conditions, and also to make any additional rules and conditions as necessary taking into account the requirements of the centre. For the purposes of these conditions the 'Hirer' will mean an individual hirer or, where the hirer is an organisation, the authorised representative.

1. General Conditions

1.1 Confirmation: A booking is not confirmed until:

- One-off - booking form has been completed, submitted and payment has been taken.
- Block/ regular - booking form has been completed, submitted and confirmation received.

1.2 Scale of Charges: For a full set of our hire charges please refer to our website. The WCA will decide which category applies to each let. **Please note**, that all setting up and setting down time, i.e. discos, catering, food, etc. must be incorporated into your hire time.

1.3 Cancellations:

- Full refunds will be given for functions cancelled with a minimum of 14 days notice.
- Cancellations under 14 days and no less than 48 notice will receive a 50% part refund of the hire charge.
- Full hire charge will be payable if organisers give less than 48 hours notice to cancel the event, or do not turn up for the intended booking on the day.
- WCA reserves the right to cancel any booking at its absolute discretion. In the event of a cancellation, no liability will be accepted for any loss incurred and no compensation will be payable to the hirer or any other person in respect of such cancellation.

1.4 The hirer will be held responsible for payment of all charges in respect of the booking. WCA takes no responsibility for any loss, act or omission by the hirer.

1.5 Hirers liability insurance:

1.5i The Hirer must ensure that when professional or specialist coaching is provided for the activities relating to the booking, those individuals are suitably trained and qualified.

1.5ii WCA will not be liable for the death or injury to any person attending the activity which is the subject of the booking or any losses, claims, demands, actions, proceedings, damages, expenses or other liability incurred by the hirer except where any of the above is due solely to the negligence of WCA, their staff or agents.

1.5iii WCA will not under any circumstances accept responsibility or liability in respect of any damage to or loss of goods, articles or property of any kind brought into or left at the premises either by the hirer or by any other person.

1.5iv No oil, chemical or other flammable substance will be allowed in any part of the centre, without written permission from WCA.

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- 1.6 **Smoking** is not permitted in any part of the centre. During an event or activity, it is the organiser who is responsible for ensuring those attending do not smoke.
- 1.7 **Drugs** and drug-taking is not permitted in any part of the centre or on any part of the ground of the centre
- 1.8 **Sub-letting:** The centre should not be sub-let without prior permission of WCA.
- 1.9 **Equipment:** Any electrical equipment brought into the centre must be appropriately PATs tested. Appropriate risk assessments and supervision must be considered and applied.
- 1.10 **Safeguarding:** Anyone who works closely with children or groups of vulnerable adults on a regular basis should have appropriate safeguarding policies in place, and, if required have the appropriate qualifications. Please see the WCA safeguarding policy on the website for more information.
- 1.11 **Booking Times:** The time you hire the space is the time you are able to access the space, unless by prior arrangement with centre staff: If you require setting up or setting down time you must include that in your booking. (This does not include arrangement of centre equipment such as tables and chairs, which is included in your booking charge.)
- 1.12 **Access:** WCA reserve the right to access any part of the building at any time.
- 1.13 **Candles/ smoke machines:** These are only permitted with prior agreement of WCA.
- 1.14 **Bouncy Castles** are only permitted with prior agreement of WCA.
- 1.15 **The car park** is private property and use can only be granted by WCA. WCA can take no responsibility for loss, theft or damage that occurs in or on the grounds of the centre

2 Hirer Responsibility

- 2.1 **General Health and Safety:**
 - 2.1i Organisers of the booking should acquaint themselves with the position of fire points, emergency exit doors, light switches and assembly points.
 - 2.1ii The Hirer must arrange appropriate first aid facilities/ personnel for the duration of the activity/ event, where appropriate.
 - 2.1iii With any booking involving the sale of goods, the Hirer is responsible for ensuring the correct licence, if any, is obtained,
- 2.2 **Cleaning:** The hirer is responsible for leaving the centre in its original condition. Cleaning materials can be made available. The hirer is also responsible for removing rubbish generated by their event. A charge may be levied if the facilities are not left clean and in good order. Please seek permission if you wish to use the centre's outside bins.
- 2.3 **Security:** The hirer is responsible for the conduct of all attendees to their function./ activity

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- 2.4 **Noise:** Music should not be audible to local residents beyond 11pm. The hirer is responsible for monitoring and controlling noise levels during and after the booking. If a member of WCA staff demands action be taken to control noise levels, the hirer must comply. Failure to do so may result in further charges. Please be respectful to local residents when leaving the centre late at night.
- 2.5 **Equipment/ Furniture:** The Hirer must request at the time of booking if specific tables/ chairs/ staging are required. It will not be possible to rearrange at the time of the activity/ event if the request is not stated in advance.
- 2.4 **Time of Hire:** unless arranged with WCA, The Hirer cannot access the hire space until the time of the activity/ function. The Hirer must vacate the hire space on, or before the time the booking ends.
- 2.5 **The Hirer** must ensure that appropriate levels of supervision are provided for the activities relating to the booking, including control of vehicles, equipment, customers, spectators, competitors and officials. The Hirer shall provide, on request, details of any individual providing supervision and where a booking involves children or vulnerable adults, WCA may require the hirer to provide satisfactory evidence of 'Disclosure' checks having taken place.
- 2.6 **The Hirer** must ensure that when professional or specialist coaching is provided for the activities relating to the hire, those individuals are suitably trained and qualified. The Hirer shall provide on request, details of any individual providing coaching including copies of certificates of qualification.
- 2.7 **Gaming and betting** is not allowed in the centre unless with permission from WCA. The hirer must ensure that they follow all UK laws regarding gaming, betting and lotteries.

3 Private Functions (additional information)

- 3.1 **Security:** The Hirer must ensure adequate responsible people to act as overseers at events with over 100 attendees. These do not need to be industry approved stewards, but must be easily identifiable. Overseers must preserve order and ensure compliance with safety and fire regulations to the satisfaction of WCA. Overseers must (i) not consume alcohol; (ii) be familiar with the fire evacuation procedures for the centre; (iii) be responsible for access control and behaviour of all guests inside and immediately outside the centre before, during and after the event.
- 3.2 **Alcohol consumption:** Only bars operated by WCA are permitted at the centre. If a function wishes to serve alcohol at an event without payment (i.e. a wedding toast), alcohol can be directly purchased from WCA, or a corkage may be charged. Please contact WCA for further details.
- 3.4 **Charity Events:** 'Bring Your Own' alcohol or independent bars will only be permitted at the centre for official charity events, and with prior agreement of WCA.

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- 3.5 Start/ Finish time:** Please give consideration to the expected start/ finish time of your event. Any set up or break down of equipment (other than centre tables/ chairs and staging) must be allowed for within the duration of the booking, unless agreed in writing with WCA.
- 3.6 Birthday Parties/ Wedding receptions/ engagement parties:**
- 18th Birthday party will only be accepted when booked by a responsible person aged over 21, and with agreement of WCA.
 - Please give extra consideration to the time required to set up and break down the booked rooms. For example: A wedding reception may require various companies to deliver equipment on the day (flowers, linen, catering, etc.)
- 3.7 Staging:** The staging **must** be hired as per the booking form. Staging can only be moved and handled by WCA staff or volunteers. If the Hirer does not specifically request the staging on the booking form, it cannot be moved or handled by staff for the function, and cannot be moved by the Hirer or associates. This is for health and safety reasons.
- 3.8 Recoverable Cash Deposit:**
- All functions (unless otherwise agreed with WCA) will require a cash deposit of a minimum of £100 prior to the function, payable at least 24 hours before the function takes place. The Hirer will be held responsible for any damage to the centre, furniture or fittings and any property lost as a direct result of the event taking place and will be required to meet the cost of the reparation in full. Any damage which is not disclosed could result in the retention of some, or all, of the recoverable cash deposit.
 - After three working days your deposit will be available for collection, provided no additional costs have been incurred.

IMPORTANT NOTICE

Wickham Community Association reserves the right to increase room hire rates on a yearly basis. If you book a room more than six months in advance, your booking will be subject to a potential increase in price.

ADDITIONAL INFORMATION:

Wickham Community Centre has caretakers who will attend at the start and end of your booking as a minimum (unless otherwise agreed with WCA, or if your organisation is an agreed keyholder).

How to pay:

By BACS (preferred payment method):

Lloyds Bank PLC

Wickham Community Association

Sort Code: 30-93-17

Account: 03329411

By cheque: please make cheques payable to 'Wickham Community Association

By card or cash - please pop into the centre or email: contact@wickhamcentre.co.uk