



# Totton & Eling Community Association Room Hire Procedure

## 1) Room Hire Procedure

Version	Action	Date	Signed
DRAFT B	Created	09/07/2021	C D Compton
	Authorised		

## 2) Summary of rules for hirers

- a) Hirers must,
  - i) be members of the Totton & Eling Community Association.,
  - ii) arrive at or after the hire start time,
  - iii) accept full responsibility for any damage caused. (3rd Party insurance is required for professional use),
  - iv) properly supervise all users introduced by them,
  - v) return all furniture and any other equipment to its correct place,
  - vi) operate legally and hold any required licence,
  - vii) obey all the rules of the Totton & Eling Community Centre,
  - viii) not allow any use of the facility that is not previously agreed with the Centre Administrator,
  - ix) not make profit, except for charitable groups or causes, or in recovering expenses in the provision of a community service, other than by prior agreement with the management committee.
  - x) leave the room (and all other facilities used) clean and tidy,
  - xi) Leave by the hire completion time.



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### 3) Contract of Hire, for rooms

Name of Hirer \_\_\_\_\_

TAECA Membership Number \_\_\_\_\_

Telephone contact No \_\_\_\_\_

Address

Room/Facility Required \_\_\_\_\_

Dates / Times (Start-End) \_\_\_\_\_

Charge        £ \_\_\_\_\_

(Storage of equipment is not included in the above cost. Special arrangements need to be made with the committee, if storage is required, which may incur a separate charge.)

Conditions of Hire. Please see overleaf for full list of conditions of hire. Signing implies full understanding and acceptance of the conditions of hire and Group.

Centre Administrator's Checks (Please tick where applicable)

Insurance check [ ]

CRB check [ ]

Qualification [ ]

Keys Received [ ]

Signed on Behalf of the Community Centre.....

Signed by Hirer ..... Date.....

Please note under the Date Protection Act 1998 that the management committee holds names and addresses of hirers on record. The record is for use by the committee only and is not available to any third party. In accordance with the above act, please contact the committee if you wish your details to be removed from the record.



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### RULES OF HIRE AT TOTTON AND ELING COMMUNITY CENTRE

Under no circumstances is there to be a smoke machine used in this building

If you have a key, it is your responsibility to lock the door if the building is empty, unless instructed otherwise!

Any information collected will only be used for the administration and letting of the Community Centre and may be shared with Totton & Eling Town Council who are partners in the operation of the building

- The hirer must be over 21 years of age and shall be on site at all times or appoint a representative.
- The Community Association reserves the right to cancel or refuse a booking if,  
Payment is not made in full one weeks before booked date,  
There are concerns regarding the event running satisfactorily,  
The hirer does not meet all rules/requirements or special conditions.
- The Association reserves the right to increase hiring charges at its discretion.
- All hirer's are required to bring their key with them to unlock / lock the building on the day of hire, we are not responsible If you do not bring your key with you .If you have to us the call out service there will be a charge .
- A deposit is required to secure hiring of rooms for parties (not including children's parties). This deposit will be returned one week after booking, if the centre has been left in a use able, clean state and no damage has occurred. Deposits for cancellations will not be refunded if the cancellation is less than one week before the booked date.
- There must be 7 clear working days notice on any cancellations, if not the cost of the room hire may still apply. Saturday bookings require one months cancellation or £50.00 or total cost (whichever is less) WILL be charged.
- The Community Association reserves the right to cancel bookings when the premises are required for polling station.  
Regular hirers may be required to cancel up to 3 bookings a



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year, if the premises are needed. The hirer will be offered an alternative, where possible.

- The Community Association cannot accept liability for cancellations, due to circumstances beyond their control.
- SMOKING/VAPING IS NOT PERMITTED IN THIS BUILDING OR BY THE ENTRANCE OR FIRE EXITS.
- DO NOT obstruct fire exits or passage ways and DO observe all signs, instructions and fire drills.
- NO unauthorised machinery to be used within the centre, any equipment used must carry an up to date PAT tested sticker. DO NOT TAMPER WITH EQUIPMENT OR WIRING.
- If the fire alarm sounds evacuate the building and dial 999.
- First aid box is situated in the kitchen, along with the accident book.
- The Community Association does not hold a liquor licence. It is the hirer's responsibility to make sure a licensed person sells alcohol. If alcohol is being sold, it is the hirer's responsibility to apply for a TENS license and inform the Community Association in advance.
- If serving food (other than tea, coffee, biscuits etc) please follow the Department of Health code of conduct ..
- The Community Centre holds a joint PPL/PRS license for music. Any Music played must not be excessive in volume, so as to cause a nuisance to other hirer's or local residence.
- The hirer must not contravene any law relating to betting, gambling or lotteries. If these events occur the hirer must check that all relevant legislation is observed.
- It is the hirer's responsibility to ensure all under 18's are supervised when in the centre and that only appropriate people have contact with children. Please register your DBS Check with the office if you work with children or vulnerable adults, failure to do so will result in your booking being cancelled.
- If you require the building to be opened out of office hours, we may apply a fee to do this .(before 8 am after 10pm)



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- The hirer is responsible for putting up their own furniture and putting it away correctly at the end of their event/ meeting , tidily and without damage. You may find furniture in the room you are hiring, If you don't need to use it ,you may empty the room but it must be put back at the end of your booking.
  
- The hirer is responsible for cleaning up, returning all furniture and equipment to its rightful rooms. All rubbish must be bagged up and removed to the bin in the side car park (alongside Palm Room wall). The hirer must leave the centre as they found it and failure to do so will result in a warning (for regular users) and then a fine of £25 for each subsequent failure for all. **CLEANING EQUIPMENT IS LOCATED IN THE CUPBOARD BY THE KITCHEN.**
  
- All hirer's must accept liability for any damage done. The Community Association does not accept any responsibility for the loss, theft or damage to the property of centre users. Lost property will be kept in the office for one month. .
  
- Please use the main car park, unless disabled (blue badge holder) or loading/unloading equipment. NO dogs, except guide dogs.  
Maximum capacity: Palm room 80 theatre style, 100 buffet  
Lilac room 40 Maple room 20 Oak room 10  
These figures must not be exceeded. For public events, adult attendance must be: Under 100 people, 3 adult supervisors

**BOUNCY CASTLES** – You must see office before booking a Bouncy Castle. Our insurance does not cover Bouncy Castles and you must make sure you follow our/Council rules, available from the Office.

### **Conditions of Hire**

01. THE HIRER shall make arrangements to insure against any third party claims which may arise against them/their organisation whilst using the community centre. (The management committee is insured against any claims arising from its own negligence.)

02. THE HIRER shall, during the period of hiring, be responsible for supervision of the premises, protection of the fabric and contents from any damage and the proper behaviour of all persons.



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03. THE HIRER accepts responsibility for returning furniture and equipment to its original position and for putting out all lights and securing doors and windows of the premises as directed by the management committee.
04. THE HIRER shall ensure that the premises and surrounds are left in a clean and tidy condition, including removal of rubbish. The toilets are to be left in a clean and hygienic condition, with any soiled napkins removed.
05. THE HIRER shall be responsible for obtaining any licences necessary in connection with the booking, other than those already held by the management committee.
06. THE HIRER shall be responsible for the observance of all regulations appertaining to the premises as stipulated by the Totton Town Council, Licensing Justices, the Fire Authority, or otherwise.
07. THE HIRER shall not sub-let or use the premises for any unlawful purpose or in any unlawful way, nor do anything, or bring onto the premises anything which may endanger the premises, other users, or any insurance policies relating thereto.
08. THE HIRER shall arrange insurance cover to indemnify the management committee against any claims relating to the cost of repair of any damage to the building, its surrounds and contents, as a result of the booking.
09. THE HIRER shall not indulge in any profit making activity on the premises, except in raising funds for charitable groups or causes, or in recovering expenses in the provision of a community service, or by prior agreement with the management committee. Any sale of goods on the premises must comply with Fair Trading legislation and any local code of practice issued in connection with sales. In particular, the hirer shall ensure that the prices of all goods and services are prominently displayed, as shall be the organiser's name and address.
10. THE HIRER shall ensure that any portable electrical appliance brought on to the premises has a current test certificate and each item has its own sticker/label.
11. THE HIRER shall ensure that if persons under the age of eighteen are present in the building, no photography is permitted unless prior consent has been received from the parent/guardian.
12. THE HIRER shall ensure that the facilities are not used for a period longer than that declared on the booking form. When booking, hirers should allow time for preparation of the activity and clearing away after the activity, as further charges may be incurred for delays.
13. THE HIRER is responsible for informing their users of the locations of the emergency exits and procedures in case of fire/other emergency, and to ensure that all doors, corridors and exits must be kept clear and ready



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for use in an emergency.

14. THE HIRER shall not use the facility for any purpose other than that for which it was hired. The management committee is not liable for any damages, injury or loss incurred or sustained by the hirer or any person using the facility, being unsuitable for the purpose for which they were booked.

15. With regard to the advertising and promotion of events, under no circumstances must HIRERS fly post the locality.

16. If any booked period of hire is cancelled as a result of a breach of any conditions of hire, THE HIRER shall remain liable for the charges due for the hire period, but without prejudice to any claim which the management committee may have against the hirer arising from such a breach.

17. THE HIRER is responsible for each individual of its group whilst in the building and shall ensure that each individual adheres to the Council's No Smoking Policy and The Smoke-free Premises etc (Wales) Regulations 2007 (please note the notices and information on the notice boards).

18. If THE HIRER is a USER GROUP then clause 9 of the constitution must be adhered to.

19. THE HIRER is responsible for evacuating the building in the event of an emergency as outlined in the Group Leaders Emergency Action Plan.

20. The management committee reserves the right to cancel a booking if hire conditions are not met by THE HIRER.

21. Any cancellations of bookings must be done through the booking secretary with a minimum of 48 hours notice given. For any cancellations within the 48hours or with no prior notice given the Management Committee reserve the right to charge for the booking.