

TERMS & CONDITIONS OF HIRE

By proceeding with your booking you are deemed to have accepted the following terms and conditions for the hire of the hall.

Agreement with the Trustees of Longlevens Community Association ("LCA") for the hire of Longlevens Community Centre or any part thereof ("the Premises") are subject to these Terms and Conditions of Hire ("the Hire Conditions").

Undertaking of the Hirer

The Hirer undertakes to ensure that they have an understanding of the Hire Conditions for the time being in force.

Supervision by the Hirer

The Hirer undertakes to be present, or arrange for sufficient adult representatives to be present, throughout the hiring to ensure compliance with the provisions and stipulations contained or referred to in these Hire Conditions and any relevant licenses.

Responsibility of the Hirer

The Hirer shall be responsible during the period of hire for:

- Ensuring that the Premises are kept secure for the duration of the hire.
- Supervision of the use of the Premises and the care of its fabric and contents.
- Ensuring that the purpose and conduct of the hire does not disrupt the use of any other room hired by other persons.
- Ensuring that the Premises are left clean and tidy with rubbish removed from the site at the end of the hire.
- Ensuring that all equipment, chairs and tables have been returned to their storage position safely, the Premises are cleared of people, all lights and heating is switched off and the building secured, except for any facilities or room or public area in use by another continuing hire.
- Ensuring that any temporary fittings and fixtures comply with Health and Safety guidance and in particular ensuring that any decorations used are not a fire hazard.
- Ensuring that any equipment or electrical appliances brought onto the Premises and used there shall be certified safe and in good working order and used in a safe manner.
- Ensuring that no animals (including birds), except assist dogs are brought into the building, without written permission of the Community Centre on the occasion of a special event or hire agreed to by the Community Centre.
- Ensuring that no barbecues, LPG appliances or highly flammable substances are brought on to the Premises.
- Ensuring that they and their attendees recognise the fact that the Premises are situated in a residential neighbourhood and conduct themselves accordingly by, for example, taking care not to slam car doors, especially late at night and not playing music or making other sounds at inappropriate levels.

Fire Regulations

The Hirer shall:

- Ensure that the “Emergency Exit” signs are kept illuminated.
- Ensure that the Fire Brigade is called to any outbreak of fire, however slight and details given to the Community Centre.
- Ensure that on hearing the fire alarm all attendees are evacuated immediately.
- Prior to the start of an event indicate the fire exits and Evacuation Meeting Place to the persons attending the event.
- Ensure that all fire exits in the hall they have booked are kept clear at all times, however, if any equipment, e.g. disco equipment, is positioned close to an exit, the user of the equipment is made responsible for moving it rapidly out of the way of the exits in the event of an emergency.
- Ensure that the relevant hall entrances are not blocked with items such as buggies, wheelchairs or mobile scooters.

The Evacuation Meeting Place is at the corner of the car park next to the Community Centre Sign. No person may re-enter the Hall without the permission of the Fire Brigade.

Use of Premises

The Hirer shall not:

- Sub-let or use the Premises for any purpose other than that described in their Booking Application.
- Use the Premises or allow the Premises to be used for any unlawful purpose or in any unlawful way.
- Do anything or bring onto the Premises anything which may endanger the Premises or render invalid any insurance policies in respect thereof.
- Allow the use of drugs on the Premises.
- Allow smoking or vaping in the Premises, near the children’s Play Area or in the vicinity of the entrances.
- Bring in any alcoholic beverages.

Premises Licence and other Relevant Legislation

The Hirer is responsible for:

- Conforming to the terms of the premises licence granted to the Community Centre, including, but not limited to, permitted hours for licensable activities (serving alcohol, playing live or recorded music). Alcohol may not be served to any person under the age of 18 years.
- Ensuring no excessive noise occurs, particularly late at night or early morning, with a minimum of noise being made by any person on arrival or departure.

The Hirer shall ensure that the users:

- Do not contravene the law relating to gaming, betting and lotteries.
- Comply with all conditions and regulations required by the Licensing Act, particularly in connection with events which include public dancing or music, stage plays, films or similar entertainment taking place at the Premises.

A breach of this condition may lead to prosecution by the local authority.

Compliance with Legislation Relating to Children or Vulnerable Adults

The Hirer shall ensure that any activities at the Premises for children or vulnerable adults comply with current legislation in that regard and that only fit and proper persons have access to the children or vulnerable adults.

Child Protection Policies are the responsibility of the Hirer.

Indemnity

The Hirer shall ensure indemnity and keep indemnified each of the Trustees of the Community Centre and their employees, volunteers, agents and invitees against:

- The cost of repair of any damage done to any part of the Premises including the cartilage thereof or the contents of the Premises.
- Against all actions, claims and costs of proceedings arising from any breach of the Hall Conditions.
- All claims in respect of damages, including damage for loss of property or injury to persons, arising as a result of the use of the Premises (including the storage of equipment) by the Hirer.

As directed by the Community Centre, the Hirer shall make good or pay for all damage (including accidental damage) to the Premises or to the fixtures, fittings or contents and for loss of contents.

Insurance

The Hirer is responsible for ensuring that any catering company or operator hired to bring equipment such as bouncy castles onto the Premises has relevant and appropriate insurance, which shall include public liability insurance.

Commercial hirers must provide Public Liability Insurance (£5,000,000 minimum indemnity).

Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public to an authorised representative of the Community Centre as soon as possible and complete the relevant section in the Community Centre's Accident Book. The Hirer shall ensure the appropriate medical assistance is sought, or an ambulance is called.

Any failure of equipment, either that belonging to the Community Centre, or brought in by the Hirer must also be reported as soon as possible.

Stored Equipment

The community Centre accepts no responsibility for any stored equipment or other property brought onto and left at the Premises and all liability for loss or damage is hereby excluded. All equipment and other property, other than that stored period. The Community Centre may dispose of any such items 7 days thereafter at its discretion, by sale or otherwise on such terms and conditions as it thinks fit and charge the Hirer daily storage fees and costs incurred in storing and selling or otherwise disposing of the same.

Car Parking

Vehicles are parked at owners risk, and may be parked only in the marked spaces. The space at the side of the hall is reserved for emergency vehicle use, but may be used temporarily for unloading.

No Alterations

Decorations may be hung from the ceilings and on the side walls of the halls, but not elsewhere.

The use of sellotape or blue tac is prohibited as it damages the paintwork.

No glitter, glitter balloons or table confetti are allowed.

On request, Hirers must produce a certificate that the decorations are not a fire hazard. No staples or similar may be used.

No other alterations or additions may be made to the Premises and no fixtures may be installed, or placards or other articles be attached in any way to any part of the Premises without prior written approval of the Community Centre.

Any alterations fixture or fitting, or attachment, so approved, shall, at the discretion of the Community Centre, remain in the Premises at the end of the hiring and become the property of the Community Centre or be removed by the Hirer. The Hirer must make good to the satisfaction of the Community Centre any damage caused to the Premises by such removal.

Cancellation by the Hirer

If the Hirer cancels the booking before the date of the event and the Community Centre is unable to conclude a replacement booking, the Community Centre may, at their discretion, withhold the deposit and part or all of the hire charge already paid.

Cancellation by the Community Centre

The Community Centre reserves the right to cancel a hiring by written notice to the Hirer in the event of the Community Centre reasonably consider that:

- Such hiring may lead to a breach of the licensing conditions, or other legal or statutory requirements, or
- Unlawful or unsuitable activities may take place at the Premises as a result of the hiring, or
- The Premises have become unfit for the use intended by the Hirer.

In any such case the Hirer shall be entitled to a refund of any deposit or hire fees already paid, but the Community Centre shall not be liable for any resulting direct or indirect loss or damages whatsoever.

Hire Charges

The total time booked must include time to set-up and time to clear away.

You will not be allowed access to the hall before your chosen time and are expected to be cleared away by your chosen finish time.

The total hire charge for the use of the hall will be invoiced on acceptance of your requested hire.

A deposit of £30.00 is required to hold the date of the event. This deposit is due on receipt of the invoice.

A refundable cleaning deposit of £50.00 is required. This deposit will be refunded within 2 days after the event, provided that the hall is left in a clean and undamaged condition.

The remaining balance of the invoice is payable no later than two weeks before the event date.

Payment Terms

All payments should be made by BACS to

Lloyds Bank, Account No. 02759402, Sort Code 30-93-48 – Longlevens (Gloucester) Community Association – this will be shown on your invoice.

Acceptance

These Terms and Conditions will have been made available at the time of making the booking. By Proceeding with the booking the Hirer is deemed to have accepted these Terms and Conditions.