

PETERSFIELD COMMUNITY CENTRE

CONDITIONS OF HIRING PREMISES

1. The Petersfield Community Association (now referred to as 'the Association') gives no warranty of the suitability of the premises for the Hirer.
2. If it is intended to provide intoxicating liquors of any kind, whether by sale or free of charge to persons who have paid for admission to the Centre, a "Temporary Event Notice" (TEN) must be made to East Hampshire District Council, the Licensing Authority, and the Chief of Police at least ten working days before the event is due to take place. The Association must be informed of any such notice. A "TEN" is not required in the case of a genuinely private party where the guests do not pay for their drinks or for admission to the event. No intoxicating liquor shall be supplied to any person under the age of eighteen, and no person under the influence of drink shall be allowed to enter or remain in any part of the premises.
3. A security deposit is payable one month in advance for private bookings. This deposit will be refunded in full or in part, subject to an inspection of the premises after the function. Payment of advanced bookings must be made at least one month before the date of the function. The Association must be notified of cancellations; if notification is received less than two weeks prior to the date of the function a cancellation fee of 100% of the hiring charge will be levied.

Invoices for courses will be issued at the beginning of each term. Other regular hirings will be invoiced at the beginning of each month.

4. The Hirer will be held legally responsible for any damage or breakage sustained by reason of the letting, and will be charged the cost of repair or replacement as determined by the Management Committee. The hire of the accommodation includes the use of the chairs and tables, and they are to be stacked at the end of the hiring in the way they were found, and clear of any FIRE EXITS. The room must be left in a tidy condition and floors must be swept and/or vacuum cleaned. Any costs of extra cleaning will be chargeable.
5. In the event of the kitchen or other rooms being used for catering purposes, the Hirer must immediately after such use, remove his own equipment, waste, etc. and is responsible for seeing that the premises and equipment are left in a clean and tidy condition. The Hirer is responsible for ensuring that the Hire includes crockery and cutlery if needed. The Hirer is solely responsible for ensuring that he/she complies with all Food and Hygiene Regulations as are necessary. The Association accepts no responsibility for ensuring that the hirer is complying with food and hygiene regulations.
6. Hirers shall take their rubbish away from the site when they leave. The Association does not provide waste bins.
7. At the end of a hire session it is the Hirer's responsibility to check whether there are any other users in the building and to lock up if last out. The Hirer must ensure all windows and doors are secure and all lights are turned off. In the event of an evening booking, the Hirer must ensure guests have vacated the premises by 23.45 hours. Music/entertainment must cease at 23.00. The Hirer is responsible for locking the front door (ensuring that the bolts are also secured) and, in the case of casual users, for returning the key to the Manager of the Community Centre, as agreed beforehand. The Hirer will be charged an additional amount if the premises are left unlocked or the lights left on or taps are left running.
8. The term 'Hirer' will be recognised as the person accepting responsibility for the booking of the hired accommodation and must be eighteen years or over. The Hirer will be held personally responsible for the good behaviour of their guests and for ensuring that licensing laws are observed.
9. The Association accepts no responsibility whatsoever for goods or property left in the grounds or on the premises. All goods or property belonging to the Hirer or his Agent must be removed immediately at the conclusion of the hire, unless special arrangements are made with the Manager.
10. The hirer is advised to provide insurance cover for members/participants and equipment. The Association is responsible for ensuring the premises are provided fit and safe for use but the Hirer is responsible for the safe use of any equipment whilst on the premises and for undertaking any necessary risk assessments for group members/participants and safety checks for equipment.

11. The Hirer shall ensure that any activities for children comply with the provisions of The Children Act 1989. The Association operates a Safeguarding Policy (SP) which covers children and vulnerable adults. Copies of this are displayed on the foyer notice board and in the Centre office. All regular or commercial hirers who organise activities for children or vulnerable adults at the Centre must have their own Safeguarding Policy and procedures in place in compliance with the philosophy and principles of the Association's SP. Hirers shall show their Safeguarding Policy to the representatives of the Centre when required.
12. The Manager or any Officer of the Association shall have the right of admission at all times without notice being given.
13. A First Aid Box located in the Entrance Hall is available to all Users. Any accident or injury must be reported to the Centre Manager as soon as possible.
14. Smoking is not permitted in any part of the Centre. Evidence of smoking in the Centre during a hiring session will result in withholding part or all of the Hirer's deposit. Please note also that **smoke machines**, as used at discos, are **not** permitted.
15. **FIRE PRECAUTIONS**

The Hirer must be aware of fire precautions as displayed and the location of the fire equipment and exits. At the start of each hire it is the Hirer's responsibility to inform their groups of the Fire Exits and the routes to them.

Smoke detectors are sited throughout the building.

All normal precautions against outbreaks of fire must be observed and no gas cylinders or goods or materials creating an excessive fire risk may be brought into the premises. **In no circumstances must any emergency exits be blocked by tables, equipment or personal belongings.**

The Association holds the person signing the Hiring Agreement personally responsible for ensuring that all visitors are made aware of these precautions.

IN THE EVENT OF FIRE

Persons discovering a fire should sound the nearest 'Break Glass' Alarm.

The first duty of all staff, and/or individual hirers is to evacuate all people from the Centre by the nearest Fire Exit. All persons must evacuate the building, and where possible and without any personal risk, leave all windows and doors closed.

The assembly point for the building is the car park.

No one should leave the assembly point without notifying the responsible Hirer, or a member of staff.

The Fire Brigade should be called immediately by dialling 999. The telephone is situated near the office in the Centre.

When the Fire Brigade arrives the staff member or Hirer must advise whether all persons are accounted for, and have vacated the building.

If the Fire Alarm rings and there is no obvious sign of fire, a responsible Officer from the Community Association MUST be telephoned. They should be contacted in the order below:-

- | | |
|---------------------|---|
| 1. Caretaker | Telephone No. 01730 301052 or 07845 688432 |
| 2. Chairman | Telephone No. 01730 266299 |
| 3. Trustee | Telephone No. 01730 260952 |
| 4. Trustee | Telephone No. 01730 264472 |

THE FIRE ALARM BELL WILL CONTINUE TO SOUND UNTIL THE RESPONSIBLE OFFICER RESETS THE ALARM.

A list of names and telephone numbers is also displayed next to the Fire Panel by the Office.

16. The Management Committee reserves the right to refuse any application for hire.