

STRADBROKE SPORTS & COMMUNITY CENTRE
TERMS & CONDITIONS OF HIRE – May 2018

For the purposes of these Terms and Conditions, The Hirer shall mean:

an individual hirer or where the hirer is an organisation, the authorised representative.

Premises shall mean: *the actual building*

Site shall mean: *the immediate surrounding area*

Car Park shall mean: *all the marked-out parking spaces both adjacent to the premises and both sides of the swimming pool and gym*

Conditions

The Hirer will, during the period of hiring, be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage, however slight, or change of any sort, and the behaviour of all persons using the premises whatever their capacity, to include proper supervision of vehicle parking arrangements so as not too obstruct the highway and the unlocking and locking of the Coronation Gates if necessary.

The Hirer will not use the premises for any purpose other than that described in the hiring agreement and not cause the premises to be used for any unlawful purpose or in an unlawful way.

The Hirer will not bring onto the premises anything that may endanger the premises, or those using the premises, or invalidate any insurance policies in respect of the same.

The Hirer will observe and abide by all the legal requirements pertaining to the premises, particularly:

The premise has a no-smoking policy throughout the site which must legally be observed. There are no exceptions to this and there is no area specially allocated for smokers.

No alcohol can be purchased by, or for, a person below the age of 18 years and, to ensure this, any person believed to be below 25 years of age will be asked for proof of identification. Where a person appears to be below that age, only documented proof of age will be accepted by the bar personnel. Acceptable proof documents are one of the following: Current Passport, Current Photo Driving Licence, or acceptable Age Photo Identity Card. The bar staff reserve the right to not serve anyone who cannot provide suitable evidence of age.

No alcohol, other than that which can be purchased from the bar, can be sold on the premises. Alcohol, which is to be provided for celebratory events, or for specific consumption, i.e. table wine for weddings, Wine Club events etc., is allowed but its use must be agreed when booking the premises.

No illegal substances are allowed on site and on the premises, along with the selling of such substances. Anyone seen selling such substances will be asked to leave the site and will be reported to the police.

The Health and Safety regulations, which are displayed on the lobby notice board must be adhered to and the evacuation procedure must be made known to the occupants at the start of any event.

The Hirer will ensure that nothing done on, or in relation to, the premises contravenes the laws relating to gaming, betting or lotteries acts.

All conditions and regulations made by the local authorities in terms of public safety, prevention of public nuisance and fire safety on the premises must be observed at all times, particularly where the event includes public dancing, music or other similar public entertainment or stage plays. The hirer must ensure, as far as is practical, that guests observe minimum noise levels around the site on entering and leaving the venue. No beverages are to be taken onto or consumed on the dance floor or consumed outside of the hall. Fire doors are not to be obstructed.

The Hirer is responsible for all food stuffs prepared or served on site and the said food stuffs must comply with the current relevant food hygiene regulations appertaining to the preparation and/or

consumption of such food. The hirer, if using the kitchen and any of the equipment in the kitchen, is responsible for the safe use of the equipment by guests or contract staff.

The Hirer is responsible for the safe use of, and safe condition of, any electrical appliances brought on site by him or others employed by the hirer. All of these appliances must comply with current electrical regulations and be used in a safe manner.

The Hirer shall indemnify the committee for the cost of repair of any damage done to any part of the property including the curtilage and contents of the building which may occur during the period of hiring as a result of the hire.

The Hirer shall ensure that no dogs other than “help” dogs are brought into the hall.

The Hirer shall ensure that any activity where children under the age of 16 years are involved comply with the provisions of the current Child Protection Legislation. The hirer will be responsible to ensure all persons involved in the activity are fit and proper persons and all legal requirements for certification requirements for that person have been met or gained.

General Terms:

The Stradbroke Community Centre is a community facility open to all of the residents of Stradbroke and persons from the surrounding area but, to ensure the authenticity of hirers, the following will apply. The Community Centre Hall can be hired by individuals or groups or societies. Persons wishing to hire the hall must provide a telephone number and full address, which will be used for contact prior to the date of the event

The Hirer, when making the booking will, along with a completed booking form provide a deposit of £30 of the total booking fee. The remaining outstanding amount is payable one calendar month before the date of the booking. If the hirer wishes to cancel the booking and the committee is unable to conclude a replacement booking for that date, the question of payment or reimbursement of the fee shall be at the committee's discretion.

The Hirer is responsible for leaving the premises and site in a clean and tidy condition and removing any waste (food and rubbish) from the premises. Any contents temporarily removed or re-sited must be replaced in their usual correct position and the hall and contents generally left in a clean condition. The Committee reserve the right to make an additional charge for the work needed to re-instate the hall back to its original condition if the hirer fails to do so. The hirer will also be responsible for ensuring the premises are securely locked unless instructed to do otherwise by the booking clerk. This includes the Coronation Gates.

The Committee reserves the right to cancel the hiring in the event of the hall being required for use as a Polling Station for local or parliamentary elections or for reasons beyond its control. In such a circumstances, the hirer will be entitled to a full refund of any monies paid, but not compensation for any consequential loss arising from the cancellation.

The Committee will not be liable to the hirer for any resulting loss or damages should the hall or part of the hall become unfit for the use for which it has been hired.

Data Protection (GDPR) Stradbroke Sports and Community Centre keep personal data – Name, Address. Organisation (if appropriate) and telephone number (mobile and/or landline) and email address for the purpose of managing its bookings and finances. Data may be retained for up to 7 years for accounts purposes and for longer where required by the hall's insurers. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the Secretary.