

BULLBROOK COMMUNITY ASSOCIATION

CONDITIONS OF HIRE

We will collect your personal data only as a legitimate interest for hiring the centre. We will never share or transfer your information to any third parties. Please email bullbrookcc@gmail.com or contact 07749547452 if you require a copy of our data protection policy.

- 1. The purpose** for which the accommodation is required shall be clearly stated and approved by the Community Association. The accommodation shall be used only for that purpose, and only the accommodation specified shall be utilised. The hirer shall abide by any regulations and conditions of the Community Association relating to the hire of rooms. **The Management Committee may refuse an application to use the centre's facilities if the use by a particular association or individual presents a risk of public disorder, a risk to national security or a risk of alienating the Association's beneficiaries or supporters.**
- 2. The period of occupancy** shall be as stated on the booking form. The hirer and his agents shall then vacate immediately, remove all property belonging to the hirer, return all furniture to its original prescribed storage position, leaving the building in a clean, tidy and secure condition. Failure to comply may result in an additional charge being levied against the hirer.
- 3. Regular users** shall produce a copy of their Public Liability Insurance plus a copy of their PPL licence if applicable. Users will be invoiced one month in arrears. Payment must be made within 14 days of date of invoice. Any non-compliance shall be deemed as termination of the hire agreement. One month's notice is required to cancel the hire agreement once in place.
- 4. Occasional hirers** shall pay a deposit of £50 to cover the cost of breakages or any cleaning required, deposit refundable after full inspection minus any amount needed to pay for damages. If a "Disco" or recorded music is used for a commercial/business event a copy of a PPL music licence must be produced at time of booking.
- 5. Where any damage is caused** to the garden, building, fixtures, fittings and appliances, during the period of the hire, or arising as a result of the hire, then the hirer shall pay the cost of making good such damage.
- 6. The hirer shall be responsible** for the control of all arrangements and activities connected with the hire, and exercise control over the level of noise to prevent annoyance to neighbouring residents
- 7. The hirer shall indemnify** the Community Association and its members and their successors in title against any loss, damage or liability arising from a breach of any of the above conditions of hire.
- 8. No responsibility can be accepted** by the Community Association and its members and their successors in title against any personal injury, loss, damage, to any monies or goods used or left on the premises by the hirer or on his behalf.
- 9. The hirer shall be responsible for** removing all paper, cardboard, cans, drink cans and bottles from the centre. Nappies other than disabled incontinence pads are the responsibility of the users and must not be put in the Disabled Toilet or Ladies sanitary

bins. Failure to comply will result in an additional charge or, where a deposit has been paid, deducted from their deposit

10. The hirer shall ensure that any electrical appliances brought by them (or any person hired by them) into the premises and used there should hold a current PAT certificate. Permission should always be granted to use such equipment.

12. If the activity for which the premise are hired involves children/or vulnerable adults the Hirer must comply with Section 11 of the Children's Act 2004. The Berkshire Child Protection Procedures, The Home Office Code of Practice, Safe from Harm and any conditions required by the Office for Standards in Education (OFSTED). The Community Association reserves the right to exclude from the premises any organisation that fails to comply with this requirement and FOR THE AVOIDANCE OF DOUBT it is the responsibility of the organisers of the activities concerned to ensure compliance with these requirements so that only fit and proper persons have access to young children and or /vulnerable adults and that such persons should at all times be in attendance of children /or vulnerable adults who on the premises for the activities concerned.

12. The Hirer acknowledges that they have received instruction in the event of fire.

- 1 The action to be taken.
2. Escape routes and the need to keep them clear.
3. Method of operating escape door fastenings.
4. The importance of closing all doors at the time of a fire.

13. In advance of the event the Hirer shall check the following

1. That all escape routes are free of obstruction and can be safely used.
2. That any fire doors are not wedged open.
3. That there is no obvious fire hazard on the premises.

14. All regular users

1. Must ensure that a fire evacuation of the building is done annually
2. A signed record of the evacuation must be given to the Centre Manager.

15. Centre Keys

Keys shall not be copied. If original key is given to another or duplicate keys are required, the Centre Manager shall in all case to be informed in writing. This is an Insurance requirement

The Community Association reserves the right to refuse, alter or cancel any bookings

ALL REQUESTS FOR HIRE SHALL BE MADE TO THE BOOKINGS OFFICER.

Please sign this copy on the day of the booking and give to the Bookings Officer.

I/We have read and understood the conditions of hire listed above.

SIGNED.

DATE