



HIRING CONDITIONS (General)

- 1. Confirmation of booking** – The booking must be confirmed in writing by completion of the booking form after having read these terms and conditions.
- 2. Surety deposit** – a refundable surety deposit may be required to be paid, depending on the nature of the event. If this is the case, the hirer will be notified at the time of booking. Any breach of the hiring conditions may result in the loss of some or all of this surety deposit.
- 3. Use of premises** – The hirer shall not use the premises for any purpose other than for which it has been booked.
- 4. Restricted numbers** – Up to 300 persons are permitted in the Main Hall (150 when tables and chairs are used). Up to 120 persons are permitted in the Club Room and Pavilion (80 when tables and chairs are used). Up to 80 persons are permitted in the Griffin Lounge (60 when tables and chairs are used). If these numbers are exceeded, the hirer will lose their surety deposit.
- 5. Responsibility** - The hirer, being a person over the age of 18, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring all conditions relating to management and supervision of the premises are met. For teenage parties (13 and 14 year olds only), there should be a minimum of two adults present with a ratio of 1:10 thereafter.
- 6. LACA grounds-** The hirer at all times during the hire should ensure that all guests treat the grounds of LACA with respect and do not litter or cause damage to any of the communal areas or access routes
- 7. Safety, conduct and behaviour** – The hirer at all times during the hire shall be solely responsible for the safety and conduct of all members/guests using the premises. Children are not allowed in the kitchens except for supervised food preparation. Anti-social behaviour by any of the guests may result in the loss of the surety deposit. Anti-social behaviour covers a wide range of unacceptable activity that causes harm to an individual, to their community or to their environment. This covers any behaviour that leaves others feeling alarmed, harassed or distressed, and includes fear of crime or concern for public safety, public disorder or public nuisance.
- 8. Noise-** In light of the fact that the community centre is situated in a residential area, the hirer must give due regard to the level of general noise from departing guests and vehicles, particularly for evening functions. Music should be switched off no later than 23:45, or earlier (depending on the time agreed on the booking form), and the volume of music must not reach unacceptable levels. If the sound level is deemed to be too loud, the caretaker will ask the hirer to turn the volume down. Failure to do so will result in the loss of the surety deposit. Users are also responsible for taking certain measures to further limit the level of noise pollution to surrounding residents, such as keeping windows and doors closed and limiting the use of bass amplification.
- 9. Fire** – The hirer should familiarise themselves with the fire procedures displayed in all halls and ensure all present are aware of the location of the fire exits. Smoking is prohibited in the building and no flammable items shall be used or left in the building. The use of any naked flames in the building, with the exception of ordinary birthday cake candles, is prohibited. The use of smoke machines is also prohibited. The hirer shall ensure that all fire exits remain clear and that fire equipment is not interfered with or used in an irresponsible manner. The release of Chinese style sky lanterns from the Recreation Ground, car park area or Peel Park is prohibited. If the hirer wishes to use a barbecue, they should request supplementary policy documents regarding barbecue regulations.
- 10. Licenses** – Where appropriate, the hirer will ensure that the conditions of the premises license are observed. To request copies of these policy documents, please contact the community centre office.

- 11. Intoxicating liquor** – Long Ashton Community Centre is licenced for the sale of alcohol on the premises. The hirer must notify the manager's office if they intend to sell intoxicating liquor at their event and pay the additional charge for this. The hirer is responsible for ensuring that no alcohol is sold to minors, or those who appear to be heavily intoxicated. Those serving must be over the age of 18.
- 12. Health and safety policy** – The Hirer will comply with the Centre's Health and Safety Policy which is in a file in all kitchen areas and in Keeds Hall. The Hirer must report all accidents involving injury to the public to the manager's office as soon as possible and complete the relevant section on an accident form (in the Health and Safety file).
- 13. Inventory-** Hirers are free to use all of the items in the kitchen, with the exception of those reserved for private use, which are stored in clearly labelled cupboards. For a detailed list of what items are included in the kitchen and bar, please contact the community centre office. For hygiene reasons, the hirer should provide their own tea towels and take them away with them at the end of the hire.
- 14. Electrical appliance safety** – The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. No unauthorised heating appliances shall be used on the premises without the consent of the management committee.
- 15. First aid kits-** First aid kits are provided in all halls. Please inform the caretaker if any stock is used, so that we can replenish.
- 16. Bowling green** – For bookings in the Pavilion, it is the hirer's responsibility to ensure that guests keep off of the bowling green. Although the patio is free to use for guests, the bowling green is strictly off limits due to the delicate state of the green and the need to preserve the surface for its required function. If the hirer wishes, posts and chairs can be requested from the manager's office and placed alongside the green, in order to prevent people going on to the green. Any damage or reports of bowling green being accessed will result in loss of the surety deposit.
- 17. Animals** – The hirer shall ensure that no animals (including birds) except service dogs are brought into the premises.
- 18. Access** - A maximum of one hour setting up time is included in the hire charge. If longer is required, this may be charged for.
- 19. End of event** – Users must tidy and clean at the end of the booking, and the hall, kitchen and equipment must be restored to its original state. Lights should be turned off and windows and doors secured unless otherwise instructed by the caretaker. Premises must be vacated within 30 minutes of the end of the booked time.
- 20. Rubbish & Recycling-** The user is responsible for removing all rubbish and recycling at the end of the booking, and depositing in the appropriate bins. General waste should be disposed of in black bin liners and mixed recycling (*clean* paper, card, glass, tin cans) should be disposed of inside clear recycling sacks. Spare liners and sacks can be found under the kitchen sink in the halls and the rubbish and recycling bins are located outside, behind the youth hut. We operate a strict green policy and encourage users to use the reusable crockery, cutlery and glasses provided and wash them in our fast dishwasher. If users wish to use disposables, we encourage them to use recyclable materials so that they can be recycled, and we allow hirers to produce up to 5 bags of recyclable waste. With general waste, there is also a limit of 5 black bin bags per booking, and if the hirer should exceed this amount, they should take the waste away with them. If more than 5 bags of general or recycling waste are left behind after the hire, the hirer will be liable to an amount being deducted from their deposit. The hirer must inform the manager's office if they expect their event to generate excessive amounts of rubbish or recycling, as a charge of £75 may be made for this.
- 21. Damage** - Any damage caused by the hirer on any of the facilities or equipment should be reported to the caretaker or manager's office as soon as practicable or within 48 hours. As directed by the

manager's office, 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 (including china).

- 22. Faults** - Any damage found by the hirer on any of the facilities or equipment should be reported to the caretaker or manager's office as soon as practicable or within 48 hours.
- 23. Non-liability statement** – LACA will not be responsible for property lost or damaged on the premises. Cars are parked at owner's risk. Lost property will be retained for 30 days after the event and then disposed of.
- 24. Right of entry** - The officers of the Community Association have the right of entry at all times.
- 25. Payment**- The booking form should be returned and full payment, including surety deposit if required, made within 7 working days of the booking being confirmed and a booking form being sent over to the hirer. The booking will be held for the hirer for this 7 day period, but if no payment has been *received* to the community association within this time, the booking slot will no longer be secured, and will be available to be booked by another hirer. The hirer should note that if they wish to pay via bank transfer, they should allow up to three working days for payment to be processed and received by the community association.
- 26. Cancellation** - Cancellations will be accepted subject to 4 weeks written notice when the right is reserved to charge 50% of the hire charge. Cancellations given under 4 weeks will result in the full hire charge being payable. Appeals are accepted at the discretion of the manager's office. Long Ashton Community Association reserve the right to cancel bookings and refund any money paid.
- 27. Rescheduling** – If the hirer wishes to reschedule their booking, they will be eligible to a charge of between £5-50, depending on the length of notice given for rescheduling, and the nature of the booking. Appeals are accepted at the discretion of the manager's office.
- 28. Repayment of deposit**- LACA will notify the hirer of any deduction from the deposit within 5 working days of the event; otherwise all deposits will be repaid within 7 working days.
- 29. Privacy policy**- Anywhere LACA uses personal data for the purposes of managing it's centre, it's booking and finances, running and marketing events, staff employment and fundraising activities, data may be retained for up to 7 years, 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 manager's office.
- 30. Queries** – Any queries relating to the hire should be referred to the manager's office on 01275 393570 or laca@btconnect.com