

# Long Ashton Community Association Hiring Conditions

## Confirmation of booking

The booking must be confirmed in writing by the completion of the booking form after acknowledging receipt of these terms and conditions.

## Surety deposit

A refundable surety deposit may be required to be paid in advance, depending on 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 the surety deposit.

## Use of premises

The hirer shall not use the premises for any purpose other than for which it has been booked.

## Restricted numbers

Due to health and safety, there is a maximum number of people allowed in each hall at one time.

- Main Hall - Up to 300 persons (150 when tables and chairs are used).
- Club Room and Pavilion - Up to 120 persons (80 when tables and chairs are used).
- Griffin Lounge - Up to 80 persons (60 when tables and chairs are used).

*\*If these numbers are exceeded, the hirer will lose their surety deposit.*

## 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, there should be a minimum of two adults present with a ratio of 1:10 thereafter.

## 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.

## Safety, conduct and behaviour

The hirer shall be solely responsible for the safety and conduct of all members or guests using the premises.

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.

## **Noise**

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.

## **Fire safety**

The hirer should familiarise themselves with the fire procedures displayed in the halls and ensure all persons present are aware of the location of the fire exits.

Smoking is prohibited in all buildings.

No flammable items shall be used or left in the building.

The use of any naked flames in the building, except for 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.

## **Intoxicating liquor**

Long Ashton Community Centre main hall 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.

## **Health and safety policy**

The Hirer will comply with LACAs Health and Safety Policy.

The Hirer must report all accidents involving injury to the public to the caretaker on duty as soon as possible who will then complete an accident form.

## **Inventory**

Hirers are free to use all the items in the kitchen, except for 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 manager's office.

For hygiene reasons, the hirer should provide their own tea towels and take them away with them at the end of the hire.

### **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 team.

### **First aid kits**

First aid kits are provided in all halls. Please inform the caretaker on duty if any stock is used, so that we can replenish.

### **Bowling green**

When booking the Pavilion, it is the hirer's responsibility to ensure that guests keep off the bowling green.

Any damage or reports of bowling green being accessed will result in loss of the surety deposit.

### **Access**

A maximum of one hour setting up time is included in the hire charge.

### **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 on duty.

Premises must be vacated within 30 minutes of the end of the booked time.

### **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.

Rubbish and recycling bins are located outside, beside the youth hut.

The hirer must inform the manager's office if they expect their event to generate excessive amounts of rubbish or recycling, as an additional charge of £75 will be added to the booking.

## **Damage**

Hired spaces will be inspected before and after each event.

Any damage must be reported as soon as possible to the caretaker on duty.

Damage includes but is not limited to the premises, fixtures, and fittings, contents, and includes all outdoor spaces, grass verges and fields.

Any damage caused by the hirer, their guests (including public events) or service providers like entertainers will be the sole responsibility of the hirer named on the booking form. This includes a named organisation or business.

Any damage will be assessed, and it will be the hirers reasonability to pay for any replacements or repairs.

## **Faults**

Any faults found by the hirer on any of the facilities or equipment should be reported to the caretaker on duty.

## **Non-liability**

LACA will not be responsible for any property lost or damaged on the premises.

Vehicles are parked at the owner's risk.

Lost property will be retained for 30 days after the event and then given to local charities where possible.

## **Right of entry**

LACAs staff always have the right of entry.

## **Payment**

Payment must be made within 24 hours of the booking being confirmed.

The booking will be held for the hirer for this 7-day period, but if no payment has been received the booking will be cancelled.

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.

## **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.

*\*LACA reserves the right to refuse and cancel bookings without reason or notice.*

## **Rescheduling**

If the hirer wishes to reschedule their booking, there will be an admission charge of £35.00.

Appeals are accepted at the discretion of the manager's office.

## **Repayment of deposit**

LACA will notify the hirer of any deduction from the surety deposit within 5 working days of the event; otherwise, all deposits will be repaid within 7 working days.

## **Data protection**

Anywhere LACA uses personal data for the purposes of managing its centre, its 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.

## **Booking enquiries**

If you have any questions regarding your booking, you must contact the managers office using email: [enquiries@longashtoncommunitycentre.org](mailto:enquiries@longashtoncommunitycentre.org)

## **Additional conditions groups and community events**

### **Licenses**

The hirer will ensure that the appropriate licenses are in place for the type of event they wish to hold.

Licenses may include but is not limited to:

- Street trading licence - when selling goods or services in all outdoor spaces.
- Alcohol license - when selling alcohol in all outdoor spaces.
- Public entertainment licence – when playing amplified live or pre-recorded music in all outdoor spaces.

Most of these activities can be covered under one licence.

LACA will require a copy of the appropriate licenses that have been granted before certain events can go ahead.

*\*Failure to hold the appropriate licenses for certain outdoor events is a criminal offence and hirers may incur a heavy fine. For example, £1000 fine per stall selling goods or services.*

*This can also invalidate liability insurance and put LACA, our staff, volunteers, and visitors at risk.*

*LACA will not turn a blind eye and will ban any hirers that knowing avoid acquiring the appropriate licenses.*

## **Policies and procedures**

For certain groups and events LACA will require a copy of the appropriate policies needed to ensure that certain standard requirements are met by the hirer.

Policies may include but is not limited to:

- Safeguarding – when working children and vulnerable adults.
- Health and safety – when hosting community events.

We may also require a copy of a Risk Assessment for certain groups and events.

*\*LACAs policies will be made available on request by contacting the manager's office.*

## **Public liability insurance**

Although it is not required by law, LACA asks that all business hirers and stall holders selling goods or services on our premises have their own public liability insurance.

It will be the responsibility of the hirer, business or organisation named on the booking form to check that each trader has their own liability insurance and verify this in writing to LACA.

LACA is not liable for any damage to property or harm to a staff, volunteers, or a member of the public that is a result of the hirer, trader or service provider that is linked to an event not hosted by LACA.

LACA has a duty of care towards everyone that uses our premises. By requiring that all business hirers and stall holders selling goods or services on our premises have their own public liability insurance, we are helping to protect all parties involved.

*\*Public liability insurance can cost as little as £5 per month.*