



Terms and Conditions of Hiring

Please note: this form must be signed and a copy returned to the office before your event can take place or after the first meeting from 1st September onwards.

All use of Centre premises and facilities is subject to the Hirer accepting responsibility for the safety of their members/guests and security of the premises.

Insurance

The hirer shall be responsible for providing Liability Insurance for his/her group, organisation, or event ensuring adequate insurance is in force for all legal liabilities which could arise, including: death or personal injury, to third parties (including employees and volunteers), or damage to the Association's property or the property of others, arising out of the hirers occupation and activities, whilst at the premises. The Association reserves the right to request evidence of such cover. (This requirement does not apply to the Association or Greyfriars Clubs).

The Hirer shall indemnify the Association for the cost of any damage done to any part of the property, including the curtilage thereof, or contents of the building during or as a result of a booking, or loss of equipment including that from the kitchens.

Bookings

Greyfriars, as a registered charity and self-funding organisation, reserves the right to hire out space, any time there is availability, to other businesses or organisations that provide similar services or products or could be seen as in competition. It is not the intention of Greyfriars to affect anyone's business adversely and the managers would take reasonable steps to inform the current hirer prior to a similar business booking being confirmed as well as inform the potential new business that a similar business already operates at Greyfriars.

Safety Requirements

Obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be immediately available for free public exit.

No Hot Liquids to be carried upstairs.

Any stage erected for a theatre or other performance must not block exit routes or exit signage. The exit route must be at least the width of the final exit doors.

Hirers at no occasion should ever dismantle any piece of Greyfriars equipment whether fitted or removable. Please always contact the Managers/Caretakers, if there is an issue.

All **Leaders** should sign in and out at reception on every session.

All groups must familiarise themselves with evacuation procedures as set out in the **Fire Safety Policy**. Should evacuation be necessary, the group leader is responsible for ensuring his/her members have evacuated to the Fire Assembly Point (in the Library car park)

The group leader is responsible for ensuring the safe evacuation of disabled and wheelchair bound members.

IT IS YOUR RESPONSIBILITY TO ENSURE YOU HAVE READ AND ARE FAMILIAR WITH THE FIRE SAFETY POLICY.

Firefighting apparatus shall be kept in its proper place and only used for its intended purpose.

The **Fire Service** must be called to any outbreak of fire however slight, and details of the fire occurrence must be reported to the Managers. When the office is closed, please use the nearest telephone or mobile telephone to call the Fire Service.

Smoking is not permitted anywhere inside the premises, Activities Centre or courtyard.

Highly flammable substances must not be brought into or used, in any part of the premises. No internal **decorations** of a combustible nature (e.g. candles, cotton, polystyrene etc) shall be undertaken or erected.

No unauthorized heating appliances shall be used in the premises and the hirers must indemnify the Association against any damage caused by **electrical appliances**, such as projectors, computers, and recorded music equipment etc brought on to the premises. Any such equipment must carry a current (PAT) Portable Appliance Test certificate.

First Aid boxes shall be available to all users of the premises.

Located: **Activities Centre kitchen, Ebenezer & Ann Rose kitchens, outside Greyfriars Hall kitchen, on First floor landing and under the desk in reception.**

The Managers must be informed of any accident or injury occurring on the premises.

Organisations and individuals catering in the Centre must observe the **Food Handling** notices displayed in each kitchen and such organisations and individuals are responsible for their own food safety.

The Associations responsibility ends with the provision of adequate kitchen and refrigeration facilities, which are inspected regularly by New Forest District Council.

There shall be no **performances** or **events** involving either physical or mental danger to the public, including hypnotism or hypnotherapy.

Under no circumstances should the outside Pre-School play area be accessed.

Maximum capacity

Under the terms of the Associations Premises Licence with New Forest District Council, the total number of persons, including performers/helpers etc permitted in the halls at one time is:

Greyfriars Hall – 150; Ann Rose Hall – 100; Ebenezer Hall – 100;

Activities Centre – 150

When a **stage** is erected, the total number of persons, including performers/helpers etc permitted in the halls at one time is:

Greyfriars Hall – 100; Ann Rose Hall – 80; Ebenezer Hall – 100



Alcohol Regulations

All hirers are permitted to sell alcohol at their meetings and functions, provided an application is made to the Managers on the relevant form at least two weeks prior to the event with fee attached. It is the responsibility of the organiser to ensure that no alcohol is sold or dispensed to any person under the age of 18.

When alcohol is supplied or made available (whether by sale or otherwise) at a **private party**, the organiser must ensure that no person under the age of 18 is allowed to consume any alcohol on the premises either before, during, or after the event.

The Hirer guarantees the Association will be indemnified against losses and legal liability in the event of any breach of the Licensing Act.

Music in the Centre

The premises are licensed with the Performing Rights Society for the performance of copyright music. However, users must advise the Managers as to the frequency of musical performances during their activities. **The Association's licence does not cover the performance of recorded music by affiliated organisations and other hirers of the premises who must arrange their own licence with PPL.** No music shall be played in the Centre after 23.30 hours (exception may be made for New Year celebrations)

Betting, Gaming and Lotteries

Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries and persons or organisations responsible for functions held on the Centre premises shall ensure that the requirements of the relevant legislation are strictly observed.

Car Parking

Cars shall not be parked as to cause an obstruction to the entrance to, or exits from, the Centre. There is one disabled bay near to the front of the Centre reserved for Blue badge holders only. **The car park to the left of the drive and behind the wall is restricted to members of the Association who have purchased an annual Car Parking Permit from the office.** All other users should park in either the limited short-stay bays by the library, or in the NFDC Blynkbonnie Car Park which is adjacent to the rear of the Centre and assessed from Christchurch Road. (NFDC Car Parking clocks, purchased annually, can be used)
The road into Greyfriars' site is One-Way; all vehicles must exit via Bickerley Road.

Nuisance

Hirers and organisers of events in the Community Centre are responsible for ensuring that the noise levels of their functions are not such as to interfere with other activities within the building, or cause inconvenience to the occupiers of nearby premises.
The Managers, or anyone acting with their authority, shall have the right to evict any person or persons deemed to be causing a nuisance or annoyance to other users of the premises, or to the Association's neighbours.

Setting Up

Keys (see Security)

Any deliveries made to the centre for an event or function must be authorized by the Managers with delivery times and storage approved.

No decorations are to be fixed to any walls without consulting the Managers.

Security

The Association cannot accept responsibility for damage to, or loss or theft of, the Centre users' property or effects.

All hirers are to secure windows and doors at the end of their function/event/meeting.

If it is deemed necessary for a hirer to hold **keys** to the premises for access during a specific event or function, arrangements may be made with the Managers, for collection prior to the event. Keys collected must be signed for and instructions should be given for locking and leaving the building.

All keys must be returned to the office as soon as possible after the event or function.

Cleaning

All users must leave the premises and surroundings in a clean and tidy state. No **rubbish** is to be left in or about the Centre.

All furniture and equipment (including that borrowed from the kitchens) shall be returned to its original position.

All breakages, damages to the equipment or part of the premises, must be reported to the office. If you are the last hirer at a weekend with use of EBH or GFH kitchens, please turn the dishwasher off at the Red switch on the wall before leaving.

The Managers reserve the right to request a £200 Damage Waiver deposit – returnable in full after the event, providing the premise has been left as found.

Cancellations

In the event of a hirer cancelling a booking within 48 hours of the hire date, unless prior arrangements have been agreed with the Managers, half the hiring fee shall be payable.

Cancellations must be given in writing.

Any deposit paid is a confirmation of booking and part payment of the hire fee.

I confirm that I have been given the opportunity to read the Health & Safety Policy, the Fire Policy, Fire Risk Assessments and Health & Safety Risk Assessments.

I agree to the Terms and Conditions of Hiring.

Signed: _____ **Date:** _____

Name and/or organisation..... (in capitals)

Revised July 2016