

2012 TERMS AND CONDITIONS OF HALL HIRE

Lettings at Paddocks Community Associations Discretion

The Association shall have an absolute discretion as to the hiring of the hall and reserve the right to refuse payment of the hiring charge other than in cash.

WE ARE UNABLE TO ACCEPT BOOKINGS FROM PERSONS UNDER THE AGE OF 18 YEARS.

All hirers are responsible for ensuring that no nuisance is caused to any other user groups, the local community or staff by their use of these premises.

Regular Hirers

All regular hirers, Pay one months rent as deposit and are invoiced on a monthly basis in arrears. **Full payment must be made within 7 days of the invoice date.** The Association reserve the right to use the hall at any time for emergencies or Council elections, and to take priority over any regular bookings.

The Association shall require all regular hall users to provide a copy of their Public Liability Insurance Certificate to the Associations Bookings Manager.

Any group that has or may have children and / or young people present will be required to have a Child Protection Policy in place, or be working with the Council towards implementation of such policy. Copies of the policy are to be submitted to the Association at the time of booking. CRB checks need also to be in place where appropriate.

All groups that are tuition-based are required to have staffs that are qualified in the area of tuition. Copies of qualifications will be required at the time of booking.

After 1 month of regular hiring and upon the full payment of the first invoice, regular hirers may be given keys to Community Hall for future bookings. In those circumstances, keys will only be given to the hirer upon the completion and return of all relevant paperwork. Keys will remain the property of the Paddocks Community Association at all times and must be returned to the Association upon request.

Call Outs

If Maintenance staff is called to a hall due to alarm activation and it is found to be due to negligence of the hirer (doors or windows left open etc) a penalty charge will be added to invoice.

Mon to Sun between 08.15 and 16.15, charge of £25

Mon to Sun between 16.15 and 08.15, charge of £50

Emergencies

In the event of an emergency outside of normal office hours, please telephone 07923-599500 for assistance. This number should only be used for genuine emergency calls.

In the Case for fire, crime or personal injuries / illness call Emergency Services 999 and ask for relevant applicable services

Deposit (Private Hirers Only)

A deposit of £50 per hire or 1 Month hire rent for long term must accompany all applications, which is refundable at the Associations absolute discretion after premises have been checked. The hire charge including deposit **must be paid 28 days prior to the commencement of the hiring.**

If you have not been asked for a deposit any damages found after premises have been checked will be invoiced to you.

Cancellation of Booking (Private Hirers Only)

In the event of a cancellation, a £20 administration charge may be forfeited from any deposit paid if sufficient notice is not given. (Less than 14 days)

Regular hirers – should notify the office by phone followed in writing or e-mail confirming cancellation (2 weeks notice). Failure to do so will result in the full payment for the session being charged.

Insurance

The Association provides certain insurance cover in respect of the building & furniture and fittings. The hirer's attention is particularly drawn to the fact that the insurance so provided does not extend to goods, equipment or things other than those provided in the Centre by the Association.

Hiring / Times

Charity & Fund-Raising Events	<ul style="list-style-type: none"> • Bookings can be made for any time between 9.00am until 11.30pm. • Music Must cease no later than 11.00pm, with the building being vacated by 11.30pm
Private Parties	<ul style="list-style-type: none"> • Children's parties are for children up to the age of 12 years. • Bookings for children's parties are only available up to 9pm. Smoke/Bubble machines are strictly prohibited • Wedding, Christening, Bereavements, Retirement parties can be booked. • No adult parties are to be held in any of the halls.
Other Hall Hire	<ul style="list-style-type: none"> • The Hall can be hired generally for the following: Dancing lesson, General training, music, general functions, Clubs, Charities, table market, some indoor sports. Meeting private and company, other hire as agreed under premises licence.

Damage

In the event of any damage to the premises or any damage to or loss of any other property belonging to, or under the control of the Association, or otherwise, the hirer will reimburse the Association with the full cost of repairing or replacing any such damage or loss.

General

A signed copy of the Conditions of Hire must accompany all bookings. Bookings will not be permitted to proceed if the relevant signed documentation (Booking Form and Conditions of Hire) have not been received by the Association.

All heating and lighting to be turned off after use and windows and doors secured.

The premises are to be left in a clean and tidy condition, i.e. any furniture moved is to be replaced to its original position. Please be aware that items other than full size tables and chairs are likely to belong to regular user groups. Only items booked on your booking form are for your use. Please do not use equipment belonging to other groups. If you are unsure please check with the Bookings Manager BEFORE using.

ALL RUBBISH MUST BE REMOVED BY THE HIRER. (Hirer to provide own black sacks)

The hirer shall be responsible for ensuring that persons attending and leaving the hired premises cause no nuisance to the public within the vicinity of the hall through use of vehicles or loud behaviour.

Please note: If the condition of the hall has not been maintained following the hiring you may forfeit your deposit and also be charged for any damages occurred. Cleaning equipment i.e. brooms and mops, are available for your use. Failure to adhere to any conditions of hire may result in partial or total loss of the deposit paid and a restriction on future bookings.

Health and Safety

Hirers are required to comply with appropriate Fire and Health and Safety duties during their hire period. Please see guidance in the document: "**Basildon District Council – Managed halls – A Guide to safety**" www.basildon.gov.uk

Entry by Council / Association Staff or Agents

It may from time to time become necessary for Council staff or contractors or Association members to enter the premises while a session is taking place.

I agree to abide by the conditions set out above

Signed _____

Date _____

Print Name _____

Market Research

Can you please tell me where you heard about THE PADDOCKS COMMUNITY HALL