

Freshbrook Community Centre

BOOKING REQUEST



PARTIES:

1. Freshbrook Community Centre
2. Name and Address of Hirer:

.....
.....
.....

Home Tel: No. Mobile:

ROOM REQUIRED:

LARGE HALL

SMALL HALL

MEETING ROOM

CAFE AREA

KITCHEN

MEDIUM HALL

PURPOSE OF HIRE:

DAY &/DATE/S REQUIRED:

TIME: From To

ALL HIRERS MUST BOOK THE FULL TIME REQUIRED INCLUDING SETTING UP. A MINIMUM OF 15 MINUTES WILL BE ALLOWED BETWEEN BOOKINGS TO ALLOW FOR THE CHANGE BETWEEN OUTGOING AND INGOING BOOKINGS

HIRING FEE: £..... (Per session) DEPOSIT PAYABLE £

BALANCE: £..... Due

Please make cheques payable to **Freshbrook Community Centre** & return with this form.

The Hirer has read and understood and agrees to observe and perform the General Rules and Conditions of Hire.

Signed by Print Name

(On behalf of Freshbrook Community Centre)

Signed by Print Name

(The Hirer)

DATE

The hirer is responsible for ensuring that the building is left clean and intact.
All rubbish is to be removed from site.
Setting up of tables/chairs & storage of equipment is by arrangement only.

PLEASE NOTE THAT UNTIL YOUR BOOKING REQUEST IS CONFIRMED BY A REPRESENTATIVE OF FRESHBROOK COMMUNITY CENTRE IT IS NOT GUARANTEED

PLEASE RETURN TO FRESHBROOK COMMUNITY CENTRE ONCE COMPLETE.

GENERAL RULES GOVERNING THE USE OF FRESHBROOK COMMUNITY CENTRE

1. USE OF THE CENTRE

Use of the Community Centre and its facilities is subject to the following rules and, in the case of hirers, to the conditions incorporated in the hiring agreement.

2. EQUAL OPPORTUNITIES

The Community Centre shall be open to all members of the community regardless of race, nationality, gender, sexual orientation, age, disability, religious or political beliefs or marital status.

3. APPLYING TO USE THE CENTRE

- (a) Application for use of the Centre shall be made to the Bookings Officer.
- (b) The right to refuse any application for the use of Centre facilities is reserved to Freshbrook Community Centre acting through the Bookings Officer. Freshbrook Community Centre 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 unlawful conduct or of alienating the Local Community. In the circumstances of doubt, the Bookings Officer shall report the matter to the Committee and shall not confirm the booking without the agreement of the Committee.
- (c) All arrangements for the use of Centre facilities are subject to Freshbrook Community Centre reserving the right to cancel the booking when the premises are required for use as a Polling Station or are required as an emergency office accommodation for Freshbrook Community Centre's staff or are rendered unfit for the intended use.
- (d) Sections and affiliated groups of Freshbrook Community Centre shall normally have priority use of its facilities, but all arrangements to hire facilities made with outside bodies and individuals shall be honoured by Freshbrook Community Centre except as provided for in (c) above.

4. HOURS OF OPENING

Facilities at the Community Centre are normally available for the use between the hours of 8am and 10pm on weekdays, 8am and 11pm Saturday and 8am and 10pm on Sunday

In some circumstances these hours may be extended on application to Freshbrook Community Centre.

5. CAPACITY

The Centre main hall has a maximum capacity of 100 seated at tables, 170 close seated and 250 dancing (these figures include helpers and performers), and on no account shall these figures be exceeded.

6. SAFETY REQUIREMENTS

All conditions attached to the granting of the Centre's Public Entertainment Licence, stage play or other licences shall be strictly observed and the Hirer shall comply with all conditions and regulations made in respect of the Premises by the Fire Authority, Local Authority and the local Magistrates Court or otherwise. Nothing shall be done which will endanger the users of the building, or invalidate the policies of insurance relating to it and to its contents. In particular;

- (a) Obstructions must not be placed in gangways or

exits, nor in front of emergency exits, which must be immediately available for free public egress.

- (b) All groups are expected to co-operate in the fire drills which are arranged at varying times in order to familiarize users with evacuation procedures.
- (c) The emergency lighting supply must be turned on during the whole time the premises are occupied, and must illuminate all exit signs and routes.
- (d) Fire-fighting apparatus shall be kept in its proper place and only used for its intended purpose.
- (e) The Fire Brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Bookings Officer.
- (f) Performances involving danger to the public shall not be given.
- (g) Highly flammable substances shall not be brought into or used in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton, etc.) shall be undertaken or erected without the consent of Freshbrook Community Centre.
- (h) No unauthorized heating appliances shall be used on the premises.
- (i) Hirers and leaders of groups are advised that no First Aid Box is provided by Freshbrook Community Centre for general use, and each group using the premises is required to make its own provision.
- (j) All electrical equipment brought into the building shall comply with the Electricity at Work Regulations 1989 or any other subsequent legislation or regulations. Freshbrook Community Centre disclaims all responsibility for all claims and costs arising from the use of any such equipment that does not so comply.

7. SUPERVISION

The hirer or person in charge of an activity shall not be under 18 years of age and shall be on the premises for the entire period of hire or duration of the activity. She/He shall not be engaged in any duties which prevent him/her from exercising general supervision.

When the premises or any part of them are used for the purpose of public entertainment, there shall be a minimum of three persons, none of whom shall be less than 18 years of age, on duty where under 100 persons are attending the entertainment. The number of adult attendants required is increased in the following circumstances;

- (a) Where 100-249 people are present - four
- (b) When the majority of those present at the entertainment are less than 16 years of age, and when many people with disabilities are expected to attend, the number of adult supervisors required will be increased. As a guideline, there should be at least 1 person over the age of 18 years for every 20 persons under 16 years.

[NB. Check public entertainment licence]

8. SAFETY OF VULNERABLE PEOPLE

No activities or groups involving either young children under eight years of age or vulnerable adults will be permitted on the premises except with the written agreement of The Committee which will require that the

relevant provisions of the Children Act 1989 and any conditions required by the Social Services Department are complied with before giving such permission. In the case of affiliated groups or outside hirers, it is the responsibility of the organizers of the activities concerned to ensure that only fit and proper persons have access to young children, and that such persons shall at all times be in attendance upon young children who are on the premises for the activities concerned.

9. SUPPLY OF FOOD AND DRINK

It is intended that the centre will be registered as a "Food Premises", enabling food to be prepared on the premises.

10. INTOXICATING LIQUOR

No intoxicating liquors are permitted to be brought, sold or consumed on any part of the premises unless suitably licensed.

11. MUSIC IN THE CENTRE

The premises are licensed with the Performing Right Society for the performance of copyright music. Users should, however, advise the Bookings Officer as to the frequency of musical performances during their activities. The Association's licence with Phonographic Performance Ltd (PPL), on the other hand, does not cover the performance of recorded music by affiliated groups and other hirers of the premises, who must consult the Booking Officer before making arrangements for the use of recorded music. It is the responsibility of any independent user group which uses recorded music in its activities to check if it requires a licence from PPL, and, if so to obtain one.

12. 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 the persons or associations responsible for functions held in the centre premises shall ensure that the requirements of the relevant legislation are strictly observed.

13. STAGE PLAYS

The Bookings Officer must be given at least four weeks' notice of a play production, so that the appropriate licence may be obtained from the Local Council, which itself requires three weeks' notice

14. STORAGE

The permission of Freshbrook Community Centre must be obtained before goods or equipment are left or stored at the Community Centre, except that the Bookings Officer is authorised to grant permission for the overnight storage of good and equipment brought to the Centre for a particular function or event.

15. LOSS OF PROPERTY

Freshbrook Community Centre cannot accept responsibility for damage to, or the loss or theft of, centre users' property and effects.

16. CAR PARKING

Cars shall not be parked so as to cause an obstruction at the entrance to, or exits from, the centre. Where parking accommodation is provided and available, this must be used, and in any case users of the centre should avoid undue noise on arrival and departure.

17. NUISANCE

(a) Litter shall not be left in or about the Centre premises.

(b) Except in the case of trained guide-dogs for the blind, dogs shall only be permitted on the Centre premises with organized activities such as dog training or dog shows.

(c) Hirers and organizers of events in the Community Centre are responsible for ensuring that the noise level of their functions is not such as to interfere with other activities within the building nor to cause inconvenience for the occupiers of nearby houses and property.

18. CLEANING AND SECURITY

All users of centre premises and facilities is subject to the users accepting responsibility for returning furniture and equipment to their position, and for securing doors and windows of the premises as directed by the Bookings Officer and returning keys to the Booking Officer. All users shall also leave the premises and surrounds in a clean and tidy condition, as may be directed by the Bookings Officer.

CONDITIONS OF HIRE OF FRESHBROOK COMMUNITY CENTRE

1. All hire fees, storage charges and deposits must be paid monthly in advance as invoiced. No hiring will be booked, and the Hirer will have no right to use the rooms and facilities, until all payments have been received in full at the times stipulated.
2. If the Hirer wishes to cancel the booking and Freshbrook Community Centre is unable to conclude a replacement booking, the question of repayment of fees shall be at the discretion of Freshbrook Community Centre.
3. The Hirer shall, on making the booking, inform the Bookings Officer of any requirements concerning the provision of refreshments or of kitchen facilities, and shall be responsible for any charges thereby incurred and the Hirer shall if preparing serving or selling food observe all relevant food health and hygiene legislation.
4. If the Hirer is permitted to store equipment between sessions, it must be stored in such place and in such manner as indicated by the Booking Officer and only for as long as is permitted by Freshbrook Community Centre. No article that is dangerous or unsuitable may be stored Freshbrook Community Centre must have written confirmation of all items that are to be stored.
5. Freshbrook Community Centre accepts no responsibility for any stored equipment or other property brought onto or left on the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each session; otherwise, fees will be charged for each day or part of a day at the hire fee per session until the items are removed. The Hirer shall indemnify and keep Freshbrook Community Centre or its employees or agents and invitees indemnified against all claims in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including storage of equipment) by the Hirer.
6. Freshbrook Community Centre may dispose of items brought onto the premises, by sale or otherwise, and on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and disposing of such items, in the following circumstances: failure by the Hirer to remove the equipment within 7 days after the hiring.

7. The Hirer shall take out adequate insurance to cover the Hirer and members of the hirer's organization and invitees against all claims arising as a result of the hire and, on demand, shall produce the policy or other evidence of cover to the Bookings Officer. Failure to produce such policy and evidence of cover will render the hiring void and enable the Bookings Officer to re-let the premises to another hirer.
8. The Hirer must report all accidents involving injury to the public to the Bookings Officer as soon as possible. Any failure of equipment either that belonging to the Centre or brought in by the Hirer must also be reported as soon as possible. Certain types of accident or inquiry must be reported on a special form to the local authority. The Bookings Officer will give assistance in completing this form. This is in accordance with the Reporting of Injuries, diseases and Dangerous Occurrences Regulations 1995.
9. The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the Centre, other than for a special event agreed to by Freshbrook Community Centre. And no animals whatsoever are to enter the kitchen at any time.
10. No literary, dramatic, musical, film or video work shall be performed or shown at the premises without obtaining all necessary copyright licences and theatre, film, video and public entertainment licences. No such work shall be performed or shown without the prior approval of the Booking Officer, and no alteration to the work shall be made after such approval.
11. The Hirer :
 Shall be responsible for obtaining any necessary approvals or licences in connection with the hire use of Premises other than those already held by Freshbrook Community Centre.

 Will comply with all conditions attaching to such approvals or licences, including those held by Freshbrook Community Centre, and Will indemnify Freshbrook Community Centre against all losses, costs, damages and expenses resulting from any failure to obtain such approvals or licences or from any failures to comply with the same.

 All such licences shall be produced to the Bookings Officer before the commencement of the hiring
12. No alcohol shall be sold or supplied.
13. The Hirer shall, during the hiring, be responsible for:
 - supervision of the premises;
 - protection of the fabric and contents;
 - safety from damage however slight;
 - the behaviour of all persons using the premises, whatever their capacity;
 - ensuring that persons leaving the premises during or following the hiring shall do so in an orderly manner and in such a way as not to cause nuisance or annoyance to owners or occupiers of nearby premises including proper supervision of car parking arrangements so as to avoid obstruction of the highway; and
 - As directed by the Bookings Officer, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents.
14. The Hirer shall not use the premises for any purpose other than that permitted under the Hiring Agreement and will not, without obtaining the prior consent of the Bookings Officer, use or enter the premises at any time other than those permitted under the Hiring
15. The Hirer shall not assign the benefit of the Hiring Agreement. The Hirer shall not share the use of the premises with any other person or organization other than a member or invitee of the Hirer permitted to use the premises under the Hiring Agreement.
16. The Hirer shall not use the Premises or allow the Premises to be used for any unlawful purposes or in any unlawful way nor do anything or bring onto the Premises anything which may endanger the same or render invalid any insurance policies in respect thereof
17. Freshbrook Community Centre reserves the right to terminate forthwith any entertainment, activity or meeting permitted under the hire that is not properly conducted.
18. No alterations or additions may be made to the premises, nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without approval of the Bookings Officer. Any alterations, fixture, fitting or attachment shall at the discretion of the Bookings Officer,
 - EITHER:** Remain in the premises at the end of the Hiring and become the property of Freshbrook Community Centre
 - OR:** Be removed by the Hirer who must make good to the satisfaction of the Bookings Officer any damage caused to the premises by such removal.
19. The Hirer shall be responsible for leaving the Premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise Freshbrook Community Centre shall be at liberty to make an additional charge.
20. The Hiring may be determined by notice given by the Bookings Officer if:
 - any fee, or deposit due under the Hiring Agreement is not paid on time;
 - any of these conditions is not complied with by the Hirer; or in accordance with rule 3(c), in which case all fees (including any deposit) paid by the Hirer shall be refunded; but without prejudice to any claim by Freshbrook Community Centre against the Hirer for non-payment of fees or non-compliance with these conditions.
21. The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any local code of practice issued in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address, and that any discounts offered are based only on manufacturers' Recommended Retail Prices.
22. The Hiring Agreement constitutes permission only to use the premises, and confers no tenancy or other right of occupation on the Hirer.