

ABBEY FIELDS COMMUNITY CENTRE CONDITIONS OF HIRE

For the purposes of these conditions the term **HIRER** means an individual hirer, or where the hirer is an organisation, its authorised representative. The term **TRUSTEES** means the Trustees of Abbey Fields Community Centre.

Hire of Room/s

The main building and the Cleeve Annex are equipped with disabled access and toilet facilities.

All applicants for room hire are required to complete the Booking Form provided and return, with payment or deposit, to the Reservations Clerk, Abbey Fields Community Centre, Back Lane, Winchcombe, Glos GL54 5QH. For single events the full booking fee must be enclosed with the booking form.

The Trustees reserve the right to charge a refundable deposit and to retain part or all of the deposit or to demand further payment should extra cleaning or attributable damage need rectifying after the hire. Any refunds of deposit will normally be made within 14 days of the hire.

The key may be collected from the Town Clerk's Office, adjacent to the Community Centre, between 9.00am and 12.00 noon on weekdays and should be returned to the Office immediately after the event (through the letter box if the office is closed).

The period of hire stated on the Booking form must be strictly observed and include preparation and clearing up time. No over-run is permitted.

The Hirer shall not use the room/s for any purpose other than that described on the Booking Form. If a booking is made for either the Sudeley Room or the Langley Room **the Hirer is not** permitted to extend the occupancy into the adjoining room.

Our current planning permission allows for the centre to be used until 11pm on Sunday to Thursday and until midnight on Friday and Saturday. Persons hiring the centre for evening events must adhere to these times, ensure that the centre is vacated in an orderly fashion giving due concern to our close neighbours.

If live or recorded music forms part of the event **the Hirer** must ensure that the curtains at either end of the Langley Room are closed as they contain noise attenuation panels. **The Hirer** must also take steps to minimise the noise generated by those arriving and departing from the event they are hosting.

The screen in the Langley Room is available by prior arrangement with the Reservations Clerk. Use of the Film Projector is **NOT** permitted.

The Trustees reserve the right to cancel a hiring in the event of the building being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case **the Hirer** shall be entitled to a refund of any deposit already paid.

The Trustees reserve the right to put an immediate stop to any entertainment or meeting which in their opinion is in breach of the conditions of hire.

Use of Kitchen facilities

The Hirer must indicate on the Booking form whether he/she requires the kitchen for a fully catered event or for tea/coffee making facilities and washing up. No glasses are provided and hirers should make their own arrangements for supply. Hirers are asked to provide their own tea and coffee. The kitchen is fully equipped to a high standard and the hire charge includes the use of all crockery, cutlery and general catering equipment.

The **Hirer** will be responsible for cleaning the kitchen after use and replacing all crockery and cutlery in the appropriate storage cupboards, drawers, or containers. If used, the dishwasher must be emptied, cleaned and drained (see written instructions on adjacent wall)

Alcohol

The **Trustees** hold a premises licence, but the sale and consumption of alcoholic drinks is not permitted on the premises without the permission of the licence holder. Arrangements must be discussed with the Reservations Clerk when booking.

Public safety

No smoking is permitted in any part of the building.

No animals except guide dogs are permitted on the premises.

The Fire Door to the Langley Room **MUST** be kept closed at all times except in an emergency and **MUST NOT** be used to allow guests in/out of the car park. All internal fire doors must be kept closed unless an emergency arises.

The **Hirer** shall be responsible for ensuring that emergency exits are kept clear of obstructions and for the necessary actions to be taken in the event of fire, including calling the Fire Brigade and evacuation of the Community Centre. Emergency exits are displayed on the Notice Board located by the front entrance. Fire extinguishers are located in the main rooms.

Electrical installations must not be disconnected or otherwise interfered with. The **Hirer** shall ensure that any electrical appliances brought by them, or anyone acting on their behalf, into the Community Centre are safe and in good working order and are tested and in date to the required regulations. The **Hirer** shall ensure that no additional lights or extension from the electrical distribution system shall be used without the previous permission of the **Trustees**.

The **Hirer** must record details of all accidents involving injury in the Community Centre's Accident Book located by the First Aid box in the Kitchen.

The **Hirer** must report any breakage or failure/non-working of equipment belonging to the Community Centre in the Damage Report Book which is located in the Kitchen.

Actions on completion of hire

The **Hirer** shall, on completing their period of hire ensure that:

- all equipment used, including tables and chairs, is properly cleaned and stored away ready for the next user.
- if the **Hirer** has used the Kitchen, the taps, the cooker and all other kitchen appliances with the exception of the fridge are switched off at the mains sockets.
- all lights and taps are off and all exterior doors and windows are locked;

Liability and Indemnity

Any individual or organisation selling goods for commercial purposes at the Community Centre must provide a copy of their own liability insurance.

The **Trustees** reserve the right to amend the conditions of hire at any time and will give one month's notice of any such amendment