

WARDEN HILL COMMUNITY ASSOCIATION: CONDITIONS OF HIRE (TO BE RETAINED BY THE APPLICANT)

1. **Application for hire:** all bookings must be made through the Lettings Secretary and will only be confirmed upon receipt of a deposit. Any increase in hire charge prior to the event date will result in an increased charge. The Hirer will be required to pay the hire charges in full not less than 7 days before the event takes place. Failure to pay by the due date will result in cancellation of the booking.
2. The times of hire must be strictly adhered to and the time includes time for preparation and for leaving the building. The building must be left in a secure, clean and orderly condition, and all lights, heaters and appliances switched off. Failure to adhere to this condition may result in all or part of the deposit being retained.
3. **Cancellations:** the Association reserves the right at any time before the commencement of a letting to cancel it in which case they will refund any fee already paid by the Hirer but will not be liable for the payment of compensation to the Hirer or to any other person. If the Hirer wishes to cancel the booking within 30 days of the event date the deposit will be forfeited unless the Centre is re-let for the whole of the hiring period in which case the deposit will be refunded.
4. **Conduct during hire:** the Association reserves the right to enter every part of the Centre at any time and to refuse admission or remove from the Centre any person or persons believed, by the Association, to be undesirable without giving any reason. No disorderly conduct shall be permitted. The Association reserves the right to terminate the booking during the course of that booking if the Conditions of Hire are not being complied with and the Hirer will not then have the right to reclaim any part of the fee. The Hirer is expected to give due consideration to the owners and occupiers of neighbouring residential property and not cause them unreasonable nuisance or annoyance by noise or otherwise.
5. Any furniture or property introduced by the Hirer shall be removed immediately following the period of hire. No additions, alterations or adaptations of the Association fixtures, fittings or equipment shall be made and nothing shall be affixed to the structure of the hall.
6. **Breakages:** the Hirer is responsible for supervision of the premises, protection of the fabric and contents, safety from damage however slight, or change of any sort. The Hirer shall indemnify the Association for the cost of repair (or replacement if the Association deems it necessary) of any damage done to any part of the property including the cartilage thereof or the contents of the building during or as a result of a booking. The deposit shall be retained for a period of 2 weeks after conclusion of the hiring period and will then be returnable to the Hirer less any deductions necessary for the breakages or following a breach of any condition of hire. The Hirer is responsible for drawing to the attention of the Association's authorised representative before the commencement of the period of hire any defects alleged to be existing in the hall or its contents.
7. The Hirer shall be responsible for obtaining any licences necessary in connection with the booking, or to join with the Association in obtaining such licences, and to pay all fees and costs incurred in connection therewith, including Occasional Licences for the sale of intoxicating liquor, Occasional Public Entertainment Licences, and licences from PPL where recorded music is to be played on the premises.
8. The Hirer shall be responsible for the observance of all regulations appertaining to the premises stipulated by the Licensing Justices, the Fire Authority, the Local Authority or otherwise ie; the law relating to gaming, betting and lotteries.
9. The Hirer must limit the maximum number of persons in attendance to that specified in the Rules governing the use of the Centre.
10. **Insurance:** the Hirer shall be responsible for making arrangements to insure against third party claims against him/his organisation whilst using the Community Centre. (The Association is insured against claims arising out of its own negligence).
11. The Hirer shall not sub-let or use the premises for any purpose other than that stated herein, or for any unlawful purpose or in any unlawful way nor do anything nor bring on to the premises anything which may endanger the premises, their users or any insurance policies relating hereto.
12. The Hirer shall purchase all alcohol, cordials, cider and mineral waters etc. for consumption in the Community Centre, from the nominated Whitbread publicans, or from Whitbread off-licences.