

Kingsbury Episcopi Community Centre Hall/Meeting Room

TERMS and CONDITIONS

The premises are managed by Kingsbury Episcopi Amenities Committee (KEAC), a registered charity, number 1085945.

The premises are non-profit making, providing a service to the community, and rely on the co-operation of all users. The hiring charge covers the running expenses and the general maintenance and improvements of the building.

The management committee want you to enjoy the facilities and to continue making good use of the premises.

- (1) **Hire of the premises** is available by those aged 18 or over.
- (2) **Hirers are expected to familiarise them selves with the facilities, exit routes and fire extinguisher locations diagrams, fire notice and “locking up” check list; displayed.**

(3) **Hiring of the hall/meeting room**

Can be booked with Sarah Cox (the Booking Officer) The Bungalow, Stembridge, Martock, Somerset, TA12 6BW Tel. 01460 419702 Mobile 07751 702180 Email coxysr@yahoo.co.uk

(4) **The Hirer will be responsible for :-**

- Maintaining good order and conduct on the premises.
- Ensuring that the number of persons on the premises do not exceed the number stipulated on the booking form, in accordance with the fire regulations.
- Ending all functions by 12.00am or as stipulated on the booking form in accordance with the premises licence held by KEAC.
- Ensuring that access to and from FIRE EXITS is kept clear of any obstruction at all times.
- Obtaining the consent of the Booking Officer before decorating the hall.
- Leaving the premises in the same state as they were found on entry. Unless a cleaning charge has been booked and paid for prior to the event.
- Sweeping the floor and placing dry rubbish in bins before leaving.
- Food and perishables are to be taken away by the hirer.
- Flushing the toilets and leaving clean and tidy.
- Kitchen to be left in a state of cleanliness, fit to be used by the next hirer. Please see kitchen instructions.
- Kitchen crockery, if used, to be cleaned and returned;
- Kitchen is not to be used for any other purpose.
- Replace tables and chairs as found.
- Nothing is to be stuck or pinned to the walls.
- Smoking is not allowed anywhere on the premises.
- Switching off all internal lights
- Locking all doors before leaving.
- Returning the keys and reporting any damage to the Booking Officer

Regular hirers are also responsible for –

- Obtaining the consent of the Booking Officer for the storage of materials and/or equipment.

- Ensuring that everything is stored tidily and secure in places agreed by the Booking Officer.
- Ensure that no inflammable materials are stored in order to comply with fire regulations.
- Equipment in storeroom does not obstruct any Fire Exit(s) and must allow easy access by other Hirers.
- Realise that all materials, kitchen goods and other equipment are stored at the owner's risk or insured by them.
- Periodically inspecting and removing unwanted materials and equipment or when requested.
- Storage of equipment during periods of absence and their inspection.
- When terminating their hire contract, removing their materials and equipment.

(5) **Fire safety** – the “Regulatory Reform (Fire Safety) Order 2005”

Under this act Hirers are responsible for appointing their own “Responsible Person” to ensure that their activities are conducted in a safe way from fire and to liaise with the Booking Officer in (3) above, if necessary. **We recommend that the location of fire exits, fire extinguishers and toilets be advised to all groups at the commencement of a session.** These are displayed on a floor plan in the entrance hall. A **First Aid box** and **accident book** is kept in the Kitchen.

(6) **Hall Capacities**

TYPE OF EVENT	DETAILS	NUMBER OF PEOPLE WITH 5m X 4m STAGE, AVAILABLE AREA 112 M ²	NUMBER OF PEOPLE WITHOUT STAGE, AVAILABLE AREA 130 M ²
STANDING	MUSIC NIGHT BANDS ETC	224	260
PARTIES	WITH SOME TABLES	150	150
BANQUET STYLE	USING 60 INCH ROUND TABLES, WEDDINGS ETC	100	116
THEATRE STYLE	ROWS OF CHAIRS	133	155
CONFERENCE STYLE	RECTANGULAR TABLES PEOPLE SAT ON ALL SIDES	44	46

Attendance capacity with marquee to be agreed on application.

(7) **Insurance**

The Community Centre insurance covers only loss caused by fire, theft or storm damage. Regular hirers are required to take out their own insurance cover for their activity and responsibilities.

For occasional private hire the individuals own household policy **may** provide cover.

(8) **Licensing**

The Community Centre has the benefit of a **music, entertainment and alcohol licence**. KEAC reserve the right to provide all alcohol sales for consumption on or off the premises.

(9) It must be clearly understood

That the Hirer of these premises is personally responsible for adhering rigidly to conditions (4) to (8) respectively.

(10) The Hirer

Will be responsible for reimbursing KEAC for any damage to the buildings and its contents during the period of hire, no matter how or by whom committed, and additionally to include damage immediately prior to and after the period of hire, by those attending the event.

(11) Hire Fees

Are payable to KEAIC

For occasional Hirers a deposit of £50, which will be returned after inspection less any costs for minor damage incurred, and the hire fee are both payable separately in advance.

The hirer will pay for any major damage incurred accidentally or otherwise.

For regular Hirers fees are payable by monthly standing order. Failure to pay within 30 days may lead to termination of this hire contract.

(12) Cancellation charge

No cancellation charge will be payable if the booking is cancelled 48 hours or more prior to the event, within 48 hours of the event the full hire charge will be payable at the trustees discretion

We thank you for your co-operation and hope you enjoy the use of the facilities

As the Hirer I have read and understood all the Terms and Conditions of Hire Contract and agree to comply with them.

HIRER'S SIGNATURE.....

Hirers name (please PRINT).....

Date.....

Tel. No.....

Organisation or purpose of the hire.....

Full Address.....

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LOTTERY FUNDED