

CONDITIONS OF HIRE I



**COULSDON
COMMUNITY
CENTRE**

Est. 1935

Registered Charity No. 1117130

GENERAL

The Coulsdon Community Centre ('the Centre') is a registered charity (Registration number 1117130) located at;

Barrie Close, Chipstead Valley Road, Coulsdon, Surrey CR5 3BE.

and operated by the Trustees of the Coulsdon Community Centre Association and the Centre Administrator ('the Centre Representatives').

Our halls and meeting rooms are available for hire seven days a week by community, arts, sports, social and leisure groups; by social and commercial enterprises; and by individuals for parties, events, public and private meetings.

The Centre is to be used only for the agreed hours and stated purpose for which it has been hired.

All hirers must be aged 25 or over.

OPENING AND CLOSING TIMES

The Centre is generally available for hire between 08.00 and 22.00. Hires must start and finish either on the hour or half past the hour. The minimum hire period for a weekend booking is four hours unless otherwise agreed with the Centre Representatives.

On Fridays and Saturdays the Centre must be vacated by 23.00 except where an extension to midnight has been agreed in advance with the Centre Representatives. Where such an extension has been granted, all amplified sound must cease at 23.30.

The hirer must have vacated the hired room/hall by the agreed end time of their hire. The hirer must therefore make sure that the period they have hired the Centre for includes adequate time for the setting up of any equipment or furniture required for their activity and the clearing away of that equipment or furniture afterwards, as well as any cleaning that might be needed. This is particularly important where there is no break between consecutive hires of the same room/hall by different hirers.

KEYS

All hirers will be given keys for the duration of their hire.

Hirers are required to secure all internal and external doors, windows, and the main gates at the end of their agreed period of use of the Centre.

Keys are supplied to the hirer on the understanding that they will not be handed on to any third party without the prior authorisation of the Centre Representatives.

If a key or keys are lost, this must be reported to the Centre Administrator immediately.

All keys are to be returned as soon as possible after completion of the hire.

CONDITIONS OF HIRE 2



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FIRE SAFETY

Fire exits must be kept clear at all times and no obstruction placed in any area leading to or from a fire exit. In the event of fire, you should leave the premises via the designated fire exits in as quick and orderly a fashion as possible ensuring that everyone has left the building, and then contact the Fire Service.

The designated Fire Assembly Point is by the Main Gates to the Centre on Barrie Close.

All designated Fire Doors must be unlocked while the Centre is occupied. Fire Doors must not be wedged or propped open. Fire extinguishers must not be moved out of position. No naked flames such as gas burners or candles are to be brought into or used within the Centre without prior written permission of the Centre Representatives.

No fireworks or other hazardous, explosive, especially combustible or harmful substances may be brought into the Centre.

ALCOHOL

The Centre is not licensed for the sale of alcohol, and the sale of alcohol is therefore prohibited. Hirers may however, apply to Croydon Council for a Temporary Event Notice (TEN) to permit the sale of alcohol. However, there is a restriction on how many TENs may be used at the Centre per calendar year. Hirers must therefore obtain prior written agreement from the Centre Representatives before applying for a TEN. The Centre will not meet or contribute to any costs incurred by a TEN application made by hirers.

SMOKING

Smoking is not allowed anywhere inside the Centre. Violations of this condition will incur the loss of the hirer's deposit, and no further bookings will be accepted from the hirer or hirers concerned.

INSURANCE

If you are undertaking any of the following activities at the Centre, it is your responsibility as hirer to provide the Centre with proof of insurance as part of the acceptance of the conditions of hire:

- Competitive physical activity or contact sport
- Riding on or using animals
- Riding on or using mechanical or electrical equipment
- The use of gymnastic equipment
- The use of inflatable play equipment
- The use of guns or other weapons or missiles
- The use of pyrotechnics
- An activity involving persons under 14 years of age not under the direct control of the hirer

Or if, as hirer of the Centre, you are a commercial enterprise, professional entertainer or political organisation.

The Centre has hirer's liability to cover private one-off lets and certain private hires by community groups. Otherwise it is the responsibility of the hirer to take out whatever insurance he considers necessary to cover his liabilities. Hirers using the Centre on more than one occasion, or for commercial or business use, or for meetings organised by political parties, must provide details of equivalent adequate insurance to the Centre.

Where you have a continuous period of hire, proof of continued insurance must be provided to the Centre on request. If evidence of insurance is not provided, the Centre Representatives reserve the right to terminate the hire agreement, and the hirer is responsible for any damage or loss to the Centre or legal liability arising from the hirer's activities at the Centre.

CONDITIONS OF HIRE 3



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SUPERVISION

Hirers must make sure that:

People leave the premises in an orderly manner at the end of the hire, or in the event of an emergency.

There is adequate supervision of all attendees, bearing in mind the nature of the event and the age of the attendees. Hirers are advised that the Centre may be concurrently used for a range of activities with different users arriving and leaving at varying times.

No person under the age of 16 is permitted on the premises without adequate adult care and supervision.

The person or persons hiring the premises for the purposes of an entertainment for children, or an entertainment to which children will be admitted, shall accept full responsibility for the arrangement made under the provision of section 12 of the Children and Young Persons Act 1933 or any statutory re-enactment thereof.

CLEANING

The Centre must be left as found, in a clean and tidy condition, using the cleaning equipment and consumables provided for hirers. Please use the bins for all waste. Reasonable refuse facilities are provided, but the Centre does not provide a supply of bin bags. For party or event hirers in particular, if at the end of your hire the external bins are full, please remove your own refuse from the Centre for disposal.

If the kitchen is used, the whole area including hobs, oven, microwave, sinks, fridge, counters and floor must be left clean, with all crockery and cutlery washed, dried, and returned to the cupboards or drawers they were found in. The Centre does not provide tea towels.

ADVERTISING AND PROMOTION

Only posters or advertisements concerning activities or events to take place at the Centre may be displayed within the Centre, and only on the noticeboards provided. All other advertising and leafleting may be removed and disposed of at the Centre's discretion. No banners or placards may be placed on the railings or other exterior areas of the Centre without the prior written agreement of the Centre Representatives.

FIXINGS

The use of drawing pins to fix materials to walls or woodwork, except on the noticeboards provided, is not allowed. Nails, tacks, screws etc. are not to be driven into any of the walls, floors, ceiling, or fittings.

If Blu-tack, adhesive tape or similar adhesive materials are used to temporarily affix notices or decorations to walls, ceilings or woodwork, all trace must be completely removed at the end of the hire.

The cost of any redecoration or additional cleaning necessitated by damage caused by the use of Blu-tack, adhesive tape or similar adhesive materials will be deducted from the deposit paid by the hirer.

FLOOR SURFACES

No preparation shall be used for treating or polishing the floors.

CONDITIONS OF HIRE 4



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EQUIPMENT

No alteration of, or addition to, the existing electrical installation of the Centre shall be made, and no equipment or apparatus connected, except with prior written agreement of the representatives. The hirer is responsible for the condition and safe use of any electrical equipment brought onto the premises.

Any and all items and equipment brought onto the premises by hirers must be removed at the end of the hire period. If any property is not removed within seven days after such removal being requested in writing by the representatives, the Centre may dispose of said property as the Centre sees fit. The hirer shall reimburse the Centre in full for any disposal costs incurred, with the Centre retaining any net disposal proceeds. No furniture, instruments or equipment belonging to the hirer are to be left or stored on the premises without the prior agreement of the Centre Representatives.

FURNITURE

All chairs, tables and other furniture belonging to the Centre must be returned to its original location at the end of the hire period. No furniture or equipment belonging to the Centre is to be borrowed or otherwise removed from the Centre without the prior agreement of the Centre Representatives.

HEATING

If the thermostat settings on the radiators are altered, these must be returned to their original setting at the end of the hire. The heating of the hired room or hall is strictly limited to the heating equipment provided by the Centre – no additional heating equipment may be brought in.

RIGHT OF ENTRY

The Centre Representatives and other authorised personnel / contractors have the right of entry at any time during the hiring period, and the hirer shall not obstruct or interfere with this right.

NOISE AND BEHAVIOUR

The Centre is located in a residential area and noise levels, particularly in the car park and when entering and leaving the Centre, should be kept to a minimum.

The representatives reserve the right to close down a function if there is excessive noise, rowdy behaviour or similar misconduct, for any breach of these terms and conditions, or for any breach of the hire agreement, whether intentional or not.

Under these circumstances, all monies/deposits may be forfeited.

HEALTH, SAFETY AND SECURITY

The hirer is responsible for being aware of all relevant safety and security procedures, including first aid and the location and use of fire extinguishers, fire exits and escape route.

Any accident, injury or dangerous incident must be reported to the Centre Administrator at the earliest possible opportunity. If the Centre Administrator is not on site, then details of the incident should be emailed to the Centre at coulsdoncom@yahoo.com

There is **no** public telephone at the Centre.

Hirers are required to have access to a mobile phone in case of an emergency.

The hirer is responsible for compliance with food, health and hygiene legislation.

Use of the car park by drivers is at the vehicle owner's risk. The hirer must undertake the proper stewarding and control of the car park. The hirer must maintain safe entry and exit from the premises, and provide and maintain clear access for emergency vehicles.

CONDITIONS OF HIRE 5



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OTHER CONDITIONS

The hirer may not assign or sub-let the Centre.

Hirers are not permitted to hold a sale by auction.

Hirers are not permitted to undertake any activity or keep on the property any substance or article, for which a licence, permit, consent or other approval is required, without the prior written agreement of the Centre Representatives.

The Centre reserves the right to impose special conditions in respect of any hire. Such conditions will be notified in writing to hirers.

The hirer should have due regard to the policies of Coulsdon Community Centre Association, published on the Centre's site:

www.coulsdoncommunitycentre.co.uk

The Centre does not accept any responsibility for, and the hirer shall indemnify the Centre against, any claims or demands in respect of loss or damage to any goods or effects belonging to the hirer and/or members of the organisations, associations, or clubs or any other person present. Neither does it accept any responsibility for any injury to any person or persons attending the premises from whatever cause.

The Centre accepts no responsibility for any breakdown, leakage, fire or accident rendering necessary any closure of the premises, nor any interruption of the hiring, nor any of the repair or renewals consequent on any such breakdown, leakage, fire or accident.

The hirer shall comply with all legal requirements concerning music, singing and dancing licences, theatre licences and copyright – whichever is in place. The hirer shall be fully responsible for obtaining any licences or other permissions required. The hirer shall indemnify and keep indemnified the Centre, from and against all costs, claims and demands which may be made against the Centre for any breach or infringement of copyright.

The hirer is specifically forbidden to use, or allow the use of the Centre for any dangerous, noxious, offensive, illegal or immoral purpose. And shall not carry on any activity so as to cause nuisance or annoyance to other users of the Centre or neighbouring properties.

Failure to comply with these terms and conditions in any part may render the hirer ineligible for further hire of the premises.

The Centre may amend or update these terms and conditions at any time, as notified by publication on the Centre's website

April 2016.