

## WILLINGDON TREES COMMUNITY CENTRE

### Terms and Conditions of Individual Hire and Use

Dear Hirer,

We hope you will appreciate and enjoy your use of the premises. The following booking conditions were drawn up to ensure that no misunderstanding or problems occur.

#### **General**

The hire and use of The Willingdon Trees Community Centre is pursued at your own risk and should be carried out with due respect for the facility, equipment any further users. Hirers should have an awareness of licensing, child protection legislation and be CRB checked as appropriate.

- Please note that the hire of these premises can only be made by over 18's.

#### **1. CHARGES.**

##### **For non-members:**

MAIN HALL                    £18 per hour

MEETING ROOM            £15 per hour

KITCHEN                    £10 per hour (For preparing hot food using the kitchen facilities).

An additional refundable deposit for damage/cleaning/late cancellation is charged (depending on the event) at the discretion of the Booking Officer.

**CANCELLATION AND PAYMENT.** All payments must be received before any event can be officially booked. If any damage costs incurred are more than the deposit, the hirer will be charged accordingly. If no cancellation or damage occurs and the premises is left in a clean and tidy condition the deposit will be returned.

If you cancel any booking at short notice:-

- (a) within 48 hours – **hire refund only.**
- (b) seven days or more – **full refund (deposit and hire).**

This will be arranged by the Centre Manager.

**1. ACCESS.** Unless you are a designated keyholder, arrangements will be made for the premises to be opened and secured as agreed by a designated key holder from the Bookings Team.

**3. CARE OF THE PREMISES.** Chairs must not be dragged across the floor- a trolley is available for easy and safe transport. Tables must definitely not be sat, or stood on. The hirer must ensure that nothing is left fixed to walls by blu-tac, sellotape etc. and that items have been correctly returned to storage areas. The rooms must left clean and tidy. As the hirer, you are obliged to leave the centre in the condition you found it in. Any problems or issues on entry or during your hire should be reported immediately to the Centre Manager so it can be dealt with swiftly.

**4. NOISE OR NUISANCE.** The hirer is responsible for ensuring that no noise or other nuisance is caused to neighbours. In the event of any complaint, action may be taken to bring the activity to a close and no future bookings of the Centre will be accepted from the hirer.

**7. KITCHEN EQUIPMENT.** Use of the fully equipped kitchen for cold food preparation, tea, coffee etc. is freely available to all hirers of either hall. An additional charge will be made for its

exclusive use, or for the preparation of hot food. There are no refreshment supplies on the premises. You will have to bring any food or drinks with you.

**5. ALCOHOL:** No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises without prior permission from the Committee and without the proper licence being in place. You can apply for a "Temporary Events Notice" which can be downloaded from the council web site at [www.eastbourne.go.uk/licencing](http://www.eastbourne.go.uk/licencing). Consent must have been agreed by the Committee before any licence can be obtained and should be filled in with the centre management. A copy of the accepted licence will also be required in advance and be clearly displayed during the event. All centre hirers must conform to the Licensing Act 2003.

**6. FIRE PRECAUTIONS.** Fire Doors and Exit Doors must not be blocked at any time.

**7. MEANS OF ESCAPE.** The garden gates remain padlocked for your benefit. This will not only help to safely contain your guests, but stop any uninvited ones entering without your permission. You will be given a padlock key as part of your deposit agreement, which if lost; will require all padlocks to be replaced. As the hirer, you must ensure all gates are unlocked in the event of the fire alarm sounding.

**8. SMOKING:** In accordance with the smoking laws (2007), smoking is strictly prohibited within the community centre. In the interest of other centre users and for Health and Safety reasons, the premises also operate a strict 'No Smoking' policy within its grounds.

**9. PROPERTY.** Any items that are brought into the centre are the sole responsibility of the owners. Any personal items left behind will be disposed of after 1 month.

**10. JUMBLE AND OTHER SALES.** Any publicity (such as posters and advertisements) must include the name of the organisation promoting the sale. No jumble or rubbish may be left on the premises and should this happen the hirer will be presented with a bill for the removal of said rubbish.

**THE OVEN:** If used, the oven must be cleaned inside and outside and in no circumstances may food be left inside the oven after an event.

**THE REFRIGERATOR:** If used, please wipe down the refrigerator inside and outside and in no circumstances may food be left inside the refrigerator after an event.

- Basic cleaning materials are stored in the kitchen cupboard.
- Tea towels, washing up liquid and bin bags are not provided at the centre.

**12. GAMES EQUIPMENT.** These are not available for general use.

**OUTSIDE EQUIPMENT.** Any equipment brought into the centre for use, should have been checked for suitability for its intended use to British Safety Regulations. (i.e. electrical checks, insurance cover e.g., Disco, Bouncy Castle etc.). The Association does not accept liability for damage or faulty private equipment.

**13. RUBBISH.** Access is provided to dispose of any rubbish from private functions on. If rubbish is not disposed of sensibly an additional charge may be made if outside contractors are required (i.e. large boxes not broken down etc.).

**14. HEALTH & SAFETY.** As the hirer, it is your responsibility to take an active role in the health and safety of all those in the building. All persons and groups share the responsibility, so any faults, breakages, or issues of concern should be noted down and passed to the Centre Manager for full inspection.

Any incident which involves even the mildest injury must be entered into the accident book which is kept in the Kitchen beside the First Aid Box. If you are unsure of the health and safety guidelines, please contact the Centre Manager for further advice.

**15. CHILD PROTECTION.** Please ensure that your event conforms to current Child Protection legislation. Where necessary, an “appointed person” should be named as your representative.

**16. RECOVERY OF DEBT.** Any group hiring the Community Centre enters into a legally binding contract. Failure to make payments (i.e. invoices or damages) within the agreed period may result in court action or the debt being recovered by a third party.

**17. VIOLENCE AND ABUSE.** Violence and abuse towards any member of the TCA will not be tolerated and will result in loss of membership and booking.

**18. EBC AND TCA OFFICER'S ACCESS.** Any officer of the Eastbourne Borough Council, or Trees Community Association (who has been police checked) will have the right, without warning, to enter the centre and your booked areas for purposes of making sure that all of the above is being adhered to.

**OFFICERS OF THE TREES COMMUNITY ASSOCIATION RESERVE THE RIGHT TO RETAIN THE HIRER'S DEPOSIT OR CANCEL ANY BOOKING IF, IN THEIR OPINION, ANY OF THE ABOVE CONDITIONS ARE NOT ADHERED TO.**