



Taplings Road, Weeke Winchester Hampshire SO22 6EG

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## REGULAR HIRE TERMS AND CONDITIONS

These are the regular hire terms and conditions. All organisations and groups who have a regular hire period will be required to sign a copy of these conditions and return them together with the hire contract and any other documentation required to the Centre Manger.

Revised 2017

### GENERAL

1. The word hirer shall mean the organisation or their representative.
2. The hirer shall be responsible for their attendees and guests at all times.
3. The activity must operate within the confines of the room or area hired and attendees must not be allowed to enter other areas.
4. All equipment and furniture supplied by the Centre must be left in useable and clean condition after each hire session. All equipment and furniture supplied by the centre will be laid out prior to your arrival and cleared away after your session by the Centre Caretaker.
5. Any electrical equipment used must turned off after use and packed away as required. Lights must be turned off and any doors and windows closed before you leave.
6. The space hired must be vacated at the allotted time to allow the next user to access the space.
7. The hire times must include any setup and pack up time for your session unless agreed in writing by the Centre.
8. The space shall be left clean and tidy any spills cleaned up. Small amounts of refuse can be placed in the bins, but any large amounts or bulky items must be placed in the large bins in the car park.
9. Any damage that occurs to the fixtures and fittings of the Centre or any item supplied by the Centre shall be notified to the Centre Manager as soon as possible. The Weeke Community Centre reserves the right to reclaim any costs incurred for the replacement of or repair to damaged equipment or fixtures and fittings.
10. The space hired shall not be used for any illegal activity or any such activity that causes offence to other users or our neighbours. Should any such event occur the individual(s) concerned shall be asked to leave and not be permitted on the premises again. The Hire will be considered by the Trustee Board and the Hire may be terminated.
11. Care must be taken when entering or leaving the Centre by the drive. The maximum speed for motor vehicles should not exceed 5mph. Your attendees must be made aware of this and it must form part of your risk assessment.

## DURING THE HIRE

1. The hirer should arrive prior to the attendees arriving.
2. The attendees shall be supervised at all times during their visit to the centre.
3. The hirer is responsible for making the attendees aware of the Centre terms and conditions and procedures and any risk assessments.
4. During the times that the space hired is used for public performance or entertainment there shall be the following number of your organisations staff or representatives acquainted with the Centres emergency procedures and those of your organisation.

Up to 25 persons- - 2 attendants

Over 25 persons and up to 250 – 4 attendants

Where the majority of persons are under 16 then double the number of attendants is required.

## INSURANCE AND RISK ASSESMENT

1. The hirer shall provide a current public liability insurance document to the Centre prior to any hire taking place. The hirer must provide any updated policy's during the hire period.
2. The hirer shall indemnify the Trustee Board, Staff and Volunteers of the Weeke Community Centre against any expense or claim not covered by the Weeke Community Centres own insurance and any excess on this policy.
3. The hirer shall carry out their own risk assessment of the space hired in conjunction with the activity that will be carried out. The hirer shall provide a copy of the risk assessment to the Centre Manager and make their attendees aware of its contents.
4. If the activity involves children or persons classed as vulnerable the hirer must provide the results of disclosure and barring checks for their staff or representatives.
5. If the activities require outside resources to be used then these resources are subject to the same requirements of insurance and risk assessment. It is the responsibility of the hirer to make sure that these requirements are in place prior to the commencement of the hire period.
6. Any activity's involving the use of naked flames, cooking, smoke machines, lasers or similar such items that might give rise to increased risk shall be subject to the prior written permission of the Weeke Community Centre. If this requires further independent risk assessment the Weeke Community Centre reserves the right to charge extra over and above the current hire rate.

# EMERGENCY PROCEDURES

1. The hirer is responsible for dealing with any accidents or emergencies that involve their attendees during the activity. The Weeke Community Centre cannot be held responsible for any accident or emergency arising from the activity carried on by the group or incorrect use of the equipment or facilities.
2. The Weeke Community Centre does not provide a first aider. First aid kits are provided in each area and the Centre endeavours to keep these stocked and up to date, but they must not be relied upon to provide for your group's needs.
3. During office hours there is a telephone located in the office, but the hirer must have alternative means of communication at all times during their activity.
4. The fire alarm in the Centre has automatic detection in all areas and manual call points. If activated the alarm will emit an audible and visual signal. Should you discover a fire the alarm must be triggered by the nearest call point.
5. On the alarm being triggered the hirer and their attendees must vacate the building by the quickest and safest route and go to the assembly area in the car park. The hirer must ensure that all of their attendees are accounted for.
6. The fire brigade must be contacted as soon as possible by calling 999. On arrival the fire brigade will take charge and remain in charge until they deem the situation safe.
7. Do not re-entre the building unless instructed by the Weeke Community Centre Team or the fire brigade if they are in attendance.
8. The hirer or their attendees must not use the firefighting equipment unless competent to do so.

The full address of the centre is:

**Weeke Community Centre, Taplings Road, Weeke, Winchester, Hampshire SO22 6HG**

The nearest hospital is:

**Royal Hampshire County Hospital, Romsey Road, Winchester**

## PROHIBITED EVENTS AND ACTIVITIES

1. The exhibition, performance or demonstration of hypnotism is prohibited.
2. The smoking or taking of any illegal substance is prohibited.
3. The riding of bicycles, scooters, skateboards, roller skates or any such device is prohibited unless part of a pre-agreed performance or demonstration.
4. Smoking is not permitted in any part of the building or by the main doors or the entrance ramp. Attendees may smoke in the shelter provided at the main entrance.
5. Consumption of alcohol is not permitted unless purchased from the social club by prior arrangement, is consumed during normal licencing times and the person(s) is over 18 years old.
6. Children or young adults up to the age of 18 are not permitted to occupy any part of the centre within the boundary unless supervised by a responsible adult. The responsible adult must have the children or young adults in plain sight at all times.

## PARKING

1. All vehicles are parked at the owner's risk. The Weeke Community Centre its Board, staff, volunteers take no liability for any loss or damage that may occur to vehicles or their contents whilst on the premises.
2. The car park can get very busy. The hirer must ensure that their attendees park so as not to inconvenience other users or take up room unnecessarily. Attendees must double park if required.
3. All signs within the carpark and any direction given by a parking attendant if on duty must be obeyed.
4. Do not park outside the boundary fence on the tarmac leading to the play area as constant access is required for our neighbours and the local council.
5. Please do not park on the estate roads unless absolutely necessary. Please be considerate to the local residents.

## INVOICING AND PAYMENT

1. Invoices will be raised on or around the 1<sup>st</sup> of each month and will be for the calendar month in advance.
2. Invoices will be sent by email to the address provided by the hirer at the time of initial hire. The hirer must keep the Centre informed of any changes to the email address.
3. Payment terms are 14 days from the date of the invoice unless otherwise agreed in writing. Reminders will be sent after 14 days.
4. Payment methods are: Cash in person, cheque or BACS transfer. Our preferred method is BACS. Our account details are Lloyds Bank A/C 02462936 sort code 30-99-71. Please mark the payment reference with the group name and invoice number.
5. Any query in connection with the invoice should be addressed to the accounts department. For speed this should be done via email using [info@weekecommunitycentre.co.uk](mailto:info@weekecommunitycentre.co.uk) and marked Accounts in the subject bar.
6. Late payment or failure to pay may result in the hire being suspended without notice and interest added to the account at 3% above the Bank of England base rate until payment is made. Continual late payment may result in the hire being cancelled. The Weeke Community Centre accepts no liability for any losses incurred by the hirer for any hire cancelled or suspended under this clause.
7. The Board may consider exceptional cases if such case is put in writing at the earliest opportunity.
8. It is the policy of the Weeke Community Centre to pursue all outstanding debts through whatever means necessary and pass any incurred cost onto the hirer.

## TERMINATION AND CANCELLATION

1. Termination by either party must be in writing and give at least 4 weeks' notice of termination unless the Weeke Community Centre has cause to terminate the hire for a breach of the terms and conditions. In this case the termination can take immediate effect.
2. For the cancellation of one session that forms part of a regular hire at least 24 hours notice must be given. Failure to comply will result in the session being charged for. Exceptional circumstances will be considered by the Trustee Board on an individual basis.
3. Failure to inform the Weeke Community Centre of sessions not running due to school holidays or Hirer holidays will result in the sessions being charged at the normal rate.
4. The Weeke Community Centre reserves the right to cancel any regular hire or one-off event if there is reasonable belief that the terms and conditions are or, have been breached. This also applies if the event or hire is deemed to be dangerous, have an unfair impact on other users and our neighbours, attendees are unruly or inadequately supervised.
5. From time to time it may be necessary for the Weeke Community Centre to cancel a session. The Weeke Community Centre will endeavour to give as much notice as possible and offer an alternative room or space at no extra charge if one is available. The Weeke Community Centre will not be liable for any expense incurred by the hirer resulting from the cancellation of the session.

6. The entire centre will not be available during the Christmas Panto week. The dates will be advised each year well in advance.

## DATA PROTECTION

1. Your data will only be used to facilitate the operation of this contract.
2. It will not be disclosed to any third party unless you have given your written permission, or such third party has lawful authority. In this event you will be advised as soon as practicable.
3. The data will be kept securely.
4. You have the right to inspect the data after giving reasonable notice and have any mistakes corrected.
5. Your data may be kept for up to seven years after the termination of the contract for tax and accountancy purposes.

We the undersigned have read the terms and conditions and agree to abide by them and impart the relevant information to our attendees and any third-party performers, instructors or representatives

**SIGNED** \_\_\_\_\_

**ON BEHALF OF THE ORGANISATION**

**DATE** \_\_\_\_\_

**SIGNED** \_\_\_\_\_

**REPRESENTATIVE OF THE ORGANISATION OR PERSON RUNNING SESSIONS**

**DATE** \_\_\_\_\_