



# Weeke Community Centre

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## TERMS AND CONDITIONS OF HIRE

1. The centre may be hired entirely or in part for social, recreational and educational purposes.
2. Applications should be made to the Centre Manager by letter or telephone call to the number below. **DEPOSIT MUST FOLLOW WITHIN 7 DAYS OF BOOKING. FAILURE TO DO THIS WILL RESULT IN THE BOOKING BECOMING INVALID AND THE PREMISES MAY BE OFFERED TO ANOTHER APPLICANT.**
3. A letting is confirmed by the completion and return of signed contract and terms and conditions with the deposit. If the date of hire is less than 12(twelve) weeks in advance then the whole sum for the hire must be paid. The whole amount due must be paid in full a minimum of 12(twelve) weeks in advance of the booking date unless previously agreed in writing. Any cheques will be cashed immediately.
4. The deposit will be returned 14(fourteen) days after the hire providing all hire conditions have been met.
5. Should the Association wish to cancel a confirmed booking any monies paid shall be returned. The Association will not be liable for any expense or losses incurred by the hirer.
6. Should the hirer wish to cancel a confirmed booking then a proportion of any monies paid may be refunded as follows: 12(twelve) weeks or more 80%, 11(eleven) weeks to 6(six) weeks 50%, 5(five) weeks or less 0%. The management board will consider exceptional cases submitted at the time of cancellation.
7. The hirer will be met at the Centre and shown the fire exits and location of fire alarm points. The Hirer shall responsible for informing their guests of the location of the fire exits and fire alarm points. They will also be shown where to obtain and return any furniture.
8. After use all property of the hirer, their guests and any refuse attributed to the function must be removed from the Centre and its precincts. The Centre **MUST** be vacated by midnight or a loss of deposit may occur.
9. If a hirer is given access to the stage there must be no interference with the curtains, gas or electrical installation or property.
10. The Manager should be informed of any loss or damage to the building or its contents or any incident or injury which may occur during the hire. The Association reserves the right to reclaim the cost of any damage and expenses from the hirer.
11. The purchase and/or consumption of alcohol is restricted to persons 18(eighteen) and over. Only Alcohol purchased from the bar of The Weeke Social club, provider of this facility to the Weeke Community Centre, maybe consumed on the premises. The Weeke Social club and Weeke Community Centre will refuse to serve alcohol to anybody who cannot prove their age, or we believe are underage. We will also refuse to serve anyone who appears intoxicated.

12. **ALCOHOLIC BEVERAGES MAY NOT BE BROUGHT ONTO THE PREMISES UNLESS YOU HAVE PAID CORKAGE. SMOKING IS NOT PERMITTED IN ANY PART OF THE BUILDING.**

13. The hirer is asked to draw the following to their guests, DJ/Entertainment etc.

**The Centre is in a residential area and we must respect our neighbours right to a peaceful time. Music and noise must be kept to reasonable level and can guests leave the premises quickly and quietly.**

14. On behalf of the Association the Manager or person acting on his behalf may cancel the hire at any time during the hire. In this circumstance the Association will retain any monies paid.

15. During the hire period, the Hirer or persons appointed by them shall be responsible for evacuating the building in the event of fire or other exceptional cause or when requested by the Centre Manager or person acting on his behalf. The hirer is responsible for the safety and behaviour of his/her guests at all times. Children must be in sight of and under the supervision of an adult at all times.

16. The Hirer shall indemnify the Weeke Community Association, its Board, Staff and volunteers for any expense or claim not covered by the Association's insurance and any policy excess that may be applied to any claim made on that policy.

17. No exhibition, performance, or demonstration of hypnotism is permitted at the Centre.

18. No laser equipment may be used unless it is certified as eye safe by the manufacturer and written proof of such certification is provided at the time of hire. No hazardous substances or strobe lighting are permitted at any time.

19. The Hirer shall ensure that their guests comply with the prohibition of smoking in public spaces. Any person who breaches this provision will be asked to leave the premises.

**20. Any teenage parties such as but not limited to birthdays, school proms, graduations etc shall be subject to an extra charge to cover the cost of certificated door staff. Teenage includes any person from 14(fourteen) to 21(twenty-one).**

21. The board of the Association hope all that visit the Centre have an enjoyable time.

#### **DATA PROTECTION**

Your personal data will be held securely by the Association and will not be disclosed to any third party unless you have given your written permission or the third party has lawful authority. It will only be used to facilitate the completion of the hire and any disputes arising therefrom. You can request in writing at any time to see the data held about you and correct any mistakes. The data will be destroyed once the Association no longer has any need to retain it. This maybe for up to 7(seven) years for tax purposes.

I/we agree to the above terms and conditions

Hirers name .....

Hirers signature.....Date.....

Centre Manager .....

# PROCEDURES

1. Please read the conditions of hire carefully. If there is anything you do not understand or you wish to discuss any point in more detail then contact the Centre Manager. If you wish to meet the Centre Manager or view the facilities available please call to arrange a mutually convenient time.
2. Complete, sign and date both copies of the Hire Contract and return them to the Manager with your payment. 1(one) copy of the contract will be sent back to you. Receipts will only be forwarded to you once your deposit and hire fee have been received.
3. The start and finish time must allow for any preparation and clear up time. For example, if your function is in the evening and you wish to set up in the afternoon you will be charged for the whole period.
4. In all matters concerning the supply of alcohol the Manager must be contacted at least 2(two) weeks prior to the function.
5. You will be met at the Centre at the commencement of the Hire and be shown the fire exits, fire call points and a general tour round the building.
6. Please ensure that you leave nothing behind as the Association is not responsible for any private possessions left on the premises.
7. Check that no refuse has been left in and around the building. You may use the refuse bins but please do not overfill them. Refuse may be left in closed plastic bags. Anything which cannot be so contained must be taken away.
8. If cars are left in the car park the Centre accepts no responsibility for them.

I have read and agree to the procedures

Hirer.....

Hirer signature.....Date.....

Centre Manager.....

Date.....

Revised 2017

# DECLARATION

I/We agree to the following requirements of the Weeke Community Association

- 1. I/We agree to make our guests aware of the fire exits and alarm call points.
- 2. I/We agree that there will be no hypnotism as per condition 17 at our function.
- 3. I/We will make our disco/band/entertainment aware that there are to be no lasers unless certified as eye safe as per condition 18, no strobe lighting or other hazardous effects used at our function.
- 4. I/we will advise our disco/band/entertainment that they must finish at 23 30 hours.
- 5. I/we agree to indemnify the Weeke Community Association as per condition 16.
- 6. I/We agree to the Weeke Community Association using our personal data as per the section headed Data Protection in the terms and conditions.

SIGNED BY.....(CAPITALS)

SIGNATURE.....

DATE.....