



HIRE CHARGES / TERMS AND CONDITIONS

HIRE CHARGES

Large Meeting Room - £12.00 per hour.

Small Meeting Room - £7.00 per hour.

The typical cost of a 2 hour children's party is £78.00.

DISCOUNT:

10% discount is given for 5 or more sessions booked and paid in advance.

MAXIMUM CAPACITY –

Main Hall - 55 people.

Small Meeting Room – 15 to 20 people.

The above rate is subject to review.

SFCC DOES NOT LOAN OUT ITS EQUIPMENT.

PLEASE SEE OUR ATTACHED TERMS AND CONDITIONS OF BOOKING.

Below is a list of emergency contact details, should you need to get in touch with a Committee Member.

Maggie Blake – phone 832470 or 07713155948 – email db124uk@yahoo.co.uk

Lesley Jones – phone 833108 or 07938686763 – email bookings.sfcc@yahoo.com

SFCC RULES FOR ROOM HIRE

There is a child lock fitted under the kitchen sink so please open this door with care. Thank you for your assistance with this to keep everyone safe and to avoid excessive wear and tear or damages.

The toys in the cupboard and food/drink in the kitchen cupboards belong to other groups and cannot be used.

Please check before you leave –

Please wipe down all surfaces that have been used with the anti-bacterial wipes provided. Please Hoover (including the kitchen). The vacuum is in the walk-in cupboard off the main room.

PUT TABLES AND CHAIRS AWAY. Please clean and wipe down the tables used and put them, leaning backwards on the trolleys (no more than 6 on a trolley) and use the straps to secure them. Chairs should be stacked no more than 6 high. They need to be carried and not dragged to avoid marking the carpet.

TURN IT OFF! If you turn it on, please turn it off (including outside lights)

EMPTY THE HOT WATER URN and wipe out with a clean dry cloth.

EMPTY AND CLEAN the coffee filter and jug.

Check and record the fridge temperature in the book at each session.

Clearly label your boxes in the storage room and store them on the shelves. Do not leave trays of craft-made items on the shelves.

Ensure windows are shut and that the fire exit at the far end of the meeting room is locked.

DON'T

Leave items on windowsills, kitchen worktops, in the aisle of the storage cupboard etc.

These will be considered to be unwanted and will be disposed of.

TAKE AWAY – The rubbish in the kitchen bin and re-cyclable items after each session. The rubbish from the toilet bins and used nappies. Check that the toilets are flushed.

THANK YOU.

We all want to enjoy the facilities and appreciate you leaving the Community Centre in a way you would wish to find it.

CONDITIONS AND REGULATIONS FOR THE HIRE OF SQUIRES FIELD COMMUNITY CENTRE

1. Those admitted to Squires Field Community Centre (SFCC) must observe the conditions and regulations.
2. The management committee reserve the right to refuse admission or to evict any person from the SFCC.
3. All bookings should be made within **one week** of the event and payments must be received before the hire takes place.
4. Cancellation of booking terms are as follows:
 - a. Up to 2 weeks before – 100% refund
 - b. 1 week before – 50% refund
 - c. Less than 1 week – no refund
5. No young person under the age of 18 may use any of the facilities without adult supervision. Hiring may only be made by those over 18.
6. **Childcare Act 2006/2018 Regulations**

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of the Childcare Act 2006 and the Safeguarding Vulnerable Groups Act 2006 and only fit and proper persons who have been subject to **DBS** checks should have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The Hirer shall provide the Secretary of the SFCC with a copy of DBS checks and their Child Protection Policy on request.
7. The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise, and any contents temporarily removed from their usual positions properly replaced, otherwise the SFCC shall be at liberty to make an additional charge. Any **rubbish** generated must be removed from the premises at the end of the hire.
8. All periods of hire are inclusive of setting up and setting down time. This should be borne in mind when making bookings.
9. For **block bookings**, prospective hirers should specify exact dates.
10. The SFCC reserves the right to cancel this hiring by written notice to the Hirer in the event of:
 - a. The premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election or Referendum.
 - b. The SFCC management committee reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring.
 - c. The premises becoming unfit for the use intended by the Hirer.
 - d. An emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the Hirer shall be entitled to a refund, but the SFCC shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.
11. The Hirer shall, during the period of hiring, **be responsible** for: supervision of the premises the fabric and the contents; their care, safety from damage however light or change of any sort; and the behaviour of all persons using the premises, whatever their capacity. As directed by the Secretary, the hirer shall make good or pay for all damage (including accidental damage) to the premises or to fixtures, fittings or contents and for loss of contents.
12. The Hirer shall ensure that the Hirer's invitees comply with the **prohibition of smoking in public places** provisions of the Health Act 2006 and regulations made thereunder. Any person who breaches this provision shall be asked to leave the premises. The Hirer shall ensure that anyone wishing to smoke does so away from the premises and disposes of cigarette ends, matches etc,

in a tidy and responsible manner, so as not to cause a fire. The use of nicotine vaporising devices is prohibited anywhere on the premises.

13. All hirers requiring **Alcohol** have to obtain their own licence. Proof of this is required with the Booking Form.
14. Only **guide and assistant dogs** are permitted in the SFCC.
15. You and your group will be responsible for the safekeeping of your belongings.
16. Under no circumstances will the management committee accept responsibility for, or liability, in respect of any damage, theft or loss of any property, goods or other articles placed, deposited, brought into or left upon the premises either by the hirer, for his or her use or purposes, or by any other person.
17. Anyone entering or using the SFCC does so at his or her own risk, and the management committee accept no liability in respect of any loss, damage or injury, however caused.
18. **Public Safety Compliance** – The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and the SFCC's Fire Risk Assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment at which alcohol is sold or provided or which is attended by children. The Hirer shall also comply with the SFCC Health and Safety policy.
The Fire Service shall be called to any outbreak of fire, however slight, and details shall be given to the Secretary (or Chair) of the management committee. The hirer acknowledges that they have received instruction in the following matters:

- The action to be taken in event of fire. This includes call the Fire Brigade and evacuating the centre.
- The location and use of fire equipment.
- Escape routes and the need to keep them clear.
- Method and operation of escape door fastenings.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- **Location of the first aid box (kept on the kitchen worktop).**
- **The fire evacuation point is in the middle of Squires Field.**
- 'In the event of fire' notices are displayed at the community centre.
- **Fire extinguishers are in the small meeting room, in the large meeting room near each exit door and also located in the kitchen. There is a fire blanket on the worktop of the kitchen.**

In advance of any activity, whether regulated entertainment or not, the Hirer shall check the following items:

- That all fire exits are unlocked.
 - That all escape routes are free of obstruction and can be safely used for instant free public exit.
 - That any fire doors are not wedged open.
 - That exit signs are illuminated.
 - That there are no obvious fire hazards on the premises.
 - That emergency lighting supply illuminating all exit signs and routes are turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).
19. The Hirer shall ensure that the minimum of **noise** is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises. Events to end at 11.00pm with music solely inside the building after 9.00pm.
 20. The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour; care shall be taken to **avoid excessive consumption of alcohol**. No legal or illegal **drugs** may be brought onto the premises. **Drunk and disorderly** behaviour shall not be

permitted either on the premises or in its immediate vicinity. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises, in accordance with the Licensing Act 2003.

21. The Hirer shall, if preparing, serving or selling food, observe all relevant **food health and hygiene** legislation and regulations. In particular, dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator thermometer.
22. The Hirer shall ensure that any **electrical appliances** brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided, the hirer must make use of it, in the interests of public safety.
23. Any failure of equipment belonging to the SFCC or brought in by the Hirer must also be reported as soon as possible. The Hirer must report all accidents involving injury to the public to a member of the management committee as soon as possible, and complete the relevant section of the SFCC's accident book.
The hirer must inform the committee of any accident or incident that has taken place.
24. The Hirer shall ensure that:
 - (a) Highly **flammable substances** are not brought into, or used in any part of the premises and that
 - (b) No internal decorations of a combustible nature (eg polystyrene, cotton wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings or heaters.
 - (c) Any furniture used by the Hirer must comply with current day fire regulations.
25. The Hirer shall ensure that no unauthorised **heating** appliances shall be used on the premises when open to the public without the consent of the management committee. Portable Liquefied Petroleum Gas (LPG) heating appliances shall not be used.
26. The Hirer shall not carry out or permit **fly posting** or any other form or unauthorised advertisements for any event taking place at the premises, and shall indemnify and keep indemnified each member of the SFCC management committee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the Local Authority.
27. The Hirer shall, if selling goods on the premises, comply with **Fair Trading Laws** and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address, and that any discounts offered are based only on Manufacturers' recommended Retail Prices.
28. **No alterations or additions** may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the SFCC Secretary or Chair. Any alteration, fixture or fitting or attachment so approved shall, at the discretion of the SFCC remain, in the premises at the end of the hiring. It will become the property of the SFCC unless removed by the Hirer, who must make good, to the satisfaction of the centre, any damage caused to the premises by such removal.

Guests and other visitors should be made aware of these conditions and regulations.