

CARTERTON COMMUNITY CENTRE
TERMS & CONDITIONS OF HIRE.

Carterton Community Centre is owned by a Charity and is managed by a Management Committee whose powers and composition are defined in the Charity's objects.

1. Use of the Centre

Use of the Community Centre is subject to the following rules and in the case of hirers, to certain standard conditions incorporated in the hiring agreement.

2. Equal Opportunities

The Community Centre shall be open to all members of the community regardless of race, gender, sexual orientation, age, disability, religious or political beliefs or marital status.

3. Applying to use the Centre

- a) Application for use of the Centre shall be made to the Centre Manager.
- b) The right to refuse any application for the use of the Centre facilities is reserved by the Management Committee or the Centre Manager provided the Centre Manager reports his/her action to the next meeting of the Management Committee.
- c) All arrangements for the use of the Centre facilities are subject to the Management Committee reserving the right to cancel bookings in case of emergency or when the premises are required for use as a Polling Station or are rendered unfit for the intended purpose.
- d) Local groups shall normally have priority use of the facilities but all arrangements to hire facilities made from outside bodies will be honoured except as provided for in (c) above.

4. Hours of Opening

Facilities at the Community Centre are normally available for use between the hours of 9am to 11pm. In exceptional cases these hours may be extended on application to the Management Committee or the Centre Manager.

5. Maximum Capacity

The Centre hall has a maximum capacity of 200 seated (theatre style) or 250 for dancing (these figures include helpers and performers) and on no account shall these figures be exceeded.

6. Safety Requirements

All conditions attached to the granting of the Centre's Premises Licence shall be strictly observed. Nothing shall be done to endanger the users of the building and the policies of insurance relating to it and its contents. In particular:

- a) Obstructions must not be placed in the gangways or exits, nor in front of the emergency exits which must be immediately available for free public access.
- b) The emergency lighting supply must be turned on during the whole time the premises are occupied & must illuminate all exit signs & routes.
- c) Fire fighting equipment shall be kept in its proper place and only used for its intended purpose.
- d) The fire brigade shall be called to any outbreak of fire.
- e) Performances involving danger to the public shall not be held.
- f) Highly flammable substances shall not be brought into or used in any part of the building.
- g) No unauthorised heating appliances shall be used on the premises.
- h) The First Aid box shall be readily available to all users of the premises and is located behind the reception desk in the foyer.
- i) All electrical equipment brought onto the premises shall comply with the current Electricity at Work Regulations. Each item must be Portable Appliance Tested by a certified electrician.
- j) There is a No Smoking policy throughout the building and its environs.
- k) We would ask that helium filled balloons are not used in the main hall unless they are weighted/secured otherwise they pose a potential problem as they can interfere with the Fire Beam that goes across the hall and could cause a false alarm.

7. Supervision

The hirer or person in charge of the activity shall not be under 21 years of age and shall be on the premises for the entire period of hire or duration of the activity. When the premises or any part of them are used for the purpose of public entertainment there shall be a minimum of two persons aged 21 or over on duty. Any event with children requires an adult supervision ratio of 1:8 (1 adult over the age of 25 for every 8 children/young persons). Depending on the type of event you may be required to have Door Supervisors present. These must come from the Management Committee's approved list & proof of hire will be required.

8. Intoxicating Liquor

Hirers may have a pay bar which must be run by a local publican from the Management Committee's approved list. The Centre is licensed and hirers may provide alcohol as part of a function provided this is not to be sold & must be disclosed to the Centre Manager prior to the event taking place. Agreement by the license holder must be given & dispensation signed over to the responsible person.

9. Storage

The permission of the Management Committee must be obtained before goods or equipment are left /stored at the centre, except when the Centre Manager has authorised overnight storage of goods & equipment brought to the Centre before a particular event.

10. Loss of Property

The Management Committee cannot accept responsibility for damage to or loss or theft of Centre user's property and effects.

11. Car Parking

Hirers' cars may be brought onto the premises to off-load and load only.

12. Nuisance

- a) Litter shall not be left in or about the Centre premises
- b) Except in the case of guide dogs for the disabled, dogs shall not be admitted into the centre
- c) Hirers are responsible for ensuring that the noise level of their function is not such as to interfere with other activities within the building nor to cause inconvenience for the occupiers of nearby houses & property.

13. Cleaning & Security/Care of Centre

All use of the Centre premises & facilities is subject to the hirers accepting responsibility for returning furniture/equipment to their original position and for securing doors/windows of the premises as directed by the manager. All hirers shall leave the premises & surrounds in a clean & tidy condition.

Stiletto heels or high heel shoes with the protective plastic heel cap missing (i.e. metal tip showing) are not to be worn in the main hall.

Hirers will be required to pay a refundable Damage Deposit & the amount will vary depending on the type of event/function being held. The hirer & a centre representative will check the room at the start/finish of hire giving the opportunity to raise any concerns regarding the condition of the room(s).