

NORTH EAST COMMUNITY MITCHAM COMMUNITY CENTRE

HALL HIRE

CONTACT CENTRE MANAGER - 020 8685 9452

PLEASE NOTE YOU WILL LOSE YOUR DEPOSIT IF

- HIRE EXCEEDS LEGAL MAXIMUM OF PEOPLE ALLOWED TO OCCUPY THE HALL.
- IF YOU EXCEED YOUR HIRE TIME.
- IF THE HALL IS NOT VACATED PROMPTLY BY THE AGREED TIME

REGULATIONS AND CONDITIONS FOR LETTINGS

1. Applications for a letting of the Community Centre/Worley Hall must be made in writing on forms provided, upon request, to the Centre Manager and when completed, returned to the Centre Manager at the Community Centre.

The Community Centre Management reserves the right to refuse a letting to any applicants without reason stated.

2. In an emergency situation the Community Centre reserves the right to cancel a letting, eg. power failure.

3. Times for lettings

MAIN HALL WITH SMALL KITCHEN

Saturday and Sunday - Community Centre main building 9.00am – 6.00pm

4. The building must be vacated by 6pm or deposit will be forfeited. It is the hirer's responsibility to ensure their guests leave on time.

Please note this is the time the booking ends. All clearing away must be done by this time.

Hirers are reminded to allow for setting up, clearing away and cleaning time.

5. For health and safety reasons we are not allowed to have more than 60 people in the main building and 40 people in Worley hall for a let.

For this reason if anyone exceeds the limit the event will be closed down forthwith and deposit will be forfeited.

These numbers must not be exceeded in any circumstances

- Community Centre main building 60
- Worley hall 40

(These numbers include children)

AFTER FUNCTION ALL RUBBISH MUST BE REMOVED FROM SITE. ALL BINS INCLUDING THOSE IN THE TOILET MUST BE EMPTIED.

Rubbish must not be put in the Association's paladin bin situated in the car park at the side of the Centre or left at the side of the bin.

6. LETTING CHARGES

COMMUNITY CENTRE

Non-members	£35.00 per hour
Members	£30.00 per hour

CHILDREN'S BIRTHDAY PARTIES UP TO 5pm (3hr Package Rate)

A package of 3 hours to include 30mins setting up, 30mins tidying up and a 2hr party.

Non Members	£75.00
Members	£60.00

7. A deposit of one hundred pounds (£100.00) per booking, fifty pounds (£50.00) for children's parties, is to accompany the return of the booking form to the Centre Manager. If a minimum of four weeks' notice of cancellation is given, 50% of the deposit is returnable, otherwise the deposit is forfeited. The full letting fee is then payable at least four weeks in advance of the letting. If for any reason payment is made less than 4 weeks prior to the booking, payment for booking and deposit must be made in cash.

The said deposit is a separate payment. It will be retained against any loss or damage to the premises or fittings and furniture during the letting. Floors must be swept clean of any debris, any spilt liquid must be mopped clean, and surfaces must be left clean and the kitchen and toilets left tidy.

In addition to the above, the hirer is hereby put on notice that the deposit will be forfeited if the premises are not left in a clean and tidy state. The Community Centre Management decision will be final if any issue should arise as to the condition of the premises.

8. Equipment: An urn and kettle are available in the kitchen. 7 trellis tables and 60 chairs are also available. Any unused equipment, i.e., surplus tables and chairs may be moved to a more convenient position (this does not mean outside the building) on the understanding that they are returned to the original position before leaving the building. Crockery, glasses, cutlery and any other required equipment must be supplied by the hirer, unloaded by him/her and removed by the end of the letting.

9. The premises are not let for commercial purposes. Alcohol may be consumed but not sold on the premises. The Community Centre is not licensed and persons hiring the hall are not licensed to sell Alcohol. Any breach will result in the loss of your deposit and the possibility of legal action taken by the Local Authority.

10. The Community Centre Management are anxious at all times to act as good neighbours to the surrounding community and with this in mind, amplified music and microphones are not allowed due to the risk of undue noise or disturbance from a letting will be borne in mind when considering applications.

11. The premises will be opened to the hirer by our caretaker at the time of the agreed booking. The Caretaker will wait no longer than 20 minutes. If the hirer has not arrived for their booking he/she will leave the building and no refunds will be made.

If the hirer is going to be late you can call the community centre and request that the caretaker stays longer but you will be charged for the additional cost of staffing minimum of one hour for any time after the first 20 minutes (£15.00)

The caretaker may call in or stay for the complete duration of your hire and must be open to him/her at any time.

12. Hirers should ensure that the premises and garden area are left undamaged and clean and tidy.

This condition will be taken into account in considering the return of the deposit in part or whole. The decision of the Community Centre Management is final.

13. DO NOT HAMMER ANY NAILS OR ATTACH ANY SCREWS TO THE WALLS OR WOODWORK - TO CAUSE ANY DAMAGE IN THIS WAY WOULD FORFEIT YOUR DEPOSIT, PLUS ANY EXTRA CHARGES FOR REPAIRS. THE USE OF SELLOTAPE IS NOT PERMITTED WHEN DECORATING THE HALL/S. Use only blue-tac.

14. ANY POSTERS, ART WORK, OR NOTICES BELONGING TO THE CENTRE ARE TO BE LEFT IN PLACE, NOT REMOVED, DAMAGED OR DEFACED IN ANY WAY.

15. The Management shall not be liable to the hirer for any closure of the premises or interruption of the letting due to any breakdown, fire, leakage or accident.

16. The hirer undertakes to indemnify the Community Association in full against any damage done to the Community Centre Buildings, ie: fittings and furniture arising out of the letting. The hirer must also indemnify the Community Association against any claims, proceedings, costs, damages or expenses made, brought or suffered by any person admitted during the letting to the premises

17. The person/persons signing the form of application shall be deemed to be and is/are known as "The Hirer". The Hirer accepts full responsibility for the due observations in all respects of these rules and conditions and for the payment in due time of all sums due to the Community Association.

18. The hire has access to the community centre garden.

It is the hirer's responsibility to ensure all rubbish is removed from the garden

It is not the responsibility of the cleaner to clean and tidy the garden. The hirer must leave the garden as they find it. If Playgroup staff have to clear garden of any rubbish on Monday morning the deposit will be forfeited

BBQ coal must not be left in the garden.

Hirers may use the slide in the garden but are responsible for leaving this equipment clean and tidy. If sticky drinks and other debris are left on the slide resulting in complaints for centres groups and centre staffing time used to clean the slide your deposit will be forfeited.

19. No amplified music is to be played in Worley Hall

The playhouse and sand pit are not available for use. Any use or damage will result in loss of deposit.

Playgroup equipment is not available for use by hirers.

20. Licences

If licences are required in respect of any activity in The NEMCA's Hall the Hirer should ensure that they hold the relevant licence or

21. Public Safety Compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, in the following matters:

- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
- The location and use of fire equipment.
- Escape routes and the need to keep them clear.
- Method of 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.

(b) In advance of an entertainment or play the Hirer shall check the following items:

- That all fire exits are unlocked and panic bolts in good working order.
- That all escape routes are free of obstruction and can be safely used.
- That any fire doors are not wedged open.
- That there are no obvious fire hazards on the premises.

22. Means of Escape

All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.

23. Outbreaks of Fire

The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the Caretaker.

In particular I/ we certify that I/we agree to the forfeiture of the deposit if; (please tick box)

- I/we exceed the letting time for any reason.
I/we Exceed the hall capacity of 60 people
- I/we do not leave the premises in a clean and tidy state
- I/we do not empty all the bins including the bins in the toilet.
- I/we do not take all our rubbish away
- I/we leave rubbish outside the building or on the street.
- I/we do not keep music to a reasonable level and no not use the noise restrictor.
- I/we hammer nails or attach screws to the walls and wood work or use sellotape.
- I/we remove/damage posters, art work or notices belonging to the community centre
- I/we do not leave the garden clear of rubbish and do not remove bbq coals.

- I further understand that the caretaker will wait no longer than 20 minutes from the start of your hire time (see condition 12)

Hirer:

Date:

APPLICATION FOR HIRE OF PREMISES

I/We

Organisation (if any)

Address

Tel: No:Email:

Hereby apply for the use of the *Community Centre/Worley Hall Building (*please delete)

on *..... (*day, date)

from (time)AM/PM to (time)AM/PM

for the purpose of

.....

The numbers attending the function will be approx.(Max.60, Worley Hall 40)

I/We undertake to pay the prescribed charges and confirm we have read, understood, signed and agree to conform to the attached Rules and Conditions in all respects in the event of this Application being granted and agree that this Application and the said Rules and Conditions shall be deemed to be a contract between myself/ourselves and the Community Association as soon as this Application is accepted.

One hundred pounds/fifty pounds (£150.00) deposit enclosed herewith

Signature of person responsible for the hire

Address

Tel: No: Date:

COMMUNITY ASSOCIATION USE ONLY:

Acceptance/Rejection notified date

Deposit £100/£50 Date paidReceipt No: _____

Full letting charge £Date due _____

DATE PAIDReceipt No: _____

Deposit returnedDate sent _____

If deposit paid in cash you will need to come into the Centre to collect.

Received by Date

NOTE: THE WHOLE OF THIS COMPLETED FORM MUST BE RETURNED TO AND BE RETAINED BY THE CENTRE MANAGER c/o THE COMMUNITY CENTRE