

HATCH WARREN COMMUNITY ASSOCIATION

TERMS AND CONDITIONS OF HIRE FOR HATCH WARREN COMMUNITY CENTRE 2012

PLEASE READ CAREFULLY

KEYHOLDER CONTACT NUMBERS: 077 8959 2469

THE HIRER WILL ENSURE THAT:-

- Smoking is not permitted in **any** part of the building. Failure to comply with this or damage to the building or contents, associated with smoking will result in the **loss of £50 of the damage deposit. (This includes the area under the shutters at the front entrance and the veranda at the side of the building.)**
- The building remains secure while on hire. The hirer is responsible for the building during the hire period.
- The premises are left clean and tidy, and any equipment used is returned to its source, clean and suitable for the next hirer. If the building is left in a damaged or unsuitable or excessively messy state then a **charge of £50 will be deducted from the damage deposit**, to cover costs of repair or cleaning.

This is not the extent of the liability and the Association reserves the right to claim all the costs of repair/cleaning to the premises.

- All rubbish is placed in the outside blue bins. Wax, liquid, sand or earth is not to be spilt or placed on the floors and nothing is to be dropped or dragged across the floors
- Nothing is affixed to or on any part of the premises without permission of the Community Centre Office. (Blue/White tac can be used) Please seek permission if using pins or adhesive tape. Nothing is to be removed from the walls (ie: Playgroup paintings or murals) without permission from the Office. **Any damage will result in a loss of £50 of the damage deposit.**
- All music/discos **MUST STOP AT 11.00 PM.** Music should not be played in the Conservatory or the Meeting Room. Individuals who cause a nuisance are to be removed from the premises and noise is to be kept below nuisance levels for neighbouring properties at all times.
- The fire doors and top windows on the left hand side of the building **MUST** be kept closed at all times. The fire doors are alarmed and will activate if opened. If the doors are opened the caretaker will need to reset the alarm, **at a cost of £20 deducted from the damage deposit.**
- The garden is not used in the evening. The play equipment on the patio is the property of Hatch Warren under Fives and must not be used by hirers.

- Electrical equipment is not to be installed without permission.
- Bouncy castles and bouncy ball pools have adequate insurance. The hirer must take full responsibility for all children using the inflatable or bouncy castle. Written confirmation must be obtained from Basingstoke and Deane Borough Council for erection of Bouncy castle on the playing fields.
- Smoke machines and strobe lighting effects are not allowed to be used in the building.
- The premises must not be used for any purpose other than that stated on the booking form. Only those parts of the building hired are to be used.
- Fire doors and entrances and exits **MUST** be kept clear at all times and an approved fire safety seating plan must be used for seated audiences.
- The function is adequately supervised ie: a ratio of one adult to ten children/youths for children's/young people's events.
- Vehicles must not be parked in front of the entrance but in the parking spaces provided.
- The premises are to be vacated, with all articles, after the period of hire. In the case of all day hire, or evening hire the Centre is to be vacated at **12.00 am at the very latest**. **Failure to do so WILL INCUR a charge of £50, which will be deducted from the damage deposit.**
- The Hirer must provide all relevant Insurance cover.
- Private functions will require a 50% deposit (non refundable) on booking.
- If the Hirer wishes to cancel the booking and the Association is unable to conclude a replacement booking, the question of repayment of fees shall be at the discretion of the Association.

All the above conditions are discretionary, and are at the discretion of the Hatch Warren Community Association; serious infraction of the conditions may lead to the forfeit of the whole damage deposit.

Neither the Association nor Basingstoke and Deane Borough Council are responsible for damage to nor loss of any items brought onto the premises. The cost of any damage to or loss of any Association property shall be passed on to the Hirer.

Hatch Warren Community Association reserves the right to refuse any bookings.

**KEYHOLDER CONTACTNUMBER
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