

LONG FURLONG COMMUNITY CENTRE

CONDITIONS OF HIRE

The success of the centre depends on care and consideration from all its' users and in particular we ask you to observe the following:

1. Responsibility. The Hirer is responsible for the supervision of the premises, fabric and contents, both of the Centre and the surrounding area, its' care and safety from damage and the behaviour of all persons present. This includes the proper supervision of parking so as not to cause obstruction to the road. Vehicles must be parked in the car park and not on the footpath outside the Centre. Two persons over the age of 25 years must be present throughout the function whose responsibilities are to ensure that the Conditions of Hire are complied with. Except with special permission from the Chairperson of the Association.

2. Partition Wall. The Partition / Wall has acoustic qualities and will be fixed in place depending on your hire agreement. This is a very expensive piece of equipment and under no circumstances must this partition wall be tampered with in any way. The Hirer will be responsible for any damage caused to the partition wall.

3. Licences. The Hirer is responsible for obtaining all licences that may be required regarding the consumption of alcohol or from the Performing Arts Society and for the observance of the same and all other regulations appertaining to the premises stipulated by the Fire Authority and the local magistrates'.

4. Fire Precautions. The Hirers is responsible for the safety of all persons using the Centre from fire and should familiarise themselves with exits and appliances. In the event of a fire, the first priority is to evacuate the building and call the fire brigade.

5. Cleanliness. The Hirer is responsible for leaving the Centre and the grounds as clean and tidy as you would expect to find them and to leave it properly locked and secure when vacated. All rubbish must be placed in the bins provided and tables and chairs must be put away after their use and not left in the passageway which constitutes a fire hazard. The floor must be swept and all spillages must be mopped up.

6. Noise and Nuisance. Please remember that the Centre is sited in the middle of a residential area. The Hirer is responsible to ensure that no unnecessary nuisance is caused to local residents especially by guests congregating outside the centre or when leaving at the close of your function.

7. Damage and Theft. The Long Furlong Community Association reserves the right to make charges against the Hirer for damage, theft, breakages, etc. resulting from the use of the centre. The Association will not accept responsibility for the loss or damage to any property whatsoever or for any injury caused by the Hirer or their guests howsoever caused.

8. Hygiene and Public Health. The Association cannot be held responsible for the hygiene or other requirements of the Public Health Acts in respect of or relating to catering by hirers or by private caterers employed by them.

9. Cancellations. If a booking is cancelled by the Hirer up to 28 days before the date booked and it is not re-let, the Hirer is liable to pay 50% of the charges. If the booking is cancelled within 28 days of the date booked and it is not re-let, the Hirer is liable to pay the whole of the charges.

10. Access to the Centre. The key remains the property of the Association but it is the Hirer's responsibility whilst in his/her possession and must not be copied or passed to another person. If keys are lost, the Hirer may be charged for new locks etc. Access is restricted to that part of the Centre hired to the Hirer under the Hire Agreement.

11. Deposits. A deposit is charged on all bookings; please refer to the booking form. The Association reserve the right to withhold all or part of the deposit if any of the Conditions of Hire are breached especially in relation to theft, damage or if any excessive cleaning is required or noise or nuisance is caused to local residents.

12. Charges. Hire charges levied are those currently in force at the time of confirmation of booking. All bookings will be regarded as provisional until payment in full is received. The Association reserves the right to re-let the Centre at anytime prior to confirmation.

13. General information. Maximum numbers permitted in the Centre are as displayed in the entrance hall. At no time may these numbers be exceeded. The police, fire and ambulance authorities are to be permitted unrestricted access at all times. All accidents and injuries are to be reported in writing to the Secretary within seven days of the occurrence.

14. Public Entertainment Licence. No individual or organisation may hold any function under the provisions of the Public Entertainment Licence held in the name of the Association without the express consent in writing of the Association.