**HIRE OF CHASE MEADOW COMMUNITY CENTRE**

 **(February 2019)**

**Company Number: 07461177**

The Chase Meadow Community Centre (“The Centre”) is a building designed for use by the community. The Centre is run by a Management Committee consisting of volunteers.

The facilities available to hire are:

* The Sports Hall (BEECH) – 291 m2, marked up for football, badminton, basketball, etc
* Large meeting room (OAK) – 165 m2, carpeted with a hatch to kitchen
* 2 x meeting rooms (MAPLE & ELM) – 13.3 m2 and 1.85 m2 respectively, which can be joined together by moving a folding wooden wall
* 1 x smaller meeting room (WILLOW) – 12.4 m2
* Lockable storage spaces

In addition, hirers have access to a communal area, which includes a café/waiting area (seats up to 24 people), equipped kitchen, toilet facilities (including disabled/baby change access) and chairs and tables.

Booking enquiries should be emailed to **chasemeadowcentre@gmail.com**. It is the hirer’s responsibility to check that the Centre is available for hire on the chosen dates and times before submitting the booking form and deposit.

The Management Committee has sole discretion as to whether a booking will be accepted. The booking will be deemed to be accepted once the hirer has received notification from the Management Committee that the booking has confirmed. Where the booking is not confirmed the Management Committee will return the hirer’s deposit.

The Management Committee makes no warranties as to whether or not the Centre is appropriate for a particular function or activity. It is the hirer’s responsibility to assess the facilities provided and determine suitability.

Policies are in place to ensure the building is managed safely and effectively for the benefit of the community. Any hirer contravening any of the Centre’s policies will not be accepted for future bookings and reports to external agencies will be made where appropriate.

All hirers must read and agree to these terms and conditions of hire. By completing and signing the booking form, hirers are agreeing to be bound by these terms and conditions. Once the Management Committee has sent notification to the hirer that the booking has been confirmed, the booking form and attached terms and conditions will constitute a contract between the hirer and the Centre.

Please send the completed booking form and £50 deposit and return to the Centre

Cheques should be made payable to **Chase Meadow Community Centre Limited**

Bank transfers to Bank account number **19292460 Sort code 30-99 -15 with your invoice number or name as reference**. For one off party hire please enclose your cheque with this completed form and return to post box at the community centre.

**Chase Meadow Community Centre Booking Form**

**THE HIRER**

Please complete the following details. If you are hiring on behalf of a group or organisation please provide the details of the person responsible as the hirer and provide the group or organisation’s details where indicated.

Name of Hirer……………………………………………………………………...............................

Organisation/group (if applicable)…………………………………………………………………....

Address………………………………………………………………………………………

…………………………………………………………………………………………………

Landline…………………………………………Mobile………………

Email…………………………………………………………………………………………..

**EVENT OR ACTIVITY**

Regular hirers are those that have consecutive weekly or monthly sessions over a period of at least 10 weeks. If you are regular hirer please complete Section A.

If you are not a regular hirer please complete Section B.

**Section A**

Event type (i.e. children’s party, adult party, etc.)…………………………………………………..

Start Date…………………

Regular Day(s) Required…………………

Regular Hours Required: From ……………..to………………..

Frequency: School Term-time only/All weeks of the year (*please delete as appropriate)*

**Section B**

Event type (i.e. children’s party, adult party, etc.)…………………………………………………..

Date of event or activity…………………

Times required (including setting up and clearing away): From ……………..to………………..

**FACILITIES REQUIRED**

Please tick room(s) required:

Sports Hall (BEECH) ...… [£ ]

Main Hall (OAK) ...… [£ ]

Meeting room 1 (MAPLE ) ...… [£ ]

Meeting room 2 (ELM) ...… [£ ]

Meeting room 3 (WILLOW) ...… [£ ]

**I have read and agree to abide by the Terms and Conditions of Hire and acknowledge that I am authorised to make this booking on behalf of my organisation (if applicable).**

Signed ……………………………………………………………..………...Date

Name (in block capitals)……………….………………………………………………………………………………

FOR OFFICE USE ONLY

Cost of hire…………………………………

Deposit of …… .......................……received…………………(date).

Booking entered in diary on………………………………………………

Invoice sent on ………………………………………………………………….

Paid on …………………………by (cash/cheque/bank transfer)………………………..

**Many thanks for your booking**

**Chase Meadow Community Centre**

**TERMS & CONDITIONS OF HIRE**

**DEFINITIONS**

**Booking Form** means the booking form attached to these terms and conditions

**Charges** means the charges owed by the Hirer as specified at the ‘Facilities Required’ section of the booking form

**Deposit** means the deposit to be paid by the Hirer to secure the booking and to cover damage and/or additional cleaning

**Hirer(s)** means the person named as the hirer on the attached booking form and any member of the group/organisation or persons attending the event

**Hire Period** means the times at which the hirer is occupying the premises in accordance with the times and dates specified on the Booking Form

**Individual Hirers** means Hirers who have bookings for individual events and are not Regular Hirers

**Management Committee** means the management committee of the Chase Meadow Community Centre

**Premises** means the Chase Meadow Community Centre, including all individual rooms within it

**Regular Hirers** means Hirers who have bookings that are consecutive sessions either weekly or monthly over a period of at least 10 weeks

**Bookings**

* 1. The Hirer must be aged 18 years or over.
	2. All bookings must take into account the time required for setting up and closing down activities or events.
	3. The minimum hire for children’s parties is 3 hours and for other sessions is 1 hour.
	4. A booking is only confirmed once the Hirer has received notification from the Management Committee.
	5. The Management Committee has the right to refuse any application to hire the Premises at its absolute sole discretion.
	6. The Management Committee makes no warranties as to whether or not the Premises is appropriate for a particular function or activity. It is the hirer’s responsibility to assess the facilities provided and determine suitability.

**Use of the Premises**

* 1. The Premises are available for hire from 9.00 a.m. to 11pm seven days per week. Use of the Premises outside of these times must be agreed with the Management Committee and it is the Hirer's responsibility to seek any other necessary permissions.
	2. The Hirer is permitted to use the tables, chairs and kitchen equipment but must ensure everything is cleaned after each use and all items are stored as found.
	3. Smoking is not permitted at the Premises. Anybody found smoking at the premises will be asked to leave.
	4. The Hirer must ensure that all rubbish is placed in appropriate waste bags **and taken away** with the Hirer for disposal.
	5. Central heating is regulated by the thermostat in each room and must not be adjusted by the Hirer unless previously agreed.
	6. The Hirer is permitted to use the equipment provided in the cleaning cupboard to ensure that the building is left clean and tidy ready for the next user. The Hirer is responsible for providing their own cleaning materials, tablecloths, tea towels and dishcloths and similar cleaning items.
	7. The Hirer must not affix any signs or notices on the walls or doors of the building. Any notices fixed to walls and/or doors in contravention of this requirement will be removed by the Management Committee. Use of the notice boards is by agreement with the Management Committee only.
	8. The Hirer is only permitted to bring onto the Premises external equipment such as children’s play equipment (e.g. a bouncy castle), if it has been agreed with the Management Committee and the details and sizes have been listed on the Booking Form. In such circumstances, the Hirer takes full responsibility for the use of the equipment, ensuring any appropriate insurance is in place if necessary. The Hirer’s use of such equipment is at their own risk and the Management Committee will not be responsible for any injuries arising out of the use of such equipment.

**Compliance with Policies and the Law**

* 1. The Premise has a suite of policies available in the office. It is the Hirer’s responsibility to familiarise themselves with and abide by these polices.
	2. If food is prepared on the premises it must be done so in accordance with government Food Hygiene Regulations and the appropriate certification must be provided with the Booking Form. Food that is brought onto the premises is not subject to the same legislation (see also Kitchen Policy).
	3. Where alcohol is to be supplied at any event or function at the premises, a licence or temporary event notice may be required. It is the Hirer’s responsibility to ensure that they comply with licensing regulations, if alcohol is going to be supplied at the premises and the Hirer should seek further clarification from the licensing department at Warwick District Council and ensure appropriate licences/notices are sought where required.
	4. The Hirer must be familiar with the location and operation of the fire exits, fire extinguishers (including which extinguisher is used in which circumstance) and fire blankets. In addition, the Hirer must be aware of the necessary actions and procedures required in the event of fire. It is the Hirer’s responsibility to ensure that every member of the organisation signs in and out of the Premises to identify who is in the building at any one time. The Fire Risk Assessment and connected policy and procedures should be read and signed before the commencement of the hiring.
	5. All passageways and exits must be kept clear of obstruction at all times.

**End of the Hire Period and Security of the Premises**

* 1. At the end of any session the Premises should be left in a clean and tidy state. After the Hire Period, the Management Committee will assess the level and cost of any repairs/replacement of damaged property or any further cleaning required.
	2. Any damage or breakages should be reported to the Management Committee as soon as possible and at the latest within 24 hours of the end of the hiring.
	3. Before leaving the Premises, the Hirer must check all windows and doors to ensure they are properly secured. The Hirers must turn off all taps and unplug any electric plugs, lights etc.

**Individual Hirers – these conditions apply to Individual Hirers only**

* 1. In order to secure the booking, the Individual Hirer must pay the Deposit with the Booking Form. The Deposit is in addition to the Charges payable for hire. Subject to clauses 20 and 21, the Deposit will be returned to the Hirer after the event.
	2. The Deposit will not be returned to the Hirer where the booking is cancelled by the Individual Hirer within 7 days of the event.
	3. The Deposit, or part of the Deposit, will be retained by the Management Committee where it is required to remedy damage and/or to provide additional cleaning identified by the Management Committee in accordance with clause 20.
	4. The Charges must be made in full by the Individual Hirer within 7 days of the event.

**Regular Hirers – these conditions apply to Regular Hirers only**

* 1. Regular Hirers must pay the Charges in respect of each session. Regular Hirers will receive an invoice monthly from the Management Committee, which must be paid within 14 days of receipt.

* 1. Where the Management Committee identifies any damage or further cleaning required in accordance with clause 20, the costs to rectify this will be added to the Regular Hirer’s next invoice.
	2. The Management Committee reserves the right to cancel regular bookings where invoices have not been paid in full when due.
	3. Regular Hirers must give the Management Committee one academic terms notice to end their hire agreement. The Management Committee shall give a similar notice period should it become necessary to change bookings.
	4. Regular Hirers are responsible for obtaining their own insurance cover, where required.
	5. Any equipment brought onto the premises must be tested and checked.
	6. Where the event or session involves working with children or vulnerable adults, it is the Regular Hirer’s responsibility to ensure that all legal requirements are complied with, including current Disclosure and Barring Service checks and/or Criminal Records Bureau checks.

**General**

* 1. The Management Committee’s liability under or in connection with this booking shall be limited to the amount of the Charges, for each and every claim arising out of this booking. This limit shall apply however that liability arises, including, without limitation, a liability arising by breach of contract, arising by tort or arising by breach of statutory duty. Provided that this shall not exclude or limit the Management Committee’s liability for:
* death or personal injury caused by the Management Committee’s negligence; or
* fraud or fraudulent misrepresentation.
	1. The Management Committee shall not be liable to the Hirer for any delay or failure to provide the Premises for the booking if such delay or failure results from an event beyond the control of the Management Committee.
	2. For bookings of the OAK Hall, the Management Committee are acting as agents for the Parochial Church Council of Budbrooke (“the PCC”) who have priority rights to these rooms. Any potential use of these rooms, which is in any way connected to religion or belief, spiritualism, the occult or the promotion of anti-religion or belief shall be referred to the PCC for decision. In considering any matter referred to it, the PCC shall always have regard to the Equality Act 2010 and in particular Schedule 23 before making any decision to decline a hiring, as to whether a restriction on use on that occasion is necessary to comply with the purpose of the PCC/St Michaels/the Church of England or to avoid causing offence to members of the PCC/St Michaels/the Church of England.