

WICKHAM COMMUNITY ASSOCIATION
CONDITIONS OF HIRE FOR INDIVIDUAL HIRE

A. DEFINITIONS:

1. The WCA - the Wickham Community Association, to include officers, General Committee and servants.
2. The Hirer - that person, who must be at least 18 years of age, who signs the Booking Form
3. The Centre - the whole of the property in Mill Lane owned by the WCA including all premises and land.
4. The Premises - those parts of the Centre explicitly stated on the Hiring Agreement as being hired by the hirer.

B. CONDITIONS:

1. Every **APPLICATION FOR HIRE** must be in writing using the form provided by the WCA to which it should be forwarded.
2. **A DEPOSIT** of at least half of the hiring fee must accompany an application for hire, more than a week before the date of the hire.

3. HIRING FEE:

The balance of the hiring fee must be paid at least one week prior to the date of the hire. An application made within one week of the hire must be accompanied by the full hiring fee. In the event of a cancellation by the Hirer, the Hirer will be liable for a cancellation fee. The cancellation fee will be determined by the amount of notice given by the Hirer. The cancellation fee is as follows:

2 days or less	100%
3 to 7 days	75%
8 to 14 days	50%
15 to 21days	25%
22 days or more	0%

4. GUARANTEE BOND:

At the discretion of the WCA a guarantee bond may be required before the booking is accepted. The bond will be returned in full in the event of the cancellation or satisfactory completion of the booking.

5. **PAYMENTS** made by the hirer to the WCA more than one week prior to the date of the hire may be made by cheque unless specifically requested by the hirer.

6. HOURS:

No function shall continue beyond the published time of closing without the agreement of the WCA.

7. FUNCTIONS FOR YOUNG PEOPLE:

Functions for people under the age of 18 years must be subject to adult supervision which in the opinion of the WCA is adequate.

8. INDEMNITY AND DAMAGES:

- (a) The Hirer shall take good care of and shall not cause damage or permit or suffer any damage to be done to the Centre or any part thereof or to any fittings equipment or other property therein on and shall make good and pay for any damage thereto (including accidental damage) caused by any act of himself his agents or any person resorting to the Centre by reason of the use of the premises hired by him.
- (b) Under no circumstances will the WCA make good or except responsibility or liability in respect of damage theft or loss of any property, goods, articles or things whatsoever placed, deposited, brought into or left at the Centre either by the Hirer or any person or left deposited with any servant or officer.
- (c) The hirer shall leave the Premises in a clean and orderly state and the Hirer shall reimburse the WCA in respect of the cost of cleaning, if such cost has been incurred as a result of the Hirer's breach of this condition.
- (d) The WCA may remove any property left at the Centre by the Hirer after the expiry times provided for use of the Premises and may dispose of such property two weeks thereafter. The Hirer shall pay any costs of such removal and disposal.

9. COPYRIGHT:

- (a) No copyright work shall be performed without a licence from the owner of the copyright.
- (b) The Hirer shall indemnify the WCA against infringement of copyright which may occur during the hiring.

10. LICENCES:

The Hirer shall be responsible for obtaining any licences necessary in connection with a booking, other than those already held by the WCA.

11. FURNISHINGS & EQUIPMENT:

No bolt nail or other fastening including adhesive may be driven into or attached to the walls or woodwork of the Centre, nor may any fittings or furnishings be altered without the agreement of the WCA.

12. BEHAVIOUR: The hirer shall be responsible for the maintenance of order and good behaviour at the Centre and for public functions shall appoint stewards to assist in maintaining order.

13. HEALTH AND SAFETY:

- (a) At all times during which the Centre is used for performances or entertainment when the audience is seated passages and gangways of not less than 1 metre shall be provided leading directly to an exit door.
- (b) No person shall be allowed to stand or sit in the passages or gangways during any performance or entertainment and these shall be kept entirely free from chairs or any other obstruction.
- (c) The Hirer is responsible for the observance of Fire and Safety Procedures and of "No Smoking" signs.
- (d) No electrical items are to be connected to the supply without the agreement of the WCA.
- (e) **MAXIMUM NUMBER OF PERSONS** permitted to use the Main Hall, the Houghton Room and the Long Room at one time for any function is 480, 100 and 150 respectively.
- (f) The Hirer shall ensure compliance with current legislation regarding FOOD HYGEINE and HEALTH and SAFETY. Only stewards appointed by the Hirer are permitted to stand during functions for which an audience is seated, stewards should be easily identifiable.
- (g) A copy of our Health and Safety Policy displayed in our office is available for inspection.

14. NOISE:

The Hirer undertakes to control the volume of noise from amplifiers and other instruments and equipment so as to avoid interference with other users of the Centre and with the environment of adjacent properties.

The Hirer shall request those attending his function to leave the Centre in a quiet and orderly manner.

15. PARKING OF VEHICLES:

- (a) The WCA takes no responsibility for the parking safety or supervision of any vehicle and its contents left in the grounds of the Centre and the Hirer shall be responsible for ensuring that cars are not parked so as to obstruct entrances or exits.
- (b) All users of the Centre should use only the car park provided and should not park in Mill Lane. It is the responsibility of the Hirer to ensure that cars connected with his/her function are not parked in Mill Lane.

16. RIGHTS OF ENTRY AND CANCELLATION:

- (a) The WCA and all other persons authorised by them reserve at all times a right of entry to the premises and a right to refuse admission or to remove from the premises any person without stating a reason therefore.
- (b) The WCA reserve to themselves the right to cancel at any time any hiring of the Centre or part(s) thereof and/or of equipment without paying compensation and without incurring any liability in respect of such cancellation.

17. SUB-LETTING:

The Hirer shall not sub-let the hired premises or any part thereof without the written agreement of the WCA. Should he do so or attempt to do so the hiring will stand cancelled, the charges paid forfeited and the Hirer and sub-hirer be excluded from the premises.

18. ALCOHOL:

Visitors are not allowed to bring alcohol to the Centre, failure to comply will result in loss of Bond.

19. USE OF INFORMATION

We may use your details to create databases for WCA and 3rd parties we **closely** work with but we will only use your details to promote or send relevant information.

20. FIRE EVACUATION PROCEDURE

A Fire Evacuation Procedure is attached to these Conditions of Hire. Please read them carefully and advise all members of your Group or Party of the content.

FIRE EVACUATION PROCEDURE

The Hirer has an obligation to ensure that all room users are familiar with the Centre's Fire Evacuation Procedure.

Familiarise yourself and your group with the location of:

Fire Alarm Call Points – There are 3 Fire Alarm Call Points, which are located by the Main Entrance, the rear exit of the building and at the top of the main entrance stairs to the first floor.

Fire Exit Doors – Each room has at least one fire exit door, clearly marked. Familiarise yourself with your nearest safe exit. Do not block or obstruct fire exit doors. They are there for your benefit.

Fire Action Plan – There are instructions posted in every room, usually by the entry door. Follow the plan.

Assembly Point – In the event of a fire, all Centre Users are to assemble at the Assembly Point located at the far end of the main front car park.

If your Group is using the Woodford Suite (first floor) **DO NOT** use the lift. Use the safest exit, which may not necessarily be the way the room was entered.

On hearing the fire alarm (continuous bell):

Leave the building immediately by the nearest safe exit.

Do not run.

Do not stop to collect belongings.

Do not re-enter the building for any reason whatsoever.

Assemble at the designated assembly point.

If you discover a fire, trigger the alarm by using the red alarm call bell. The duty caretaker or receptionist will call the fire brigade.

Leave the building immediately by the nearest safe exit.

Do not run.

Do not stop to collect belongings.

Do not re-enter the building for any reason whatsoever.

Assemble at the designated assembly point.

Remain calm and be clear when issuing any instructions.

I have read and understood the Conditions of Hire and Fire Evacuation Procedure and retained a copy:

Signed

Print Name

Dated