



NOTLEY GREEN COMMUNITY ASSOCIATION

Registered Charity No 1058443

Standard Conditions of Hire, General Rules and Regulations for Sections, Affiliates and Regular Hirers

1. Fees

Fees will be invoiced monthly in advance with payment due within 14 days of the invoice date.

2. The Hirer

The person signing this Agreement shall be the Hirer (Hirer). If the Hirer is signing this agreement on behalf of a limited liability company or LLP, he accepts personal liability for all debts due to NGCA in the event of company or LLP being unable to settle its liabilities.

3. Supervision and Safety

During the hire, the Hirer is solely responsible for the premises and protection of its contents and for the behaviour of all persons using the premises within your hire, including proper supervision of car parking arrangements. The Hirer must be familiar with action to be taken on discovering a fire. Instructions are displayed prominently in the hall and will be pointed out to you if required. The Hirer must ensure that all escape routes are free from obstruction. Tables and chairs must not obstruct emergency exits. Inflammable substances, combustible materials, solvents and indoor fireworks are not permitted. The Hirer must check that there are no obvious hazards on the premises.

4. Cancellation & Amendments

If a booking needs to be cancelled or amended, the Hirer must confirm such changes by email to finance@ngca.org.uk or in writing to the Finance Department, at the above address, giving at least 10 days notice to the booking. NGCA shall acknowledge such notice. The Hirer will be liable for the hire fee in the event that the required notice is not received by NGCA.

5. Capacity of the halls

The Hirer must state the maximum number of participants, in advance. We will advise the Hirer if the number exceeds our limit. The limit set for your function will include, but not be limited to, caterers, helpers and performers. The police, fire service or any authorised person can terminate a function, if capacity is exceeded.

6. Licenses and Statutory Requirements

It is the Hirer's responsibility to observe statutory regulations including the rules of the Licensing authority and local government authority, and to obtain any licenses necessary in connection with the hire. One of these rules limits noise. If the music is too loud, a noise limit device in the hall will switch off the power. If the Hirer has to call out a caretaker in the event of the noise limiter being activated, a minimum charge of £25.00 for the call out will apply. Events spoiled by the loss of power are not the responsibility of NGCA. The Hirer must not contravene the law relating to betting, gambling and lotteries. The NGCA Management Committee's consent must be obtained prior to a Booking Agreement being confirmed if alcohol is being consumed. The Hirer must obtain and pay for a Temporary License if alcohol is available for sale. NGCA's license with the Performing Rights Society does not cover the performance of recorded music for private events.

7. Catering

Attention is drawn to the importance of food hygiene. Statutory regulations do not permit children less than 14 years of age in the kitchen. If caterers are to use their own heaters, cookers or portable ovens, the Hirer must obtain NGCA's written permission to such use in advance. Cooking of food must only be carried out in the kitchen except BBQ, which must be carried out on the hard paved area outside the doors facing the Village Green.

8. Notices and Decorations

Use of sticky tape, blue tack or pins is strictly forbidden on walls or doors, except on notice boards and Perspex sheets specifically for display purposes. Decorations for a special event should be hung only from the hooks provided. Helium balloons are not permitted in the main hall.

9. Storage and loss of property

A limited amount of storage space is available in the hall and in the kitchen. Permission must be obtained before goods or equipment are left or stored. A storage fee may be charged in addition to the hire fee. NGCA cannot accept responsibility for damage to, or the loss or theft of, Hirer's property and effects.

10. Car Parking

The Car Park is provided for those using the Hall. NGCA cannot accept responsibility for damage or loss to vehicles or the contents left in the car park. Avoid noise on arriving and leaving the hall. Vehicles are not to be parked so as to cause any obstruction. The car park gates will be locked when the hall is not in use. Cars locked in the car park when the hall is not in use will not be released until the next hire period.

11. Pets, bicycles, wheeled vehicles & ball games

No pets or other livestock are allowed in the hall, with the exception of trained assistance dogs for the disabled or such assistance dogs undergoing training or socialising period. Bicycle racks are provided outside the entrances. No bicycles or other wheeled vehicles, other than wheelchairs and pushchairs, are allowed in the hall. No ball games, except table tennis, are permitted in the hall.

12. Use

The Hirer must not sublet the hire or use the premises in any unlawful way or do anything or bring anything into the premises which may endanger any persons or cause damage to the premises. The Hirer must obtain advance written permission to sell good on the premises. Consent, if given, will be subject to compliance with fair trading legislation and local authority byelaws.

13. Damage and Insurance

NGCA Sections are covered by NGCA insurance. All other hirers are responsible for insuring against third party claims. The Hirer must indemnify NGCA for any personal injury claims, including death, and for the costs of repair of any damage done to any part of the property including the contents of the building, as a result of the hire.

14. Leave the hall clean

Use of the hall and the facilities is subject to the Hirer exercising due care and consideration to and accepting responsibility for leaving the hall, equipment and surroundings in a clean and tidy condition. Furniture and equipment must be returned to their designated positions, if in doubt please ask. Do not leave litter. NGCA cannot facilitate the disposal of nappies which must be removed at the end of each hire period.

15. Changes to Terms and Conditions

These terms and conditions are subject to review from time to time and may be varied or changed by NGCA giving at least one-month notice in writing.

I agree to observe the above Standard Conditions of Hire, General Rules and Regulations

Hire Agreement number _____

Date _____

Signature of Hirer _____

Print Name _____