



## NOTLEY GREEN COMMUNITY ASSOCIATION (NGCA)

Registered Charity 1058443

### Standard Conditions of Hire, General Rules and Regulations for Occasional Hirers

#### Booking and Fees

A 20% non-refundable deposit is required on booking. The balance of the hire fee, along with conduct and damage deposit is to be paid one month in advance of hire. If the hirer cancels, and a replacement booking is not found, repayment of the balance of the hire fee is at the discretion of the NGCA. The conduct and damage deposit will be returned, subject to the hall being left in a satisfactory condition, within the two weeks following the date of hire. In the event of the NGCA cancelling the booking, all fees (including the deposit) will be refunded. Normal opening hours are from 8.30am on weekdays and Saturdays and 10.00 am on Sundays. Statutory closing hours are 10.30pm daily, except Saturday, when midnight is the limit. The hours you book and pay for must include the time you require for setting up and clearing away. On Saturdays your function must end at midnight although time may be added for clearing away. The NGCA reserves the right to deduct additional hire fees from conduct and damage deposits, should the hire exceed the hours booked.

#### Supervision and Safety

During your hire you are responsible for the premises and protection of its contents and for the behaviour of all persons using the premises, including proper supervision of car-parking arrangements. You must name in advance one person who is to be in charge of your function (the "responsible person"). This responsible person must be in the hall(s) for the duration of your function and not engaged in any other duties, which prevent him/her from exercising supervision. Depending on your numbers you may need to name other supervisors and we will advise you on the ratio. Check in advance that the responsible person is familiar with the action to be taken on discovering a fire. Also check that all fire doors are unlocked and allow for instant evacuation. Check the location and use of fire-fighting equipment. Ensure that all escape routes are free from obstruction and that the emergency lighting is working. Tables must not be placed in front of emergency exits. Ensure that performances and entertainment do not pose potential danger. Inflammable substances, combustible materials, solvents and indoor fireworks are not permitted. Check there are no obvious hazards on the premises.

#### Capacity of the halls

You must state the maximum number of participants in advance. We will advise you if the number exceeds the limit of our licence. The limit set for your function will include caterers, helper and performers and these figures must not be exceeded. The police, fire service or any authorised person can terminate a function, if the capacity is exceeded. Fire inspections are common.

#### Catering

It is your responsibility to observe statutory regulations. Attention is drawn to the importance of food hygiene. Statutory hygiene 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 we must be advised and give permission in advance. Food must only be prepared in the kitchen.

#### Licenses and Statutory Regulations

You are responsible for obtaining any licences necessary in connection with the booking and for observing statutory regulations including the rules of the Licensing authority and local government authority. One of these rules limits noise. If your music is too loud, a noise limit device in the hall will switch off power. This limit is set by the local authority. If this happens it cannot immediately be reset and you will forfeit your conduct and damage deposit. Events spoiled by the loss of power are not the responsibility of the Association. You must not contravene the law relating to betting, gambling and lotteries. Our consent must be obtained prior to seeking any Occasional License for the sale of alcoholic liquor. The NGCA's license with Phonographic Performance Ltd. does not cover the performance of recorded music for private events. The premises are licensed by the local authority for music and dancing weekdays and Saturdays, but not Sundays. (Some strictly private functions may be exempt. Ask for advice.) Six weeks notice must be given of a stage play production, so that the appropriate license can be applied for from the District Council.

#### Notices and Decorations

Use of sticky tape, blue tack or pins is strictly forbidden. Nothing must be taped to windows or doors. Decorations for a special event should be hung only from the hooks provided. **Gas filled (helium) balloons are not permitted in the hall.**

#### Storage and loss of property

Permission must be obtained before goods or equipments are left or stored. The NGCA cannot accept responsibility for damage to, or the loss or theft of, user's property and effects.

#### Car parking

The NGCA cannot accept any responsibility for damage or loss. Avoid noise on arriving and leaving the hall. Vehicles are not to be parked so as to cause an obstruction. The car park gates are locked when the hall is not in use.

#### Pets, bicycles, wheeled vehicles and ball games

No pets or other livestock are allowed in the hall, with the exception of trained guide dogs for the blind. No bicycles are allowed in the hall, bicycle racks are provided outside the main entrance. No wheeled vehicles, other than wheelchairs for the disabled, are allowed in the hall. No ball games are permitted in the hall.

#### Use

You must not sublet your hire. You must not use the premises in any unlawful way or do anything or bring anything into the premises which may endanger the premises. You must ask advance permission to sell goods on the premises. Consents, if given, will be subject to compliance with fair trading legislation and the local authority byelaws. In particular, you must ensure that the price of goods and services and your name and address are prominently displayed.

#### Damage and insurance

You are responsible for insuring third party claims. You must indemnify the NGCA for the cost of repair for any damage done to any part of the property including the contents of the building as a result of your hire. The total value will be deducted from your conduct and damage deposit, including the cost of resetting audio and safety equipment.

#### Leave the halls clean

Use of the hall(s) and facilities is subject to you accepting responsibility for leaving the hall(s), equipments and surrounds in a clean and tidy condition, and returning furniture and equipment to their original position. Do not leave litter. All rubbish must be taken away at the end of each hire, bin liners are provided.

#### Change to Terms and Conditions

These terms and conditions are subject to review from time to time and may be varied or changed by the NGCA.

I agree to observe the above Standard Conditions of Hire, General Rules and Regulations in respect of Hire Agreement number \_\_\_\_\_

Signature of Hirer : \_\_\_\_\_

Date : \_\_\_\_\_