



**Chalfont St Peter
Community Centre**

Gravel Hill, Chalfont St Peter, Buckinghamshire SL9 9QX **tel:** 01753 885778 **e-mail:** info@cspcc.org.uk **web:** www.cspcc.org.uk

Booking form

Parties

1. The Board of Directors of Chalfont St.Peter Community Centre ('the Centre'), acting by its Administrator Mrs. J. Everitt.

2. Name of organisation or responsible person (the hirer)

.....

Complete where necessary

Proposed Date Of Hire	Time of Hire/ Purpose
Nature of Function	Expected Attendance Numbers
Name of Applicant	Name of room to be hired and facilities
Name of Organisation/Company	Postal address
Tel no Mobile Email	Hiring fee and balance to be paid by

3. The Hirer agrees to the Centre’s Standard Conditions of Hire for the time being in force as attached to this Agreement and to the Rules governing the use of the premises.

Signed by (Please print name).....
(for & on behalf of the Centre) date.....

Signed by (Please print name).....
(The Hirer*/for & on behalf of the Hirer) * Delete as appropriate

Standard conditions of hire of Chalfont St. Peter Community Centre ('The Premises')

1) All hire fees, storage charges and deposits, which will be calculated in accordance with the Centre's standard rate valid on the date(s) of the function(s) must be paid at the times stipulated in the Hiring Agreement. No hiring will be booked and the Hirer will have no right to use the rooms and facilities, until all payments have been made in full at the times stipulated.

Block and regular bookings will be invoiced on a quarterly basis.

2) Once a booking is confirmed:

- Individual and Affiliated Members who wish to cancel, should give two weeks notice in writing. Should a replacement booking not be found, they will be liable for half the fees incurred.
- All other occasional hirers shall pay the full hiring charge immediately OR at least 28 days in advance of the event. If the hirer wishes to cancel the booking and the Centre is unable to find a replacement, the charge will be forfeited.
- Block Bookings are for 8 periods within 3 months. This allows regular hirers to have holiday breaks e.g. Christmas, Easter and summer. Such breaks should be clearly detailed on the booking form at time of application. Block booking status (reserving a room for a given day each week) will be lost if the break between bookings exceeds six weeks and full hire charges will become payable.
- All other occasional cancellations will be charged for unless notification is received in advance.

3) The Hirer shall, on making the booking, inform the Administrator of any requirements concerning the provision of refreshments and shall be responsible for any charges thereby incurred in accordance with Rule 9.

4) If the hirer is permitted to store equipment between sessions, it must be stored in such place and in such manner as indicated by the Administrator and only for as long as is permitted by the Centre subject to payment of the storage charge. Storage, other than in lockers and cupboards will be charged on the basis of the resulting loss of revenue to the Centre. No article that is dangerous or unsuitable may be stored.

5) The Centre accepts no responsibility for any stored equipment or other property brought onto or left on the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each session; otherwise, fees will be charged for each day or part of a day at the hire fee per session until the items are removed. The Hirer shall indemnify and keep the Centre or its employees or agents and invitees indemnified against all claims in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including storage of equipment) by the Hirer.

6) The Centre may dispose of items brought onto or stored on the premises, by sale or otherwise, and on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and disposing of such items, in any of the following circumstances:

- in respect of stored equipment, failure by the Hirer either to pay any storage charges due and payable or to remove equipment within 7 days after the hiring.
- in respect of any other property brought onto the premises for the purpose of the hiring, failure by the Hirer to remove the property within 7 days after the hiring.

7) The Hirer shall take out adequate insurance to cover the Hirer and members of the Hirer's organisation and invitees against all claims arising as a result of the hire, and on demand, shall produce the policy or other evidence of cover to the Administrator. Failure to produce such policy and evidence of cover will render the hiring void and enable the Administrator to re-let the premises to another hirer.

8) No literary, dramatic, musical, film or video work shall be performed or shown at the premises without obtaining all necessary copyright licences and theatre, film, and public entertainment licenses. No such work shall be performed or shown without the prior approval of the Administrator, and no alteration to the work shall be made after such approval.

9) The Hirer:

- shall be responsible for obtaining any necessary approvals or licences in connection with the hire, other than those already held by the Centre.
- will comply with all conditions attaching to such approvals or licences and will indemnify the Centre against all losses, costs, damages and expenses resulting from any failures to obtain such approvals or licences or from any failure to obtain such approvals or licences or from any failure to comply with the same.
- all such licences shall be produced to the Administrator before the commencement of the hiring.

10) No alcohol shall be introduced on to the premises except unless authorised by the office

11) The Hirer shall, during the hiring, be responsible for:

- supervision of the premises;
- protection of the fabric and contents.
- for behaviour of all persons using the premises, whatever their capacity; including proper supervision of car parking arrangements so as to avoid obstruction of the main road. Cars shall not be parked so as to cause an obstruction at the entrance to, or exits from, the centre. Where parking accommodation is provided and available, this must be used and in any case users of the centre should avoid undue noise on arrival and departure. The hirer must ensure that persons leaving the premises during or following the hiring shall do so in an orderly manner and in such a way as not to cause nuisance or annoyance to owners or occupiers of nearby premises: and the observance of all regulations appertaining to the premises stipulated by the Licensing Justices, the Fire Authority in accordance with Rule 6, the Local Authority or otherwise. As directed by the Administrator, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents.
- Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk or to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.

Sub heading -Safety requirements

All conditions attached to the granting of the centre's Premises Licence or other licences shall be strictly observed.

Nothing shall be done which will endanger the users of the building or invalidate the policies of insurance relating to it and to its contents. In particular:

- obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be immediately available for free public egress;
- all groups are expected to co-operate in the fire drills which may be arranged at varying times in order to familiarise users with evacuation procedures.
- all groups will either have a register or a head count of all attendees in the event of a fire drill and at the start of each session remind all attendees of the fire procedure in the event of an evacuation.
- the emergency lighting supply must be turned on during the whole time the premises are occupied and must illuminate all exit signs and routes
- fire fighting apparatus shall be kept in its proper place and only used for its intended purpose;
- the Fire Service shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Office;
- performances involving danger to the public shall not be given;
- highly flammable substances shall not be brought into or used in any part of the premises. No internal decorations of a combustible nature (such as polystyrene, cotton, etc.) shall be undertaken or erected without the consent of the Board of Directors.
- no unauthorised heating appliances shall be used on the premises
- the First Aid box shall be readily available to all users of the premises. It is located in the main kitchen and must be returned after use. The Administrator must be informed of any accident or injury occurring on the premises;
- all electrical equipment brought into the building shall comply with the Electricity at Work Regulations 1989 and any subsequent legislation¹. The Board of Directors disclaims all responsibility for all claims and costs arising from the use of any equipment that does not so comply. The hirer must have all their electrical equipment which is used on the premises P.A.T tested and a copy to be supplied.
- All persons in charge or on duty shall have been informed of the procedure for evacuation of the premises and shall familiarise themselves with the fire fighting equipment provided.
- The hirer is responsible for drawing up a PEEP (Personal Emergency Evacuation Plans) for anybody who will not be able to get themselves out of the building unaided and ensure an evacuation. They take responsibility for assisting individuals are provided with appropriate information, instruction and training. Contact the office for guidance if needed.

Action On Discovery Of Fire/Hearing Fire Alarm

- **Raise the alarm by operating the nearest alarm call point**
- **Leave the building by the nearest fire exit taking your register if appropriate**
- **Do not re-enter the building**
- **Report to the assembly point in the car park**
- **Call the fire brigade by mobile phone (after leaving the building)**
- **Liaise with the fire brigade on their arrival**
- **Do not put yourself at risk or re- enter the Centre**
- **Ensure all visitors and contractors are taken to the assembly point**

12) The Hirer shall not use the premises for any purpose other than that permitted under The Hiring Agreement and will not, without obtaining the prior consent of the Administrator, use or enter the premises at any other times than those permitted under the Hiring.

13) The Hirer shall not assign the benefit of the Hiring Agreement. The Hirer shall not share the use of the premise with any other person or organisation other than a member or invitee of the Hirer permitted to use the premises under the hiring.

14) The Centre reserves the right to terminate forthwith any entertainment, activity or meeting permitted under the hire that is not properly conducted. The centre will not allow bouncy castles or inflated items.

15) No alterations or additions may be made to the premises, nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without approval of the Administrator. Any alteration, fixture, or attachment shall be at the discretion of the Administrator.

EITHER: Remain in the premises at the end of the Hiring and become the property of the Centre.

OR: Be removed by the Hirer who must make good to the satisfaction of the Administrator any damage caused to the premises by such removal.

16) The Hiring may be determined by notice given by the Administrator if: any fee, storage charge or deposit due under the Hiring Agreement is not paid on time; any of these conditions is not complied with by the Hirer; or in accordance with Rule 3 (c), in which case all fees (including any deposit) paid by the Hirer shall be refunded; but without prejudice to any claim by the Centre against the Hirer for non-payment of fees or non-compliance with these conditions.

17) The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any local code of practice issued in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address, and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

18) The Hiring Agreement constitutes permission only to use the premises, and confers no tenancy or other right of occupation on the Hirer.

19) **Equal opportunities:** Users of the community centre must comply with the Equality Act 2010. They must ensure that the community centre is open to all members of the community regardless of sex, sexual orientation, nationality, age, disability, race, or of political, religious or other opinions.

20) **Supervision** -the hirer or person in charge of an activity shall not be under 18 years of age and shall be on the premises for the entire period of hire or duration of the activity. S/he shall not be engaged in any duties which prevent him/her from exercising general supervision.

When the premises or any part of them are used for the purpose of public entertainment, there shall be a minimum of two persons, neither of whom shall be less than 18 years of age, on duty where under 100 persons are attending the entertainment. The number of adult attendants required is increased in the following circumstances:

- where 100-150 people are present - to three;
- when the majority of those present at the entertainment are less than 16 years of age and/or when many people with disabilities are expected to attend, the numbers of adult supervisors required will be increased
- all children will be accompanied in the centre by an adult at all times and are the sole responsibility of the hirer, and should under no circumstances be allowed to disturb other users in the centre such as running around the building unaccompanied. Children are not permitted to go into the kitchens unless with an adult.

21) **Safety of vulnerable people** – Regulated activities(involving either children or vulnerable adults) will not be permitted on the premises except with the written agreement of the Board of Directors, which will require that the relevant provisions of the Children Act 1989 and subsequent legislation, the Protection of Freedoms Act 2012, the Home Office Code of Practice Safe from Harm and any conditions required by the Office for Standards in Education (OFSTED) or by the local Social Services Department **(as appropriate) are complied with before giving such permission.**

All organisers of activities (involving children and/or vulnerable adults) should comply with the recommendations of Community Matters technical guidance on 'Safeguarding Children and Young People', and 'Safeguarding: The Disclosure and Barring Service' and the Board of Directors reserves the right to exclude from the premises any organisation that fails to comply with this requirement. In the case of affiliated groups or outside hirers, it is the responsibility of the organisers of the activities concerned to ensure compliance with these requirements, so that only fit and proper persons have access to young children and/or vulnerable adults and that such persons shall at all times be in attendance upon children and/or vulnerable adults who are on the premises for the activities concerned.

22) **WiFi Services** - When using the WiFi service you agree at all times to be bound by the following provisions:

- not to use the WiFi service for any of the following purposes:
- disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws;
- transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice;
- interfering with any other persons use or enjoyment of the WiFi service; or
- making, transmitting or storing electronic copies of material protected by copyright without permission of the owner;
- to keep any username, password, or any other information which forms part of the WiFi service security procedure confidential and not to disclose it to any third party.

23) **Termination of the WiFi service** - We have the right to suspend or terminate our wifi service immediately in the event that there is any breach of any of the provisions of these Standard Conditions including without limitation:

- if you use any equipment which is defective or illegal;
- if you cause any technical or other problems to our WiFi service;
- if, in our opinion, you are involved in fraudulent or unauthorised use of our WiFi service; if you resell access to our WiFi service; or
- if you use our WiFi service in contravention of the terms of these Standard Conditions.

24) **Availability of WiFi Services**

- Although we aim to offer the best WiFi service possible, we make no promise that the WiFi service will meet your requirements. We cannot guarantee that our WiFi service will be fault-free or accessible at all times.
- It is your responsibility to ensure that any WiFi enabled device used by you is compatible with our WiFi service and is switched on. The availability and performance of our WiFi service is subject to all memory, storage and any other limitations in your device. Our WiFi service is only available to your device when it is within the operating range of the main hall.
- We are not responsible for data, messages, or pages that you may lose or that become misdirected because of the interruptions or performance issues with our WiFi service or wireless communications networks generally. We may impose usage, or service limits, suspend service, or block certain kinds of usage in our sole discretion, to protect other users of our WiFi service. Network speed is no indication of the speed at which your WiFi enabled device or our WiFi service sends or receives data. Actual network speed will vary based on configuration, compression and network congestion.

Privacy Notice

The Centre uses personal data for the purposes of managing the Centre, its bookings and finances, running and marketing events at the Centre, staff employment and its fundraising activities. Data may be retained for up to 7 years for accounts purposes and for longer where required by the Centre's insurers or other contractors. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the Administrator

