

**STANDARD CONDITIONS OF HIRE**

THE HIRER shall ensure that the Standard Conditions of Hire which govern the use of the Community Centre are complied with.

**1. Hire request and deposit:**

- a. If any deposit is taken from THE HIRER it will cover three areas: securing the booking, damage cover and overtime.
- b. At least three weeks' notice needs to be given for a hire request.
- c. Hire is for generally for use of one room within the premises.
- d. Bookings are only confirmed after payment is made.

**2. Cancellation and Non-attendance:**

- a. If THE HIRER cancels the booking more than 7 days prior the event, then 100% of the deposit and fee if taken will be returned.
- b. If THE HIRER cancels the booking 5 to 7 days prior the event, then 100% of the deposit will be returned if taken, however only 50% of the hire fee will be returned.
- c. If THE HIRER cancels the booking 1 to 4 day(s) prior to the event then 100% of the deposit will be returned if taken, however 0% of the fee will be returned.
- d. In the event that this agreement is terminated by One Housing any charges or fees paid in advance will be reimbursed.
- e. Any attempt to mislead One Housing Group regarding the purpose of the event will result in the cancellation of the event and the loss of any deposit.

**3. Health & Safety:**

- a. THE HIRER shall take all reasonable precautions to ensure that safety of people attending the centre during the hire period.
- b. All children must be supervised by an adult at all times.
- c. All food must be prepared and served to a good hygiene standard and this is the responsibility of THE HIRER.
- d. THE HIRER shall be responsible for supervision of the premises, protection of the fabric and contents and safety from damage during the period of hiring. This includes proper supervision of car-parking arrangements so as to avoid obstruction of the highway.
- e. THE HIRER shall not sub-let or use the premises for any unlawful purposes such as, do anything unlawful or bring unlawful items which may bring One Housing Group in disrepute or endanger the premises, the users, or any insurance policies relating thereto.
- f. The centre has a non-smoking policy throughout; it is the responsibility of THE HIRER to ensure that this is followed.
- g. THE HIRER agrees to inform of any activities that may pose a specific risk and get specific permission for these.
- h. Risk Assessments relating to the premises can be found in the Health and Safety folder at each community centre. Hires are asked to read the Risk Assessment document and familiarise themselves with the contents.
- i. THE HIRER should note that the premises are not always staffed and, in an emergency, the police or appropriate service should be called on 999 (emergencies) or 101 (non-emergencies).
- j. THE HIRER should tidy up after each event and must report any incidents, spillages, accidents etc.

**4. Regulatory licenses:**

- a. THE HIRER shall be responsible for obtaining any licenses as necessary in connection with the booking.
- b. THE HIRER shall be responsible for the observance of all regulations appertaining to the premises stipulated by the Licensing Justices, the Fire Authority and the Local Authority or otherwise.

**5. Insurance and Liability:**

- a. THE HIRER shall be responsible to One Housing Group for the cost of repair of any damage done to any part of the property as a result of the hirer's action or inaction during the period of hire.
- b. THE HIRER shall be responsible for making arrangements to insure against any third party claims which may lie against him/her and or organisation whilst using the Community Centre.
- c. One Housing Group and the management of its community centre is insured against claims arising out of its own negligence only.
- d. THE HIRER agrees to share evidence of relevant insurance cover upon request.

**6. Fair Trade:**

- a. THE HIRER shall, if selling goods on the Centre premises, comply with Fair Trading Laws and any trading licenses and any local code of practice issued in connection with such sales.
- b. If selling goods on the Centre premises. The HIRER must 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.
- c. Please note we are not able to agree to alcohol being served or sold on the premises.

**7. Catering and refreshments:**

- a. The Centre does not offer a catered service, THE HIRER can use their own caterer, and contact details must to be supplied to One Housing Group prior to hire.
- b. THE HIRER should check any hygiene certificate before supplying the food if external caterers are used.
- c. If the food is not brought and prepared by external caterers, it is the responsibility of THE HIRER to ensure best practice of hygiene standards are followed.

**8. Kitchen Regulations**

- a. No children are permitted in the kitchen.
- b. The kitchen must not be left unattended whilst the kettle or the oven are in use.
- c. No metallic objects, plates, dishes etc. are to be used in the microwave oven.
- d. The kitchen sink is to be used for washing of crockery, cutlery, food and hands only. You are reminded that you should wash your hands before and after the preparation of any food.
- e. Where a dish washer is provided this should be used only for crockery and cutlery.
- f. All work surfaces should be washed before and after the preparation of any food.
- g. If there is any spillage on the kitchen floor, it must be mopped immediately to prevent anyone slipping and having an accident.

- h. No items should be placed on the kitchen floor, as could be a trip hazard for persons using the kitchen.
- i. All refuse is to be secured in dustbin liners and removed from the kitchen area and placed in the refuse bins outside of the centre.
- j. Please follow hygiene best practice and ensure all cuts are covered with blue plasters.
- k. The kitchen is to be left in the state that it was found in, no food, bottles, glasses or rubbish is to remain on the premises after the event.

#### 9. Noise

- a. All bookings must end by 8.30pm Mondays to Thursdays, 11pm Fridays and Saturdays and 8.30pm Sundays.
- b. THE HIRER must ensure that members of your group/ guests leave the premises quietly in the evening.
- c. THE HIRER must obtain a music license where there is an intention to play music that is covered by such a licence and should provide a copy to One Housing Group. Please note that any music must be turned off by the booking end time.

#### 10. Fire safety

- a. The hirer must ensure they are familiar with the Fire Risk Assessment (FRA) for the building and the evacuation strategy: Simultaneous evacuation in the event of a fire or fire alarm activation.
- b. The hirer must ensure they are aware of the locations of all fire exits within the centre and the external assembly point.
- c. The hirer must ensure that specific individuals present for the event are nominated to assist with an evacuation.
- d. The hirer must ensure that specific individuals present for the event are nominated to use fire extinguishing appliances provided, in the event of a fire.
- e. For regularly scheduled events, the hirer must ensure that at least one fire drill is undertaken every 6 months or 12 recurring events, whichever is the sooner.

#### 11. Data

- a. The information you have provided will be used by One Housing Group staff only. The provision of this information is covered by regulations contained in the General Data Protection Regulation.
- b. By putting in a hire request THE HIRER gives permission for One Housing Group to hold and use the information on this form for the purpose of hire.

Contact us at [communitycentres@riverside.org.uk](mailto:communitycentres@riverside.org.uk)