

# KEA AND DISTRICT COMMUNITY CENTRE

Registered Charity Number 300621

## CONDITIONS OF HIRE

[keacommunitycentre@talktalk.net](mailto:keacommunitycentre@talktalk.net)

1. THE HIRER will, during the period of hire, be responsible for supervision of the premises, the fabric and the contents, their care from damage however slight and behaviour of all persons using the premises, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.
2. THE HIRER shall not sublet the premises nor use the premises for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or any insurance policies in respect thereof. Bouncy castles are not permitted.
3. IN ORDER to comply with current licensing laws the sale or consumption of alcoholic liquor on the premises must be notified in advance to the Management Committee. The necessary licence (Temporary Event Notice) must be obtained before any such event.
4. IF FOOD is to be prepared or served on the premises the lettings officer or a member of the Committee must be informed and the appropriate form signed. Current Food Hygiene Regulations must be adhered to by all hirers.
5. THE HIRER shall indemnify the Committee for the cost of repair of any damage done to any part of the property including the surroundings thereof, or the contents of the buildings, which may occur during the period of the hiring as a result of the hiring. Any damage must be paid for by the Hirer.
6. If THE HIRER wishes to use the premises for music practice or performance, any amplification shall not cause nuisance to people living in neighbouring properties.
7. If THE HIRER wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking, the question of payment or repayment of the fee shall be at the discretion of the Committee. One week's notice is normally required for weekly bookings and one month for monthly or other bookings.
8. FIRE SAFETY NOTICES are placed at each fire exit. These show the evacuation procedure. Fire extinguishers are available throughout the Building. A First Aid box is kept in the kitchen.
9. THE HIRER shall, at the end of the hiring,
  - a) replace tables and chairs in their correct positions in the store room,
  - b) sweep the floors, including the kitchen
  - c) empty wall water heater and kettles. Unplug kettles. Drain dish washer if used.
  - d) check the toilets for cleanliness.
10. All lights must be switched off, doors and windows closed firmly and radiators turned to the setting on leaving.
11. ALL JUMBLE AND RUBBISH MUST BE REMOVED and not left on the premises.

**Failure to comply with these conditions may result in an additional charge, at the discretion of the Committee.**

10. THE COMMITTEE reserves the right to cancel any hiring should the Centre be required for use as a Polling Station for a Parliamentary or Local Election. Any monies paid will be refunded.
11. SMOKING is not permitted anywhere in the building. CANDLES and open flames are not permitted.
12. IN THE EVENT of the Centre or any part thereof being rendered unfit for the use for which it has been hired, the Committee shall not be liable to the Hirer for any resulting loss or damage.
14. Please advise the Secretary of dates and times of booking IN ADVANCE.

Please complete all sections of the attached form and return to the lettings secretary.

Letters or emails of confirmed bookings will be sent as soon as possible.

Mrs Pam Roberts 47, Old Coach Road, Playing Place, TRURO. TR3 6ET.

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## SINGLE BOOKING

I UNDERSTAND AND AGREE TO THE **CONDITIONS OF HIRE** AS SET OUT ABOVE

IF THESE CONDITIONS ARE NOT COMPLIED WITH SOME OR ALL OF THE DEPOSIT WILL BE RETAINED.

I ACCEPT RESPONSIBILITY FOR THE KEY or KEY BOX NUMBER WHICH I HAVE BEEN GIVEN / WILL BE GIVEN.

TODAY'S DATE
NAME in capitals
SIGNATURE
ADDRESS with post code
LAND LINE TELEPHONE
MOBILE TELEPHONE
EMAIL ADDRESS
DATE REQUIRED
TIME REQUIRED
PURPOSE
ON BEHALF OF
USE OF SPEAKER SYSTEM REQUIRED
MAIN HALL                      STOCKLEY MEETING ROOM                      please tick which or both rooms
FOOD / ALCOHOL TO BE SERVED
HIRE PAYMENT RECEIVED Lettings Officer Signature
DAMAGE/ EXTRA CLEANING DEPOSIT RECEIVED £50.00 Lettings Officer Signature
<b>This deposit will be returned to the Hirer less the cost of rectifying any damage or extra cleaning necessary in the premises following the period of Hire</b>

**THESE PREMISES ARE LICENCED FOR NO MORE THAN 250 PERSONS AT ANY ONE TIME**

Lettings Secretary      Mrs Pam Roberts      47, Old Coach Road, Playing Place, TRURO. TR3 6ET.