

Harford Community Centre is a facility that is run by volunteers with minimal paid assistance. To make the Centre available to all residents we keep our fees low. This places certain responsibilities on hirers, as set out below. Please help us to keep the Centre clean and tidy.

The conditions laid out below are designed to enable us to comply with our legal obligations and offer a good service to all hirers. Where reference is made in the conditions to the "Association" this means South Harford & Tuckswood Community Association.

After booking, arrangements will be made for entry to the premises prior to the period of hire. If there are any problems, please contact the office (office@harfordcentre.org.uk)

Booking Terms and Conditions

The Association is not liable to the Hirer for any loss suffered by the Hirer arising out of the Hirer's use of the Room/s. The Hirer releases the Association from any claim made against the Association arising out of, in connection with or caused by the Hirer's use of the Room/s.

The Hirer indemnifies the Association from and against all claims, demands, actions, costs and expenses arising out of, in connection with or caused by the Hirer's use of the Room/s.

The Hirer agrees to reimburse the Association for the full cost of repairing any damage caused to the Room/s, its facilities and any other property owned by the Association.

The Hirer agrees to notify the Association of all injuries or damage arising from the Hirer's use of the Room/s within 7 days of the injury or damage.

The Hirer acknowledges receipt of the Conditions for Hire of the room/s and agrees to those conditions.

CONDITIONS OF HIRE

The Hirer must not breach *any* of these Conditions of Hire.

PAYMENT

Private Parties

a) All bookings must be paid in full at the time of booking this includes the hire fee and the refundable damage deposit (£50).

NB: Your hire period should include any setup, pack down and cleaning time needed.

b) Cancellation: £50 deposit to be retained if cancelled with less than one calendar month notice. Where payment was made by card, please note that the card processing fee is retained and not refundable.

c) If cancelled by the Association for reasons beyond the hirer's control, fee and deposit refunded (no compensation).

d) Damage deposit will be returned by the original method paid, subject to all term and conditions being met. Hirer is responsible for removing litter/ property. The Hirer will be liable for any additional costs arising from excessive cleaning, damage, or the repair or replacement of any items damaged during the hire.

User/Community Groups & Businesses

a) Payment & cancellation terms as per your individual hire agreement

USE OF THE CENTRE

a) No equipment moved/removed without prior arrangement.

b) Decorations only with masking tape or white tac. Use pin boards. No nails, screws, adhesives.

c) **Strictly no streamers, party poppers, confetti.**

d) If used, lighting/heating/air con to be switched off at the end.

e) No sub-letting.

f) Hirer/guests to use only booked rooms, with use of kitchen, lobby and toilets.

g) Hirer/guests to park in ASDA car park (max 4 hours) If your hire is over the 4 hours, please notify the security staff or customer service at the Asda store to enter your registration on the parking eye database. Disabled parking directly outside the Centre is for blue badge holders only.

h) Noise must be controlled so it does not disturb other users of the centre or neighbouring residential properties. This includes amplified music, loud conversation, and noise when entering or leaving the building.

i) The premises must be fully vacated by the agreed end time. Late leaving, including continued clearing-up past the end of hire, may result in extra charges and the damage deposit being retained.

j) Maximum numbers: Hall: 140, David George Room: 40, Room 3: 20.

k) No smoke/Haze machines.

l) Children must supervised at all times.

m) CCTV operational in entrance, lobby, kitchen. Accessed only by the Community Liaison with a Trustee in event of an incident.

n) No pets except Guide/Assistance dogs.

KITCHEN FACILITIES

- a) Appliances left clean and tidy.
- b) No food/drink left in rooms/facilities.
- c) No liquid to be disposed of in the bins

All rubbish removed from the community centre and taken away – *The bin area outside Greggs MUST NOT be used for rubbish disposal.*

ALCOHOL

- a) Written consent required to consume alcohol.
- b) Alcohol cannot be sold without Association approval and must engage approved bar hire (Wallace Bars)
- c) Normal regulations apply: no alcohol served to or consumed by under 18s.

SMOKING

Smoking or vaping not permitted anywhere inside or on outside terrace.

FIRE PRECAUTIONS / FIRST AID

Hirer must familiarise themselves with FIRE ACTION notice.

The named hirer agrees to act as the designated fire marshal for their group/event, ensuring all guests evacuate safely and promptly in the event of a fire.

- a) Emergency exits: main entrance, terrace exit. Fire doors closed when not in use.
Assembly point: bicycle racks next to SCHMIDT kitchens.
- b) Fire extinguishers: water and CO₂ in hall/lobby. Fire blanket in kitchen.
- c) First aid box in kitchen boom cupboard. Report usage and incidents in Accident Report Book and email office@harfordcentre.org.uk
- d) Defibrillator fitted outside the Centre.

LIABILITIES

- a)** Hirer must be present, supervise premises, protect building/contents. Responsible for damage/loss.
 - b)** Hirer must ensure that, if they are the last to leave, the building is locked securely using the key or key code provided.
 - b)** Hirer must not infringe copyright/performing rights. Indemnify Association and Norwich City Council.
 - c)** Hirer responsible for:
 - Obtaining permits/insurance for activities
 - Returning chairs/tables neatly to store
 - Removing rubbish responsibly
 - Leaving toilets clean and tidy (except sanitary/nappy bins)
 - Paying costs for damage caused by hirer/guests
 - Leaving the centre clean, tidy, and as you found it.
 - d)** Neither Norwich City Council nor Association are liable for injury/damage except due to negligence. Hirer indemnifies both.
 - e)** Hirer is responsible for damage caused by irresponsible behaviour.
 - f)** Hirer selling goods must comply with Fair Trading Laws. Prices, organiser's name/address displayed. Discounts only on RRP.
 - g)** Liability cover required for bouncy castles/inflatables. Max height 2.5m.
-

DISPUTES

- a)** Association's decision is final.
- b)** Breach of conditions: Association or Council may terminate hire immediately. No refund or compensation.

Note on insurance: Fire damage covered by Council's insurance, but recovery may be sought from hirer. Hirers advised to arrange liability cover.