

# Harford Community Centre

The Lastings, Hall Road, Norwich, NR4 6ET.

Harford Community Centre is a facility that is run entirely by volunteers with minimal paid assistance. In order 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 & Tuckwood Community Association.

We will contact you to arrange entry to the premises prior to the period of hire. If there are any problems please contact the Centre Manager.

## CONDITIONS OF HIRE

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

## PAYMENT

- A non refundable deposit of £50 will be paid on confirmation of the booking. The remaining balance for the hire of the premises must be paid at least one calendar month in advance, in the case of on going use, by arrangement with the Centre Manager and shall be payable at the rate in force at the time of hire. NB: Your hire period should include any setup, pack down and cleaning time needed.
- In the event of a cancellation, the hiring fee will not be returned unless the cancellation is made more than one calendar month prior to the date on which the event was due to take place. The non refundable deposit of £50 will still be retained.
- Where a booking is cancelled by the Association for any reason beyond the hirer's control, the hiring fee and deposit will be refunded but the Association will not be responsible for, or liable to pay, any compensation.
- For private hire events a refundable bond is payable at least one calendar month prior to the date of the event. This needs to be claimed, from the Centre's office, within 28 days from the end of the period of hire, subject to the Centre having been left in a clean and tidy condition and the conditions of hire having been followed. At the end of the period of hire the hirer shall remove any litter or property belonging to the hirer or their agents and servants. The hirer will pay any expense incurred by the Association in removing such items or additional cleaning costs.

## USE OF THE CENTRE

- No equipment shall be moved or removed from the premises except by arrangement with the Association.
- Decorations should only be mounted using masking tape, so they do not damage the paintwork, or pinned to the pin boards. No nails, screws or other objects shall be driven into or adhesives fixed to the walls, floors, ceilings, fixtures or fittings.
- The use of streamers, party poppers, confetti and similar items are not allowed.
- The hirer or their agents and servants shall not alter or tamper with the heating and lighting systems of the Centre. Hirers are requested to turn off any switches at the end of their session that they turned on at the beginning.
- The hirer shall not sub-let any part of the premises.
- The hirer of the room/s and guests are confined to the room/s and its accompanying facilities, this does not extend to any other property owned by the Association. The Kitchen and Lobby areas should not be used as activity spaces.
- Guests are asked to park in the ASDA car park and to familiarise themselves with the terms and conditions of said car park. Currently a maximum of 4 hours is permitted without notifying ASDA. Disabled parking outside the Centre is for blue badge holders only.
- Hirers are requested to keep the noise level, especially of live or recorded music, at a reasonable level in order to avoid disturbing nearby residents. Any amplified music must finish 30 minutes before the end of an evening hire period and the premises vacated by the agreed time. Failure to abide by this condition may result in the hirer losing their bond.
- Hirers should note the following: the maximum number of people allowed in the Hall is 140 and 40 people in the David George Community Room and 20 in Room 3.
- No smoke machines are to be used in the Centre as this could result in the fire alarm being activated.
- Children must be supervised at all times.
- CCTV is operational outside the building, in the entrance hall, in the lobby area and in the kitchen for reasons of safety and security. This will only be accessed and viewed by the Centre Manager with a Trustee in the event of an incident (please see CCTV policy).
- No pets are allowed in the Centre or on the outside terrace with the exception of Guide/Assistance dogs.

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#### KITCHEN FACILITIES

- a) If Kitchen Facilities are to be used, all appliances must be left in a clean and tidy condition.
- b) No food or drink may be left in the Room/s and/or facilities.
- c) All rubbish must be removed from the premises and disposed of responsibly.

#### ALCOHOL

- a) We are not a licensed premises. If you wish to consume alcohol on the premises you will need to obtain our written consent and engage the services of our approved licensee.
- b) Under no circumstances shall alcohol be sold until approval from the Association has been obtained and the Association signs the necessary licences.
- c) Normal alcohol regulations apply. Alcohol is not to be served to guests under 18 years of age.

#### SMOKING

- a) Smoking or vaping is not permitted anywhere in the premises or on the outside terrace.

#### FIRE PRECAUTIONS / FIRST AID

The Hirer should familiarise themselves with the Centre's FIRE ACTION notice located by the exits.

- a) Emergency exits - The Centre has the following exits: main entrance to the premises, emergency exit via the terrace. All fire doors must remain closed whilst not in use. The assembly point for the premises is at the covered bicycle racks next to SCHMIDT kitchens.
- b) Fire extinguishers - there are water and CO<sub>2</sub> extinguishers in the hall and lobby. There is also a fire blanket in the kitchen.
- c) First aid - there is a first aid box in the kitchen. Hirers are requested to inform the Association of what items were used and the incidents recorded in the Accident Report Book provided.
- d) Defibrillator - A Defibrillator and Bleed Control Kit is fitted to the outside of the Centre. Dial 999 for access

#### LIABILITIES

- a) The hirer shall be continuously present on the premises for the period of hire and be responsible for the supervision of the premises, protection of the building and contents. Any damage or loss incurred due to the failure of the hirer to fulfil these conditions will be reclaimed from the hirer. All doors that are unlocked for the period of hire must be locked again after use of the Centre.
- b) The hirer or their agents and servants shall not infringe any copyright or performing rights and undertake to indemnify the Association and Norwich City Council against any cost, damage or other sums which may be payable as a result of such infringement.
- c) The hirer will be held responsible for:
  - Obtaining any necessary permits from the relevant authorities as required for planned activities.
  - Returning chairs/tables to the store room and stacked neatly as shown.
  - Removing all rubbish from the premises and disposing of it responsibly.
  - Leaving the toilet areas clean and tidy, removing all rubbish with the exception of sanitary and nappy bins.
  - Any damage caused to the structure, fixtures or fittings of the Centre and any property belonging to the Centre, provided that the act or failure to act of the hirer, their servants, agents or guests, causes the damage. The hirer shall pay any costs, expenses or other sums incurred in making good such damage.
- d) Neither the Norwich City Council nor the members of the Association shall be liable for any action or failure to act which results in personal injury or damage or loss of property, except to the extent that such personal injury, death or damage to property occurred due to negligence of the Norwich City Council, its servants or agents within the scope of their authority. The hirer agrees to indemnify the Norwich City Council and the members of the Association against all claims other than those excluded where the cause of action arose during the period of hire, or as a result of the hire.
- e) The hirer will be held responsible for any damage caused as a result of irresponsible behaviour during a hiring. The hirer shall pay any costs, expenses or other sums incurred in order to repair the damage.
- f) The hirer shall, if selling goods on the Centre 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 the Manufacturer's Recommended Retail Prices.
- g) Hirers must arrange liability cover if using a bouncy castle/inflatable. Maximum height allowed 2.5m.

#### DISPUTES

- a) In the case of any disputes arising, the decision of the Association will be final.
- b) If there should be any breach by the hirer of any condition contained in this agreement, the Association or Norwich City Council may terminate the hiring forthwith by notice in writing to the hirer and they shall not be entitled to the return of any part of the hiring fee paid to them or any compensation arising from the termination of the hire.

**Note on insurance:** In particular case of damage to the premises being caused by fire, the council's fire insurance will deal with the cause and may have the legal right of recovery from the hirer. In view of the potential liabilities in respect of damage to Council property, however caused and other liabilities referred to in these conditions of hire, hirers are advised to consider arranging liability cover.