

**TERMS AND CONDITIONS OF HIRE FOR
HATCH WARREN COMMUNITY CENTRE 2022**

KEYHOLDERCONTACT
NUMBERS:
07778 553141

PLEASE READ CAREFULLY

THE HIRER WILL ENSURE THE FOLLOWING:

- **Advertising** – If you are planning to advertise externally for your event taking place at Hatch Warren Community Centre, you must contact Mr Munday, Enforcement Officer at Basingstoke & Deane Borough Council on 01256 845495 for advice. Please remember that fly posting is illegal. You will be prosecuted as well as the Centre.
- We are committed to equality of opportunity for all, the Centre staff are here to help and therefore the hirers will ensure that a high level of good conduct is maintained to all staff. Hirers should refrain from offensive behaviour, offensive language and unruly behaviour at all times.
- Smoking is not permitted in **any** part of the building. Failure to comply with this or damage to the building or contents, associated with smoking will result in the **loss of £50 of the damage deposit. (This includes the area under the shutters at the front entrance and we ask you to ensure butts are placed in fire bucket.)**
- The building remains secure while on hire. The hirer is responsible for the building during the hire period. The automated front door **must not be wedged open**. Any damage to the motor will result in an emergency call out and **the Association reserves the right to claim all the costs of repair to the premises**.
- The premises are left clean and tidy, and any equipment used is returned to its source, clean and suitable for the next hirer. If the building is left in a damaged or unsuitable or excessively messy state then a **charge of £50 will be deducted from the damage deposit**, to cover costs of repair or cleaning.
- **This is not the extent of the liability and the Association reserves the right to claim all the costs of repair/cleaning to the premises.**
- All rubbish is placed in the outside blue bins. RECYCLE where possible in recycle bins. Wax, liquid, sand or earth is not to be spilt or placed on the floors. **Do not drag chairs on the new wooden floor, please use the lifting trolley at all times.**
- Nothing is affixed to or on any part of the premises without permission of the Community Centre Office. (Blue/White tack can be used) Please seek permission if using pins or adhesive tape. Nothing is to be removed from the walls (ie: Playgroup paintings or murals) without permission from the Office. **Any damage will result in a loss of £50 of the damage deposit.**
- All music/discos **MUST STOP AT 11.00pm**. Music should not be played in the Conservatory. Individuals who cause a nuisance are to be removed from the premises and noise is to be kept below nuisance levels for neighbouring properties at all times.

- Alcohol **MUST NOT** be consumed after 11.00pm, as part of our Premises License and may only be consumed if prior written authority has been given by License Officer.
- After 6pm, the fire doors and top windows on the left-hand side of the building **MUST** be kept closed at all times. The fire doors are alarmed and will activate if opened. If the doors are opened the caretaker will need to reset the alarm, **at a cost of £20 payable directly to the caretaker.**
- The garden is not to be used in the evening after 6pm. The play equipment on the patio is the property of Hatch Warren under Fives and **must not be** used by hirers.
- Electrical equipment is not to be installed without permission and requires PAT (Portable appliance Testing) certification
- Bouncy castles and bouncy ball pools have adequate insurance. The hirer must take full responsibility for all children using the inflatable or bouncy castle. Written confirmation must be obtained from Basingstoke and Deane Borough Council for erection of Bouncy castle on the playing fields.
- **Didi Karts, Smoke machines and strobe lighting effects are not allowed** to be used in the building.
- The premises must not be used for any purpose other than that stated on the booking form. Only those parts of the building hired are to be used.
- Fire doors and entrances and exits **MUST** be kept clear at all times and an approved fire safety seating plan must be used for seated audiences.
- The function is adequately supervised ie: a ratio of one adult to ten children/youths for children's/young people's events.
- Vehicles must not be parked in front of the entrance but in the parking spaces provided.
- The premises are to be vacated, with all articles, after the period of hire. In the case of all day hire, or evening hire the Centre is to be vacated at **12.00 am at the very latest.** **Failure to do so WILL INCUR a charge of £50, which will be deducted from the damage deposit.**
- The Hirer must provide all relevant Insurance cover for third parties.
- **No refund is given if the booking is cancelled within 4 weeks of the event date.** If cancellation takes place 4-8 weeks prior to the event date and the Association is able to conclude a replacement booking, the question of repayment of fees shall be at the discretion of the Association but will incur a £15 admin fee.

All the above conditions are discretionary, and are at the discretion of the Hatch Warren & Beggarwood Community Association; serious infraction of the conditions may lead to the forfeit of the whole damage deposit. Neither the Association nor Basingstoke and Deane Borough Council are responsible for damage to nor loss of any items brought onto the premises. The cost of any damage to or loss of any Association property shall be passed on to the Hirer. Hatch Warren & Beggarwood Community Association reserves the right to refuse any bookings.