** Terms and Conditions of Hire**

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1. **Payment**: Private hirers must pay in full for the hire of the hall, kitchen or meeting room, at least 14 days in advance of the hire date.
2. **Security Deposit**: A refundable security deposit of £50 is payable at the time of booking. Once the deposit is paid and a completed booking form has been received, the booking is confirmed. The deposit will be returned subject to a satisfactory inspection of the premises after the event and when all hiring conditions have been observed.
3. **Booking Cancellation by Hirer**: Hirers are required to give at least 14 days’ notice to the Marlpit Community Centre Booking Secretary (marlpitcommunitycentre@gmail.com) of cancellation for fees and deposits to be refunded.
4. **Booking Cancellation by the Marlpit Community Centre**: If a booking is cancelled by the Marlpit Community Centre for reasons beyond the hirer’s control, the hiring fee and security deposit will be refunded, but the Committee will not be responsible for or liable to pay compensation for any loss incurred by the hirer.
5. **Arriving at the venue**: Hirers must call the contact number issued at least 5 minutes prior to arrival. The committee member assigned to the booking will come and open up the centre, welcome the hirer and give a short induction.
6. **Leaving the premises**: The Centre's facilities are for the use and pleasure of all hirers, and therefore it is a requirement that the premises are left in a clean and tidy condition.

* In the last half hour of the hire period, the hirer must sweep all floors and mop up any spills and sticky patches.
* All surfaces including tables and chairs used must be wiped clean, and any personal property removed from the premises. Toilet areas are to be left clean.
* No litter should be left in the premises or grounds of the Marlpit Community Centre. Hirers are responsible for the disposal of all rubbish created during their hire, including tissues and cleaning cloths, transferring the liner and contents of each bin into the large rubbish bags provided, and taking all rubbish away with them when they leave the centre. Hirers must leave each bin with a new liner in place.
* Hirers must vacate the premises within their hire period.
* Hirers will use and vacate the premises in a considerate manner, taking into account that this is a residential area.
* Hirers must call the contact number on the booking form at least 5 minutes prior to vacating the premises, the committee member on duty will come and inspect the premises and close the centre securely.

1. Failure to leave the premises in a clean and fit for purpose condition will result in a further charge or loss of deposit. The hirer agrees to reimburse any costs incurred by the Marlpit Community Centre to clean, repair any damage, replace any breakages or take away any litter left at the premises.
2. **Respect to neighbours**: All hirers are requested to keep the noise level at a reasonable level, especially of live or recorded music. Musical entertainment must finish at 10.00pm and the premises vacated by 10.30pm. We ask that all guests leave quietly to respect our neighbours.
3. **Parking:** All vehicles must be parked in the designated parking bays only. The users of the car park do so at their own risk.
4. **Personal property**: All property brought into the centre is done so entirely at the owner’s risk.
5. **Equipment:** is the property of the Marlpit Community Centre and must not be removed from the premises. Any equipment used by agreement, including tables, chairs and the kitchen, must be cleaned **before and after use** and returned to their designated storage area at the end of the hire period. Failure to do so will result in an additional charge being incurred or the deposit being withheld.
6. **Portable Electrical Equipment**: Any electrical equipment brought to the centre by the hirer, must be PAT tested by a NICEIC Electrical Contractor. All equipment should be labelled with a valid test date. No smoke or haze machines or smoking decorations e.g candles are to be used on the premises.
7. **Decoration:** The hirer must not use any nails, tacks, screws or adhesive or such objects to any part of the structure of the premises or its fixtures and fittings. No decoration or advertisements may be placed on the structure of the premises without the prior consent of the Marlpit Community Centre Committee.
8. **Advertising:** Hirers must not advertise any events to take place in the premises by means contrary to the Town and Country Planning (Control of Advertisements) regulations 2007.
9. The hirer is responsible for any person using the Centre during the hours of hire.
10. The hirer must not give permission to any other person to use any part of the premises during the hirer’s period.
11. Norwich City Council or the committee may visit to make checks and complete maintenance works.
12. **Safeguarding:** When children are present on the premises they must be supervised at all times by an adult, adhering to national safeguarding regulations.
13. This is a **No Smoking** centre. No smoking or vaping is allowed anywhere on the premises (including outside areas within the railings).
14. **Alcohol**: Sale of alcohol is strictly forbidden without correct valid licences. It is the hirer’s responsibility to obtain any licence required, which must be shown to the Booking Secretary not less than 28 days prior to hire. Should the hirer cancel the booking and therefore by implication the bar, it is the hirer’s responsibility to notify the licensee. No alcohol is to be consumed on the premises by persons under the legal age.
15. **Rooms:** can only be used for the time and purpose for which they are booked, and only the rooms booked should be used.
16. **Kitchen:** If included in the booking agreement, use of the kitchen is limited to persons over the age of 18. This is a high risk area and must be used with caution. This area is for preparing teas, coffees, snacks etc.
17. **Outside activity**: taking place within the perimeter of the grounds of the Marlpit Community Centre will have to be notified in advance, preferably at the time of the booking, by the hirer. Approval will be at the discretion of the committee, subject to adequate insurance cover being supplied. Music devices must not be used outside of the building.
18. Bicycles, roller blades, skateboards or any similar items must not be used inside the premises. Bouncy castles may be used with the prior permission of the committee and a valid insurance certificate.
19. **First Aid:** All hirers should supply their own First Aid equipment, which should be appropriate for their planned activities. There is a First Aid box and COVID-19 responder’s box located in the kitchen.
20. **Accident & Incident Reporting:** Please advise the Marlpit Community Centre on 07594 163355 or email [marlpitcommunitycentre@gmail.com](mailto:marlpitcommunitycentre@gmail.com) outlining the nature of the incident and the actions taken for any persons injured.
21. **Fire Evacuation**: Upon hearing the fire alarm, you must evacuate the building immediately and assemble on the basketball court located to the right of the building or the front car park whichever is closest; you will need to call 999 for any of the emergency services. It is the hirer’s responsibility to ensure that all guests are familiar with the process at the beginning of the hire period.
22. **Emergency Exits and Fire Extinguishers:** There is a plan showing the location of fire exits and extinguishers in the foyer on the notice board.

* No obstacles should be placed in front of emergency exits and exit corridors must be kept clear at all times. To prevent the spread of fire and smoke, fire doors must not be propped open.
* There are foam extinguishers located in the foyers and the main hall (to be used on fires of paper, cardboard or textiles). Carbon dioxide extinguishers are located in the foyer, kitchen and front meeting room (to be used for electrical fires). There is a fire blanket in the kitchen.

**Community Centre Regulations for the Safety of Users**

**SR1:**

You, the Hirer, will be responsible for ensuring those attending your activity or event comply with all fire and safety regulations, eg. COVID-19 Secure Guidelines, while at the centre. We expect all users of the centre to pay particular attention to regular hand cleaning and respiratory hygiene: Hands, Face, Space, Fresh Air.

**SR2:**

You will be responsible for cleaning all touch points **before,** **during and after** yourevent, paying particular attention to handles, hand basins and kitchen sinks (if used). You will bring your own gloves but will use the cleaning products supplied by the centre.

**SR3:**

You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they need to self-isolate or if they or anyone in their household has had COVID-19 symptoms in the last 48 hours and that if they develop symptoms within 10 days of visiting the centre they MUST seek a PCR test.

**SR4:**

You will keep the premises well ventilated throughout your hire, with windows and non-fire doors open as far as convenient. You will arrange furniture and equipment so that no participants have to sit close to cold draughts.

**SR5**:

You will ensure that **no more than the number** of people stated on your booking form will attend your activity/ event, in order that social distancing can be maintained.  It remains important to respect and be considerate of those who are more vulnerable and those who may wish to take a more cautious approach and therefore we encourage the use of social distancing and the wearing of face coverings by those using the centre.

**SR6**:

You will ensure that everyone attending follows the one-way system within the centre, and observes the floor markings when using more confined areas within the premises (e.g. moving and stowing equipment, accessing toilets, kitchen). You will make sure that no more than one person uses each toilet at one time, with no more than one waiting.

**SR7:**

You will position furniture or the arrangement of the room to facilitate distancing with mitigation measures: preferably seating side by side, rather than face to face, and ensuring good ventilation. If tables are being used, you will place them so as also to maintain a distance between groups of people.

**SR8**:

You are requested to keep a record of the date and time the event started and the name and contact telephone number or email of all those who attend your event. This record MUST be kept for a period of 3 weeks after the event and provided to NHS Track and Trace if required.

Information should be kept securely so as to comply with GDPR. NHS QR posters will be on display in the centre for any individuals who wish, additionally, to make a personal record on their smartphone app.

**SR9**:

You will be responsible, if you do provide drinks or food, for ensuring that crockery and cutlery are washed in hot soapy water, dried and **put away** in the designated cupboard. You will bring your own clean tea towels, to reduce the risk of contamination between hirers, and take them away with you on leaving.

* You MUST ensure the Expelair vent is in operation when using the kitchen.
* A face covering should be worn when using the kitchen or serving food.

**SR10:**

We will have the right to close the centre, to some or all activities, if there are safety concerns or if it is reported that these Conditions of Hire are not being complied with, whether by you or by other hirers, or in the event that the guidance or legislation relating to community centres is changed. If this is necessary, we will do our best to inform you promptly and you will not be charged for any cancelled hire.

**SR11**:

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the community centre, they **MUST** be sent home to self-isolate. If they need to be collected, you should remove them to a safe area away from other participants. (A Covid First Response Kit is located in the kitchen to help you to support them). Inform the centre on: **07594 163355** or [marlpitcommunitycentre@gmail.com](https://d.docs.live.net/3dfc8e2b52f24fa7/Documents/Marlpit%20Community%20Centre/Covid-19/marlpitcommunitycentre@gmail.com) if there is no reply.

**SR12:**

For activities which increase the risk of aerosol or droplet transmission, e.g. live drama or music and indoor sports such as fitness and dance, hirers **MUST** be able to show how they will follow the appropriate guidance from the government or their governing body. You **MUST** take steps to avoid people needing to raise their voices unduly to each other.

**SR13:**

Participants are encouIf this is unavoidable, all frequently touched surfaces **MUST** be properly cleaned between users. You will ensure that any shared equipment belonging to the community centre is cleaned before use and again before being stored in the designated cupboard.

These Conditions of Hire may be altered, at any time, if we receive new instructions for the safe use of community facilities. If this is necessary, we will do our best to notify you promptly of the changes and you will not be charged if you choose to cancel your hire.

* You will be required to sign a new agreement. An electronic signature or email confirmation of the conditions will be acceptable.

**Hirer’s Declaration:**

Maximum number allowed: 40

Permitted activity: Young Carers Groups

I understand and agree to comply with the Centre's Safety Regulations and Conditions of Hire.

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| --- | --- | --- | --- |
| Signature of Hirer: |  | Date: |  |
| Name (Print): |  | |  |