



TERMS AND CONDITIONS OF HIRE FOR THE MERESIDE COMMUNITY CENTRE

The Mereside Community Centre Association offers the centre for hire under the following terms and conditions.

1. The Hirer and Responsibility

- a. **The person** in charge of the function must be 21 years of age or over
- b. **The Hirer** is the person responsible for the booking and must be present on the premises for the entire duration of the hire period.
- c. The Hirer is responsible for the conduct of all guests, agents, or third parties (e.g., caterers, entertainers) attending the event.

2. Centre Capacity and Use

- a. The maximum number of people attending the function must not exceed the specified capacity for the room(s) hired.
- b. The premises shall be used only for the purpose specified in the booking application. The Hirer shall not assign or sublet any part of the premises.
- c. **The Hirer** must ensure all doors and exits are always kept free from obstruction.

3. Safety and Security

- a. **The Hirer** is responsible for fire safety and must be aware of the location of all fire extinguishers and fire exits.
- b. No naked flames, including candles or incense, are permitted within the building.
- c. The premises are a non-smoking facility. This includes the use of e-cigarettes and vaping devices inside the building.
- d. **The Hirer** must report any accidents or injuries to the booking officer as soon as possible.
- e. The Hirer must not tamper with any of the fire-fighting equipment, alarms, or security systems.

4. Noise and Nuisance

- a. **The Hirer** shall ensure that the minimum of noise is made on arrival and departure.
- b. **The Hirer** shall ensure their guests and agents do not disturb other events and activities taking place in separately hired rooms or areas of the centre.
- c. No cars, trailers, bikes, or vehicles of any description are to be parked or allowed anywhere other than in the designated car park.

5. Alcohol and Entertainment

- a. Alcohol is only able to be sold with the appropriate license, which must be shared with the booking officer prior to the event taking place. (The license must be displayed at the centre during the event)
- b. No alcohol license is required if the users are bringing their own or it is being given away, we do ask that you inform the booking officer.
- c. Mereside Community Centre holds the appropriate music license, but it is up to the hirer is responsible for ensuring that all public entertainment, including live or recorded music, complies with all relevant licensing laws.

6. Damage and Cleanliness

- a. **The Hirer** shall leave the premises including the **communal area** and **toilets** in the condition in which they were found. (An extra cleaning charge of **£40** will be added to your invoice if unexpected cleaning is needed post your hire, for example if the toilets are left in an unacceptable condition)
- b. **The Hirer** will be held responsible for any loss or damage to the Centre's property, including the building, furniture, and fittings. Any damage must be reported to the booking officer immediately.
- c. No pins, tacks, nails, or adhesive tape should be fixed to the walls, floors, or furnishings.

7. Child Protection

- a. **The Hirer** shall ensure that all activities for children are supervised by a person who is at least 18 years old.
- b. **The Hirer** shall comply with all provisions of the Children Act 1998 and all other relevant legislation concerning the safeguarding of children. A copy of the event's child protection policy may be requested by the Community Centre.

TERMS AND CONDITIONS OF HIRE FOR THE MERESIDE COMMUNITY CENTRE (continued)

8. Indemnity and Liability

- a. **The Hirer** is responsible for deciding to insure against any third-party claims which may lie against **the Hirer** or the organization he or she represents while using the Centre.
- b. The Mereside Community Centre Association shall not be **liable** for any loss or damage to property belonging to the **Hirer** or **third parties**.

9. Animals

- a. **The Hirer** shall ensure that no animals (including birds) are brought into the centre, other than for a special event agreed to by the committee.
- b. Guide dogs and assistance animals are permitted at any time.
- c. Animals are not permitted in the kitchen under any circumstances.

10. Failure to Comply

- a. Failure to meet these conditions may result in the forfeiture of the security deposit and/or refusal of future bookings

11. Cancellations and Refunds

- a. **If the Hirer** wishes to cancel a booking, they must do so in writing or email.
- b. **The Hirer** shall not be entitled to a refund of any deposit already paid, or any payment of the fee, if they cancel the booking on the day of the event or are unable to conclude a replacement booking.
- c. The Mereside Community Centre reserves the right to cancel any booking without notice if the venue is required for use as a Polling Station for a Parliamentary or Local Government election or by-election. In such cases, the Hirer shall be entitled to a full refund of any deposit or fee paid.
- d. The Mereside Community Centre reserves the right to refuse or cancel a booking at any time, before or during the term of the agreement, by giving 7 days' notice in writing to the Hirer. The Hirer shall be entitled to a reimbursement of any fees paid.
- e. If the centre or any part thereof is deemed unfit for use for which it has been hired, the committee shall not be liable to the hirer for any resulting loss or damage.

12. Departure and Inspection

a. On completion of the period of hire and before leaving the building, the named person in charge of the function must ensure the following:

- All equipment (tables, chairs, stage blocks, etc.) are returned to the storeroom.
- All window catches are in the locked position, and the windows are secure.
- All curtains and blinds are neatly shut.
- All unsold goods and the Hirer's property are removed from the premises.
- The kitchen is left clean, and all crockery and cutlery are washed and placed in the cupboards.
- All kitchen electrical appliances are unplugged from wall sockets, and all taps are turned off.
- The hall floor is swept clean of all dust and dirt, and all rubbish is placed in the containers provided. b. The return of the Hirer's deposit is conditional upon the strict observation of these Terms and Conditions of Hire and upon the completion of the checklist outlined above.

Hirers, please note that the return of their deposit is conditional upon strict observation of the terms and conditions set out in this document (T&C's)

Document Dated 14/10/25