

Banham Community Centre

Hire Agreement

This form is an agreement between the Banham Community Center Association (COMMITTEE) and HIRER names below. The conditions of hire are set out in *Standard Conditions* and *Special Conditions of Hire* set out overleaf. The prices are set out in our current Hire Charges document and will be quoted on receipt of your completed Hire Agreement.

HIRER Details

Date:

Name of individual or organisation:

Name of representative if an organisation:

Address:

.....

.....

Telephone Number:

Email Address:

Facilities being Hired

Space required: Main Hall / Small Hall

Date of event:

Start time and end time of event:

This must include time for setup and clear up

Purpose of event (e.g. wedding reception):

Type of entertainment:

Additional Facilities Required (e.g. Kitchen, Bar):

If you require a bar, what time to you want it to open:

Outside caterer: YES/NO

I agree to abide by the conditions of hire set out overleaf :

Print Name:.....

Please return you completed form by email to: banhamcommunitycentre@gmail.com or

Post to Banham Community Centre, Kenninghall Road, Banham, Norwich NR16 2HB

Standard Conditions of Hire

1. The HIRER shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose, or bring onto the premises anything that may cause damage
2. The HIRER shall be responsible for the supervision of the premises, including the fabric and the contents, protecting against damage however slight, and for the behavior and safety of those using the premises.
3. The HIRER shall exercise proper supervision of car-parking arrangements so as to avoid obstruction of the highway.
4. The HIRER shall ensure compliance with all conditions and regulations in respect of the premises by the Fire Authority, Local Authority, Local Magistrates' Court or otherwise, particularly in connection with the event which includes pubic dancing or music or other similar public entertainment or stage plays.
5. The HIRER shall indemnify the Committee for the cost of repair of any damage done to the premises, including curtilage, or contents of the building that occur during the period of hire or as a result of the hiring.
6. The HIRER shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise and any items temporarily removed from their usual positions properly replaced.
7. The HIRER shall allow for set up and tidying within the booked period.
8. The HIRER shall ensure that access to all other unbooked areas of the Community Centre is maintained at ALL times during the booked period.
9. The COMMITTEE reserve the right to cancel a hiring in the event of the hall being required for uses as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the hirer will be entitled to a refund of any deposits already paid.
10. The COMMITTEE shall not be liable for any loses or damages in the event that the premises have been rendered unfit for the use for which it has been hired.

Special Conditions of Hire

SUPERVISION

1. The HIRER shall not be a person under 18 years of age and shall be in charge of the premises during the whole time of the hiring and shall not be engaged in activities that prevent him/her from exercising general supervision.
2. There shall be a minimum of two persons, neither of which shall be under 18 years of age, on duty in the premises while they are used for public entertainment, including the person in charge. All persons in charge shall be familiar with the procedures to adopt for safe evacuation of the premises and the firefighting equipment available

CAPACITY

3. The number of people on the premises shall not exceed for dancing, or seated, the number permitted under the Entertainment License granted in respect of the premises. Capacity avail upon request.

MEANS OF ESCAPE

4. ALL means of exit must be kept clear of obstruction and immediately available for rapid public evacuation.
5. The emergency lighting must not be covered or turned off during the whole time the premises are occupied
6. The fire assembly point is located on the grass area to the side of the car park entrance.

OUTBREAK OF FIRE

7. The Fire Brigade shall be called to any outbreak of fire, however slight, and details shall be given to a Committee representative.

EXPLOSIVE OR FLAMMABLE SUBSTANCES

8. Flammable substances shall not be brought into or used in any part of the premises.
9. No internal decoration of a combustible nature shall be erected without the consent of the Committee.

HEATING

10. No unauthorised heating appliances shall be used on the premises when open to the public.

SMOKING AND CONSUMPTION OF ILLEGAL SUBSTANCES

11. Smoking and vaping are not permitted on the premises.
12. Illegal substances shall not be consumed or brought onto the premises at any time.