

## Standard Terms and Conditions of Hire of the Greenstead Community Centre

The Hirer is the individual or organisation by whom the booking form is signed and is responsible for ensuring that the standard conditions of hire stated in this document are observed and carried out.

1. The Hirer shall be responsible for the payment of all charges in respect of hiring. The Hirer will have no right to use the rooms and facilities, until all payments have been made in full at the times stipulated.
  - (a) Payment for single bookings must be paid in full four weeks before the hire date.
  - (b) Payment for block bookings must be paid monthly in advance within the first week of each month.
  - (c) Where bookings are requested less than 28 days in advance, deposit and hire charges will be due immediately.
2. A deposit of £50 will be required for hire by private individuals within two weeks of making a booking. A cheque for the full deposit will be returned to the Hirer as soon as possible after the booking taking place where the premises have been left in a suitable condition.
3. It is the responsibility of the Hirer to make known all their requirements at the time of booking and ensure that the booking form has detailed those requirements correctly.
4. Provisional bookings can be accepted, but do not give the Hirer the right to use the rooms and facilities, until a formal booking has been made in accordance with the standard conditions of hire. Where the booking has not been confirmed within one week it will automatically be cancelled.
5. If the G.C.A wishes to cancel a block booking, they shall give notice to the Hirer of not less than one calendar month unless rule 3c of the centre's general rules applies.
6. If, for any reason, the G.C.A has to cancel a booking, any fees paid will be returned to the Hirer. The G.C.A however shall not be held liable or be required to pay compensation or damages for any loss or damage sustained as a result of, or in any way arising from the cancellation of the booking.
7. A £25 cancellation charge will be made for all cancellations. In addition to the cancellation charge, hire charges will be owed to the G.C.A where less than 28 days notice is given as follows:

Period of notice given	% of charges owed	% of payments made which will be refundable
4 weeks or more	0%	100%
3-4 weeks	25%	75%
2-3 weeks	50%	50%
1-2 weeks	75%	25%
Less than 1 week	100%	0%

The Hirer must give one calendar month's notice to terminate a block booking during which time payments must be made. In the case that individual occurrences are cancelled within a block booking, charges will be made in accordance with the period of notice given as detailed above.

8. The G.C.A reserves the right to increase the hire charges at any time and without notice, although where possible notice would be given.
9. Any costs incurred by the G.C.A for any reason as a result of the hire will be charged to the Hirer.
10. The Hirer shall take out adequate insurance to cover the Hirer and members of the Hirer's organisation and invitees against all claims arising as a result of the hire and, on demand, shall produce the policy or other evidence of cover to the centre staff. Failure to produce such documents will render the hiring void.
11. The Hirer shall be responsible for obtaining any necessary approvals or licences in connection with the hire, other than those already held by the G.C.A. The Hirer shall

comply with all conditions attaching to such approvals or licences and shall indemnify the G.C.A. against all losses, costs, damages and expenses resulting from any failure to obtain such approvals or licences or from any failure to comply with the same. All such licences shall be produced to the centre staff before the commencement of the hiring. No licensable activity is permitted without the prior written approval of the G.C.A and no alteration to the activity shall be made after such approval.

12. No alcohol shall be sold, supplied or consumed at the centre without the written permission of the G.C.A.
13. The Hirer shall ensure that the General Rules governing the use of the Greenstead Community Centre, as supplied to them, are complied with. The hirer shall also, during the hiring, be responsible for the following:
  - (a) Supervision of the premises
  - (b) Protection of the fabric and contents
  - (c) Safety from damage however slight
  - (d) The behaviour of all persons using the premises, whatever their capacity
  - (e) Ensuring that persons leaving the premises during or following the hiring shall do so in an orderly manner and in such a way as not to cause nuisance or annoyance to owners or occupiers of nearby premises
  - (f) The observance of all regulations appertaining to the premises

The Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents, as directed by the Centre Manager.

14. The G.C.A reserves the right to terminate forthwith any entertainment, activity or meeting permitted under the hire that is not properly conducted.
15. The Hirer shall not use any parts of the premises other than those specified in the booking form, nor enter or use the premises at any other times than those permitted under the hiring. The Hirer shall not use the premises for any purpose other than that permitted in the Hiring Agreement.
16. The Hirer shall not use the premises for any unlawful purpose or in any unlawful way, nor do anything or bring onto the premises anything which may endanger the premises, its users or any insurance policies relating thereto, nor act in anyway which might bring the centre into disrepute.
17. The right of entry to the room(s) is reserved to the G.C.A at any time during the hiring.
18. The Hirer shall not assign the benefit of the Hiring Agreement. The Hirer shall not share the use of the premises with any other person or organisation other than a member or invitee of the Hirer permitted to use the premises under the Hiring.
19. No alterations or additions may be made to the premises, nor may any fixtures or fittings be installed or placards, decorations, flags, emblems or other articles be attached in any way to any part of the premises without approval of the Centre Manager. Any alteration, fixture, fitting or attachment shall, at the discretion of the Manager either become the property of the G.C.A. or be removed by the Hirer who must make good to the satisfaction of the Centre Manager any damage caused to the premises by such removal.
20. The Hirer shall, if selling goods on the 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.
21. The hiring may be terminated if any deposit or charges are not paid in time or any of these conditions are not complied with by the Hirer, but without prejudice to any claim by the G.C.A against the Hirer for non-payment of fees on non-compliance with these conditions.
22. The Hiring Agreement constitutes permission only to use the premises, and confers no tenancy or other right of occupation on the Hirer.