

Hirer terms and conditions

Fees and damages

1. All hire charges must be prepaid. In addition, a deposit is required, all or part of which may be retained against any damages, cleaning or additional costs that are incurred during hire.
2. The hirer is responsible for all damage or loss to the centre and its contents during the period of hire or use, and for ensuring that order is maintained.
3. Northchurch Community Centre (NCC) cannot accept responsibility for the loss or damage to any personal belongings or equipment, including vehicles parked in the car park.

Bookings

4. All bookings are personal to the hirer and cannot be transferred or exchanged without the written consent of NCC.
5. Hirers may cancel their booking after it has been accepted. However, the hirer may be subject to a cancellation fee of not less than one third of the hiring fee. NCC reserves the right to use their discretion in this matter.
6. NCC reserves the right to cancel a booking at any time, although it will endeavour to be considerate and provide clear justification if this occurs.
7. Bookings are deemed to be completed when a copy of these terms and conditions have been signed by a duly authorised person and returned to the NCC, thereby indicating the acceptance of these terms and conditions.
8. Hirers are responsible for arranging the collection and return of keys. Lost keys will be charged for.

Usage and capacity

9. The centre shall not be used in an illegal or anti-social manner, for any purpose connected with gaming or gambling or that contravene its aims as a charity.
10. Bingo, raffles and similar activity is permitted when it is not for private gain.
11. The maximum seating capacity of the large hall is 220 people and the small hall is 90 people. The hirer is responsible for ensuring this is adhered to.

12. When the centre is being used for the purpose of a dance or other social function the maximum number of people is 360. The hirer is responsible for ensuring this is adhered to.
13. The finishing time for all hirings is 11.45pm unless specific written consent has been given by NCC.
14. Live or recorded music may be played, but hirers must avoid this being a public nuisance, and should be aware of the needs of local residents at all times.
15. NCC reserve the right to inspect the centre at any point during a hiring period.
16. No decorations may be fixed to walls, ceilings or paintwork without the specific permission of NCC.
17. The use of candles is not permitted without the permission of the NCC.

End of hire period

18. At the end of the hire period the hirer must ensure:
 - 18.1. The centre is left in a clean and tidy state with the floor swept.
 - 18.2. Tables and chairs are stacked and replaced to where they were found.
 - 18.3. All lights are switched off.
 - 18.4. Windows are closed and fastened.
 - 18.5. All doors are locked on departure.

Health and safety

19. Hirers are responsible for ensuring:
 - 19.1. They have an effective safeguarding policy and procedures in place.
 - 19.2. That one of their individuals is designated as a fire marshall, who is familiar with the fire procedures stated within the centre.
 - 19.3. That emergency exits remain unobstructed at all times.
 - 19.4. They have emergency or next of kin contact details for people within their group.
 - 19.5. That cars are parked in marked bays and that there is access for emergency vehicles at all times.

Other

20. NCC reserve the right to amend these terms and conditions at any time.