

## Brickworks Community Centre, Hanley Crouch Community Association

### Hirer's Agreement – Event/party/group

The term 'Hirer' represents the named individual in this agreement. The term 'guest' includes any person participating in the activity of the named individual. The Hirer is responsible for ensuring all guests comply with the terms & conditions below while entering and occupying the building.

**\*Please read the attached Terms & Conditions before completing this form\***

<b>Hirer &amp; Event details (Your details will be kept securely and not shared with third parties)</b>			
Name:			
Address:			Post code:
Phone:		Email:	
We'd love to stay in touch with occasional updates. Tick to join our mailing list <input type="checkbox"/>			
Event Description:			
Date:		Purpose:	
Start time:		Finish time:	
Hire space:		Number of people attending:	
Approx # tables needed:		Approx # chairs needed:	
Additional equipment:			
<b>Payment (to be completed by office)</b>			
Hourly rate:	Hire cost:	Kitchen hire cost	Additional equipment hire cost:
Total due:	Date paid:	Cash <input type="checkbox"/> BACS <input type="checkbox"/> Card <input type="checkbox"/>	Confirmed by:
<b>Deposit (to be completed by office)</b>			
Date paid:	Cash <input type="checkbox"/> BACS <input type="checkbox"/> Card <input type="checkbox"/>		Confirmed by:
Date returned:	Detail of any deductions:	Customer signature:	
I, the hirer, agree to follow the terms and conditions of hire			
Signature:			Date:

## Brickworks Community Centre, Hanley Crouch Community Association Hirer's Agreement - Terms and Conditions

By paying to rent a space at Brickworks Community Centre, all hirers are automatically bound to the terms and conditions of this contract. Please read the key points below followed by the detailed agreement.

Key Points
We are located in a Residential Area. Please consider our neighbours by observing our rules on noise levels, guest numbers and respectful behaviour.
A member of staff will be in the building to help during your hire. Please arrive on time and be leave on time.
All setting-up and tidying must be within the agreed hours of hire by the hirer.
Your deposit will be returned in full only if there were no issues raised.
Hirers are responsible for their guests' safety and liable for any damage to our property.
Hire includes the use of furniture and Wi-Fi.
The building is wheelchair accessible with male & female toilets with disabled access.
Parking restrictions apply from Monday to Friday 10am-2pm on surrounding streets. At weekends there is free parking on surrounding streets.
Rubbish & recycling must be disposed of correctly in the appropriate bins as directed by a member of staff. Gas canisters must be taken away and not left on the premises or in the bins.
<b>No sub-letting of the rooms or facilities is permitted. You may only use the rooms you have paid for and are given access to.</b>
The balance must be paid in full 2 weeks before the event, or upon booking if the event is less than 2 weeks from the date of booking.
Provided the event takes place as booked, the booking deposit will be used as a damage/cleaning deposit. This is refundable, provided no damage or extra cleaning has taken place or other conditions of hire breached.

## General information & rules of centre use

### 1. Facilities

*The building is wheelchair accessible and has 3 accessible toilets. Hire includes the use of tables, chairs, utensils and Wi-Fi.*

**Main Hall:** Includes, kitchen area with fridge, kettle & microwave, separate male and female toilet stalls (including accessible children WC). Maximum capacity 150 people standing; 120 seated people.

**Marie Heywood roof garden room:** Includes Garden access, small kitchen area. Maximum capacity 60 people standing and 40 seated people.

**Community meeting room:** A practical and modern room with a table and chairs. Maximum capacity 4 people

**Therapy room 1:** The therapy room is a warm, yet professional, quiet environment. It has a massage bed with adjustable height and chairs. Maximum capacity 2 people

**Kitchen:** The kitchen is set to a professional catering standard. It has stainless steel worktops, with 2 large sinks, 6 ring electric cooker and fan-assisted oven.

**Free Wi-Fi:** Sign in required to use wi-fi

**Parking:** Parking restrictions apply from Monday to Friday 10am-2pm on surrounding streets. At weekends there is free parking on surrounding streets.

**Tables:** In total we have 6 round tables and 6 rectangle tables. We cannot guarantee that all these tables will be available on the day, as we do have bookings usually in both the main hall and Marie Heywood roof garden room. We suggest that four tables is sufficient for the Marie Heywood roof garden room.

### 2. Payment

Payment is broken down into three elements:

1. Rental fee (based on hourly usage)
2. Additional equipment hire
3. £200 deposit

The **refundable deposit of £200** is required in addition to the rental fee and secures the booking in advance. This will be refunded in the form that it was paid, either by cash (preferable) or BACS transfer, providing:

1. All areas of the building used are returned to the original state of cleanliness before the booking.
2. Nothing has been broken, damaged, or noticeably altered.
3. There have been no resident complaints relating to the booking.
4. The event started/finished on time and the member of staff was not kept on site longer than necessary.

You will be invoiced for the rental fee which must be received at least 2 weeks before the event including the deposit, or upon booking if the event is less than 2 weeks from the date of booking.

The **deposit** will be returned up to 2 weeks after the event hire if all criteria's are met.

## **Hanley Crouch Community Association Ltd Bank details:**

Account Number: 35787848

Sort Code: 60-08-22

### **3. Cancellation policy**

#### **a) Hirer cancellation**

A full refund will be given provided the centre is informed of the cancellation at least a month before the hire date unless it is exceptional circumstances, HCCA will return all payments made less any non-returnable deposit paid. If hirer cancels within less than a month we will take your full deposit as compensation.

#### **b) Centre cancellation (Brickworks Community Centre)**

**Hanley Crouch Community Association** Association reserve the right to cancel a booking if changes to our circumstances mean we are no longer able to accommodate you. In these rare instances the Hirer will be given as much notice as possible and be credited or refunded the cost of hire, however compensation will not be available.

### **4. Member of staff on site (for evening & weekend bookings).**

The member of staff responsibility is to open and close the building at the pre-booked times, assist in locating and handling tables & chairs, and to indicate the location of fire exits, safety equipment, cleaning materials and any other items you have requested. The member of staff on site is not a cleaner/caretaker and will remain on site during the hire period.

Please arrive on time and leave on time. Bookings that overrun will result in a deduction from your deposit equivalent to the cost of hiring the hall for that time.

### **5. Room use**

a) No **sub-letting** of the rooms or facilities is permitted. You may only use the rooms or areas you have paid for and are given access to.

b) **All setting up and clearing away (including cleaning) must be done within the agreed hours of hire.** Please arrive on time and be ready to leave on time. Using the centre beyond the agreed hours will result in charges to the cost of hire for that time (under 30 mins will incur half the hiring fee charge and over 30 mins will incur a full hour hiring fee charge). After every session, the room and facilities must be returned to their original state. **See checklist on page 7.**

c) **The Hirer is responsible for disposing of rubbish** created during the activity/event. General waste bags are not provided. General waste and recycling go in the large bins outside the back entrance of the building. (A member of staff will show you where this is). **Helium balloon canisters and any other pressurised containers must be taken away by the hirer. They must not be left onsite or put in the community centre bins.**

d) The Hirer & their guests are expected to act considerately and treat facilities, staff and other centre users with respect. This includes entering and leaving the centre with minimal fuss and being respectful to local residents. There may be other activities or hirers at the centre, so please be aware of those around you. If you are hiring a space, please be aware that sometimes other centre users may need to access the kitchen.

e) Activities/events at the centre must not cause distress, offence or nuisance to neighbours. Illegal activity is strictly prohibited, as is any activity deemed unsuitable by the centre. If concern arises as to the use of the centre management reserve the right to terminate the hire agreement.

## 6. Food and drink

Food and drink are permitted to be served on the premises, provided that all equipment and surfaces are cleaned properly after use. Alcohol may be served, but not sold or manufactured. If you would like to serve alcohol during office hours, you must check with centre management in advance. **Barbeques** (including disposable barbecues) are not permitted on site.

Hirers of the Main Hall may use the kettle, microwave, cooker. We have fridges in our meeting room if need to use (please do not remove any fridge items belonging to the centre). Hirers of the Marie Heywood Roof Garden Room may use the microwave, fridge, and kettle (please do not remove any fridge items belonging to the centre).

## 7. Smoking

There is to be no smoking or vaping anywhere inside the centre or in the **Marie Heywood Roof Garden**. Adults may smoke or vape at the front of the building or at the back of the building, providing all cigarette ends are collected and disposed of in the correct bin. Smokers are not to stand in the entrance doorways or allow smoke to get inside the building.

## 8. Music & noise levels

Music may be played inside the premises. **The centre does not permit the use of bass-heavy amplification.**

Noise should be kept at a reasonable level so as not to disturb neighbouring residents. Out of respect for our neighbours please refrain from playing music any later than 9pm Monday-Friday, 10pm on Saturday and 6pm on Sunday.

The centre does have a noise monitor and if the member of staff on duty feel the volume is too high, they will ask you to turn it down.

## 9. Electrical/mechanical/additional equipment

All electrical/mechanical/additional equipment brought on site must comply with current health and safety standards, and if necessary, undertake the required PAT testing to become certified. Hirers are responsible for ensuring the safe and correct usage of all equipment brought on site and are liable for any damage or injury caused by said equipment. Equipment brought on site must be packed up/away and ready to remove before the end of the booking.

## 10. Hired performers

Hired performers, such as children's entertainers, should not use equipment or act in such a way that will cause disturbance to neighbouring residents. Please ensure any hired entertainers are aware of the rules around noise levels.

## 11. Bouncy castles

Hirers may request space for a **small** bouncy castle in the **Marie Heywood roof garden room**. **Bouncy castles** should be dismantled and ready to take away at the end of the booked hire period. We hire a large bouncy castle that can be used in the main hall for £50 for the day.

## 12. Decorations

Hirers may decorate the event space, but not in a way that will cause any visible marks to the walls or ceiling; it is the responsibility of hirers to find a way of carefully adding and removing decorations. No Sellotape. Nothing already in the hall may be taken down or changed. If current displays are covered up, make sure that no damage is done to the display.

## 13. Political and campaigning groups

Whilst Hanley Crouch Community Association is politically neutral, organisations who wish to hold meetings that involve political, economic and social issues are welcome, provided that these are conducted in a respectful manner that accords with the values of Hanley Crouch Community Association. The views of individuals or organisations that hire the community centre do not represent the views of Hanley Crouch Community Association.

## 14. Safety Guide

The Hirer is responsible for ensuring the safety of all participants, and their property, for the duration of the hire period. Hirers must:

- a) A member of staff will make sure hirers are familiar with the **location of fire alarms, extinguishers/fire blankets & exits** as well as the centre's **Emergency Evacuation Procedure**. This is displayed near all fire extinguishers.
- b) Ensure that **fire doors are unobstructed** at all times.
- c) All guests must sign in or a guest list must be provided to ensure all are accounted for in the event of an evacuation.
- d) Not exceed the capacity limit for each room.
- e) Ensure **children are supervised by an adult at all times** and not permitted to leave the centre grounds.
- f) Any damage caused to our property by Hirers or their guests is not covered by our insurance, and the Hirer will be held liable. Depending on the purpose of hire and associated activities, Hirers may need to take out their own insurance. The centre is liable for any accidents caused due to faults in our building.

### First Aid Kits & Defibrillator

First Aid kits are kept in Reception. A defibrillator is located in atrium outside the office.

**You must inform the centre of any usage so that an accident record can be made and resources replaced.**

## Checklist for hall hire to be completed by the Hirer



Name of hirer: \_\_\_\_\_ Date of hire: \_\_\_\_\_

State of hall and equipment upon arrival: \_\_\_\_\_

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- Tables are wiped clean (hirers may like to cover tables to avoid this).
- Chairs and round tables should be placed back in trolleys**, Tables and chair trolleys are located in storeroom. (In main hall on the left). Must be returned as you see them. **Please do not touch any other item in the store cupboard as any damage will mean loss of deposit.**
- The floor has been swept and mopped clean in all areas that have been used.
- The garden is tidy (If using Marie Heywood Roof Garden Room).
- There is no loose rubbish: all refuse is bagged up and put in the correct bin:  
Bins are located at the back of the centre.  
  
Recycling (paper, glass, plastic, and cans only): Green bins.  
  
Food and general waste: Black bins.
- The toilets are cleaned and mopped.
- Nothing has been damaged, or if it has, that the member of staff on duty has been informed.
- No toys should be taken out of the hall cupboards on the ground floor and any toys from the roof garden that have been used have to be left clean and neatly returned to the storage area outside.
- The hirer arrived on time and was ready to leave on time.
- The hirer was respectful towards the member of staff on duty and listened to his/her instructions.
- All item and decoration are taken away after the hire.

Comments:

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**Brickworks Community Centre**  
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