

THE ALLMOND CENTRE

Standard Conditions of Hire (October 2018)

1. Prior to the Event and Setting-up

1.1. Indemnity:

- 1.1.1. The Hirer shall indemnify Cowfold Parish Council against:
 - The cost of damage to the Facility, equipment and contents
 - Any claims for damage to, or loss of, property, or injury to persons arising from the use of the Facility.
 - Any liability arising from the breach of these Conditions of Hire.
- 1.1.2. Hirers should consider taking out their own insurance cover against these liabilities before the event.

1.2. Temporary Event Licence

- 1.2.1. If alcohol is to be sold in the Facility (whether directly or indirectly, for example, as part of the admission charge for an event), the Hirer is responsible for filing a Temporary Event Notice (TEN) with the Police and with Horsham District Council **at least ten days before the event** and providing a copy of the TEN, stamped by Horsham District Council, to the Booking Officer.

1.3. Regular Hire

- 1.3.1. During any regular hire period, Cowfold Parish Council may, subject to two months notice to the Hirer, suspend the hire on an occasional basis in order to allow other organisations, who might otherwise be prohibited from using the Facility, to hire it for a specific event.
- 1.3.2. In any of the circumstances described above, Cowfold Parish Council undertakes to refund to the regular hirer any hire fees relating to the cancelled period(s) of hire but no further monies will be paid for any actual or presumed loss of profit or for any other cause.
- 1.3.3. Hirers are required to give the Booking Officer a minimum of six weeks notice, either of occasional cancellation or termination of the hiring agreement.

1.4. Access:

- 1.4.1. Hirers will not be allowed access to the Facility before the hire start time unless with the approval of the Booking Officer.

1.5. Keys:

- 1.5.1. A set of keys is stored in the key safe mounted on the wall next to the entrance to the Community Area; there is a second key safe on the wall of the Changing Rooms that contains a set of keys providing access to the Changing Rooms and Net Store.
- 1.5.2. The combinations for the key safes are changed regularly and the appropriate code will be provided to the Hirer prior to the event.

1.6. Cancellation:

- 1.6.1. Cancellation by Hirer:
 - If made greater than four weeks before the event, 100% of the booking fee will be returned.
 - If made between four and two weeks before the event, 50% of the booking fee will be returned.
 - If made less than two weeks before the event, there will be no refund.

- 1.6.2. Cancellation by Cowfold Parish Council:
- The Hirer accepts that, should the Facility be rendered unfit for use from any cause beyond the control of Cowfold Parish Council, the booking shall be cancelled by due notice to the Hirer. In this event, no liability will be attached to Cowfold Parish Council other than the return of the booking fee or security deposit.

2. During the Event

2.1. Supervision:

- 2.1.1. Either the Responsible Person or his/her Deputy identified on the booking form must be present at all times during the period of hire and must ensure compliance with these Conditions of Hire. Remember that the Responsible Person (and his/her Deputy) must be aged over 21.

2.2. Fire Regulations:

- 2.2.1. No more than 60 persons are allowed in the Community Area at any one time.
- 2.2.2. All fire exits must be left clear at all times.
- 2.2.3. In the event of a fire, the Responsible Person (or his/her Deputy) identified in 2.1.1 will effect the immediate evacuation of the building and call the Fire Brigade.
- 2.2.4. It is the Responsible Person's (or his/her Deputy's) responsibility to ensure that all users are aware of the location of the fire exits and evacuation routes. In the case of an emergency evacuation, users should assemble in the public car park.

2.3. Health and Safety

- 2.3.1. The Responsible Person (or his/her Deputy) is responsible for the Health and Safety of users of the Facility.
- 2.3.2. The Responsible Person (or his/her Deputy) should read and observe all Safety Notices.
- 2.3.3. The Responsible Person (or his/her Deputy) is responsible for the safety of any electrical appliances brought into the Facility.
- 2.3.4. A defibrillator is installed on the outside southern wall of the Facility.

2.4. Accidents and Dangerous Occurrences

- 2.4.1. Any accident should be reported to Cowfold Parish Council as soon as possible.
- 2.4.2. Record the details of the accident in the Accident Book. This is situated on the shelves behind the bar.

2.5. Use of the Facility

- 2.5.1. No unlawful activities are permitted in the Facility.
- 2.5.2. It is the responsibility of the Hirer to determine and comply with all applicable legal and licensing regulations for activities such as the sale of alcohol, public performances of music, dancing and events for young children.
- 2.5.3. Music cannot be played in the Facility after 11:00pm unless the Hirer obtains an Entertainments Licence from Horsham District Council.
- 2.5.4. No alcohol shall be brought onto the Premises without the prior express approval of Cowfold Parish Council.
- 2.5.5. Only use the Facility for the purpose stated on the Booking Form.
- 2.5.6. Sub-letting is not permitted.

2.6. Care of the Facility

- 2.6.1. Use of Blu-Tack, etc on the walls is not permitted.
- 2.6.2. Fly-posting is not permitted.
- 2.6.3. Avoid damage to the floors. (NO STUDDERED OR SPIKED SPORTS FOOTWEAR IS TO BE WORN IN THE COMMUNITY AREA.)

3. Leaving the Facility

3.1. Vacating the Facility

- 3.1.1. Leave the accommodation in a clean and tidy condition, ready for the next user. **Failure to do so will result in an additional cleaning charge of £50.00 being imposed.**
- 3.1.2. Ensure that all switchable lights are turned off, all doors are locked and the intruder and fire alarms are set.
- 3.1.3. Return the keys to the appropriate key safe, ensure that it is locked and scramble the code.

3.2. Noise

- 3.2.1. Avoid any excessive noise and disturbances as you leave the Facility.

3.3. Rubbish

- 3.3.1. Collect all rubbish and take it away with you.