

HANHAM COMMUNITY CENTRE - HIRE AGREEMENT

The Trustees of the Hanham Community Centre ('the Association'), permit the hirer to use that part of the premises described below for the purposes described, subject to the Standard Conditions of Hire & General Rules of the Building.

Hirer Details	
Name:	
Address:	
Postcode:	
Tel (day):	
Email:	

Event / Facilities Booked			
Date of Function:			
Suite/Room(s):		ELBROW SUITE	
Event type:			
Approx No of guests:			
Public/Private Event:		Public:	Private:
Entertainment type:			
Catering:		None:	Caterer: Self:

Details of Charges	
Room Hire	£
Lighting/Sound	£
corkage @ £5 (75cl)	£
Early/Additional Access	£
Kitchen/Other	£
TOTAL DUE	£
Non-Refundable Deposit (50%)	£
Remaining Balance	£
Cash Compliance Bond	£
Notes and additions	<small>e.g. Access to decorate, Use of Haze/smoke m/c, PA needed in Wessex Suite etc.</small>

Event Timing Information			
Attendee Names	due by		
Entertainment Details	due by		
Compliance Bond	<i>In Cash</i>		
Remainder	due by		
Venue Available	From	Until	
Bar	From	Until	
Max No of Persons			
Elbrow Suite Only (Standard provision shown on Bold)			
Stage Reqmt:	Apron:	Greys:	Blacks: Full Stage:
Stage Lighting:	None:	Basic:	Full: Special:
Sound:	None:	Basic:	Special:
Room Layout:	A	B	C D

- Key Conditions**
- (1) Names of Attendees **MUST** be provided by the dates above.
 - (2) Drinks (inc soft drinks) **MUST NOT** be brought onto the premises – your full Compliance Bond will be retained.
 - (3) Candles or naked flames are **NOT** permitted (without written permission).
 - (4) Cold foods **MUST NOT** be (displayed) above 8°C for longer than 4 hrs (see over).
 - (5) Fire Exits and gangways **MUST** be kept clear – changes to room layout **MUST** be agreed by staff.
 - (6) Smoke and Haze machines may be used by prior agreement **ONLY**.
 - (7) Decorations are permitted using blue tac on the wooden border **ONLY**.

Elbrow Suite

Lighting: The Elbrow Suite stage has a full theatrical lighting rig. This is **NOT** included in hire of the Elbrow Suite unless specifically booked.
Sound: The Elbrow Suite has a high quality JBL 2Kw sound system available for use - but **MUST** be booked if required. (Bluetooth connectable)
Power: Function suites have 13A power supplies for disco/band usage, with a maximum loading of around 16-20A. The Elbrow Suite has larger suppliers available (up to 60A 3phase), but these **MUST** be booked via the booking form (See full Conditions of Hire).
Stage Space: Hire of the Elbrow Suite **DOES NOT** include usage of the full stage. A standard hire includes the stage space forward of the main (orange/red) curtains (approx. 1.2m). If more space is required it **MUST** be booked via the booking form (See full Conditions of Hire).
Use of Material: Any soft materials (paper or fabric) used as decoration on the stages (or within the function suites) should be treated to meet current fire retardancy standards; B.S.5867 Pt2 Type B, BS476 Part 7 and B.S.5852 0 & 1.

The Hirer agrees to observe and conform to the terms and conditions in the “Standard Conditions of Hire” in force, and the “General Rules” governing the use of the premises. Any exemptions are recorded herein.

Signed by: _____ Printed: _____ Date: _____
(On behalf of the Association)

Signed by: _____ Printed: _____ Date: _____
(The Hirer / For and on behalf of the Hirer)

Issued by the Board of Trustees (Aug 2023)

The Association reserves the right to terminate forthwith any entertainment, activity, or meeting permitted under this hire agreement that is not properly conducted (i.e. is not compliant with this agreement). All, or part, of the Compliance Bond will be retained if any of the Conditions of Hire or General Rules are not adhered to.

IMPORTANT CONDITIONS OF HIRE

This is an extract from the Standard Conditions of Hire and the General Rules. Hirer's should read the complete set to ensure they are aware of their full legal responsibilities.

The Hirer, not being a person under 21 years of age, hereby **accepts responsibility for being in charge** of, and on, the premises (or part thereof) at all times when the public/guests are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of the premises are met (including all conditions of the Premises Licence).

There shall, in addition to the Hirer, be a **minimum number of competent (and named) attendants on duty on the premises to assist people entering and leaving, none of whom shall be less than 21 years of age.** All persons on duty shall have been instructed as to their essential responsibilities in the event of fire or other emergencies, including attention to disabled persons, the location and use of the fire fighting equipment available, how to call the Fire Brigade and evacuation procedure. **Attendants should introduce themselves to the duty manager.**

The number of attendants on duty must not be less than: Two adult attendants for up to 100 persons, three adult attendants for 100-249 persons. An additional two attendants are required if the audience is mostly under 16, or if there are many disabled people present.

The Hirer shall, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents and their care, safety from damage however slight or change of any sort; the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway; **ensuring all means of exit from the premises are kept free from obstruction and immediately available for instant free public exit;** and, 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.

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator and thermometer, though these need to be booked when hiring. For such foods:

- **Cold foods MUST be kept at or below 8°C (46°F), and should only be displayed above this temperature for a single period of up to 4 hours i.e. on a buffet table.**
- **Hot foods MUST be kept at or above 63°C, and must only be displayed below 63°C (145°F) for a maximum of 2 hours i.e. on a buffet table.**

These times must not be exceeded. After food has been out of temperature control for one period it must be thrown away.

The rooms are normally set out in a standard layout by the Caretakers. **Any alternations to the layout needs to take into consideration the Fire Exits & Escapes** and should be discussed with the staff if the Hirer is unsure. Fire Exits are alarmed and should not be opened during events; except in Emergencies.

No intoxicating liquors (or soft drinks) are permitted to be brought onto the premises. There are two exceptions, which must be agreed previously and recorded on the Hire Agreement. Firstly, sparkling wine for toasts and secondly wine for meals (both of which are subject to a corkage charge);

- (i) When the Lounge Bar is open, no drinks (other than water) are to be brought onto the premises;
- (ii) Where alcohol is included as a prize in a raffle or competition it shall not be opened on the premises.

Candles MUST NOT be used anywhere on the premises. The only exception is with prior written agreement from the Association's Health and Safety Officer. Smoke and Haze machines should not be used without prior agreement.

Litter shall not be left in or about the premises. **Litter must be bagged and left in the room at the end of the event.**

Hirers and organisers of events on the premises are responsible for ensuring that the noise level of their functions is not such as to interfere with other activities within the building nor to cause inconvenience for the occupiers of nearby houses and property.

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the approval of the Authorised Representative. The Hirer must remove all such articles at the end of the hiring unless otherwise agreed with the Association. Any unauthorised articles left on the premises become the property of the association, and will be disposed of by the Association as it thinks fit. The Hirer will make good, or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or content, to the satisfaction of the Association any damage caused by such installation and removal. In such event the Letting Officer shall retain all, or part of, the Compliance Bond or shall take any reasonable steps necessary to recover costs. The Hirer shall note that part, or all, of the Compliance Bond may be retained if the Conditions of Hire and General Rules are not adhered to. Furthermore the Hirer acknowledges that all fees paid are not refundable.

I 'The Hirer' hereby acknowledge that I have read and understood the above conditions and agree to abide by these. I further acknowledge receipt of (or access to) a copy of the full Standard Conditions of Hire and the General Rules of the Building which I will read, understand, and comply with.

Signed:	Name (Printed):	Date:
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There is 20 mins drinking up time after the bar closes. The bar staff will collect all glasses after this time.