



# ALLENDALE COMMUNITY CENTRE

The Allendale Centre, Hanham Road, Wimborne, Dorset BH21 1AS

## TERMS AND CONDITIONS OF HIRE

- Please return a signed copy of the terms and conditions of hire at the Allendale Community Centre with your booking form, ensuring that you have fully read and understood all parts of the document.

### Definitions In the context of this Hire Agreement:

- ACC shall mean Allendale Community Centre, Hanham Road, Wimborne, Dorset BH21 1AS. ACC is a registered charity no. 1202648.
- The hirer shall mean the person who has signed this Hire Agreement.
- The Premises shall mean the areas of the Allendale Community Centre which the hirer has requested to hire as detailed on the corresponding booking form.

### Bookings and Payment

- Hire times must include set up time and clearing away time. Please ask to see our hire charges, listed separately.
- The room(s) booked will only be available to access from the time booked 'from' until the time booked 'to'. If you arrive early, you will not be permitted entry. If the room is not vacated by the pre-booked time, additional charges will be made as follows:
  - Up to 15 minutes – warning given for regular bookings and events
  - Between 15 minutes and 1 hour – full hour will be charged. For event bookings any additional charges will be deducted from the refundable deposit.Regular booking hirers will receive a maximum of three warnings if their time is exceeded – after that additional time will be added and charged against all future bookings to ensure the ACC can maintain the correct schedule of booking times. Additional hire charges made against event bookings will be deducted from the refundable deposit held for the event.
- Provisional bookings will be held for 7 days only from date of enquiry. If a booking form and deposit (full payment if private party) are not received within 7 days, the provisional booking will be removed from the diary without further notice.
- A booking deposit must be paid to secure a single event booking (except parties). Please see the price guide for details of the required deposit amounts.
- Booking deposits will not be refunded in cases of cancellation, other than in exceptional, unavoidable circumstances. The refund of any booking deposit is at the discretion of the management.
- Regular booking hire charges will be invoiced in arrears at the end of each month. Payment must be made within 14 days of the date that the invoice is issued and can be paid by cash, cheque or BACS.
- Single booking hire charges will be invoiced in the month prior to the event date. The invoice must be paid in full at least 14 days prior to the event. If payment is not received, the ACC reserve the right to cancel the event without any further notice.
- Bookings made against the Party and Private Event rates must be paid in full at point of booking.
- All items brought onto the premises by the hirer must be removed at the end of the booking unless prior arrangements have been made with the Centre Manager. The ACC take no responsibility for any items left on the premises.
- In addition to hire fees, all event bookings will be required to pay a refundable deposit which is payable by cash only. This must be paid at least 7 days prior to the event date. This will be used to cover any of the following additional charges incurred during the event:
  - cleaning costs if the facilities are not left as they were found
  - damage to the facilities
  - excess hire time of the facilities over and above pre-booked access times



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- the allendale corkage fees due for alcohol brought onto the premises without prior agreement of the management and licensee

- any other additional costs incurred by any of the attendees of the event

A receipt will be provided for the deposit payment and a signature required for the return of the deposit following the event.

11. The return of a refundable deposit is at the discretion of the management. If there are any deductions made, full details of the reason will be provided, along with photographic evidence if appropriate.
12. Event hirers will be able to collect their refundable deposit from the Centre's Reception from the first working day after the function/party (Reception is open Monday to Friday 9am – 5pm). Any deposits not collected within 6 months of the event hire will be considered a donation to the ACC charity.

### Cancellation

13. A minimum notice period of 28 days is required for a cancellation. Cancellations after this time will incur the following charges:
  - a. 14-28 days notice 50% of booking fee will be payable
  - b. 0-14 days notice 100% of booking fee will be payable
14. The ACC reserves the right to cancel the booking if the hirer breaks any of the above conditions, including if full payment has not been made in advance of the event.
15. The ACC reserves the right to cancel any booking at its discretion and to change or amend the terms and conditions of hire at any time without prior notice, although we endeavour to honour all bookings.
16. The ACC reserves the right to move or cancel a regular hirer's room booking a maximum of six times a year. If this has to be enforced, every effort will be made to relocate the regular hirer to another suitable room, or premises within a reasonable distance of the Centre.

### Use of the Premises

17. The hirer shall be responsible for preventing overcrowding that may present a danger to the public, and for keeping clear all gangways and fire exits.
18. Furniture and fittings shall not be removed or interfered with in any way. No fittings or decorations of any kind necessitating the use of blue or white tack, sticking tape or the driving of nails or screws into fixtures forming part of the Centre's fabric will be permitted. In the event of any damage to the premises or property, the Centre will make good and charge the hirer the cost of replacement or repair.
19. No alcoholic beverages shall be brought onto the premises without prior agreement of the Manager of the Bar @ The Allendale. No alcoholic beverages shall be consumed on the premises unless purchased from the Bar @ The Allendale or prior corkage charges have been agreed and paid.
20. The hirer shall not sub-let.
21. The hirer shall not infringe any of the provisions of the entertainments licence issued to the ACC, a copy of which is displayed in the Centre Office.
22. The Quarter Jack kitchen is only available for use if its hire has been included on the booking form. It must be left in a clean and satisfactory condition; a supplementary charge will be made against the hirer if this requirement is not complied with (hire of kitchen does not include use of dishwasher or plate warmer).
23. In the event of any dispute arising as to the interpretation of these rules, the decision of the ACC Trustees will be final.
24. All booking charges to be made payable to the Allendale Community Centre.
25. Children remain the responsibility of their parents/guardians at all times within the Centre and must be supervised at all times. Please respect the rights of other Centre users and do not allow children to run up and down passageways.



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- 26. Anyone believed to be under 21 will be asked for proof of age at the Bar. No proof, no drink.
- 27. The Allendale Centre hold a PRS and PPL license allowing music to be played within the venue. Your event or activity may require additional PRS or PPL licensing and it remains your responsibility to ensure that the correct licensing is in place prior to your event or activity taking place.
- 28. All equipment hired can only be used within the Centre and must not be removed.
- 29. Bookings are only accepted from persons over 21 years old.
- 30. Approval for the use of Allendale Community Centre premises by political parties shall be determined by the nature of the occasion. Public meetings such as rallies will not be permitted.
- 31. In line with the Government's Prevent strategy, any activities that are deemed to be inciting extremist activity or disseminating extremist views will not be permitted and will be reported accordingly.
- 32. The premises shall be used for community purposes only and shall not be used as the hirer's postal address.
- 33. No advertising or publicity material will be displayed inside or outside the building without the prior approval of the Management.
- 34. The instructions on any signs displayed around the Centre as well as instructions by any member of the ACC staff must be followed at all times. Failure to do so may lead to persons or groups being excluded from using the Centre again.
- 35. Abusive, threatening or violent behaviour towards any member of staff or volunteer at the Centre will absolutely not be tolerated and the offending person(s) will be asked to leave the premises immediately. The Management reserves the right to shut down immediately any event – single or regular – where the behaviour of those attending becomes unacceptable. Anyone or any group removed from the Centre for this reason will automatically be excluded from using the Centre again.

### Health and Safety

- 36. All hirers will be issued with a fire evacuation procedure, with the booking form. It is the hirer's responsibility to ensure that all their users know the location of nearest fire exits and assembly points and, in the event of a fire, that the Centre's procedures are followed. All hirers must evacuate their users immediately if the fire alarm sounds.
- 37. Fire exits and exit passageways must not be obstructed by any tables, chairs or other items and must remain clear at all times.
- 38. It is illegal to smoke inside the Centre and the use of e-cigarettes is also not allowed. If you or your guests smoke, you/they must only do so outside the building and cigarette ends must be safely disposed of in the unit provided.
- 39. No fireworks are allowed inside or outside the Centre.
- 40. No hazardous substances or items that may be seen as a fire or safety risk are allowed.
- 41. Hirers are responsible for their guests at all times whilst in the building. Regular hirers must complete a Compliance Form confirming that they have the correct policies in place for the activity taking place and the service users involved.
- 42. Regular hirers working with families and children must have safeguarding procedures and policies in place and practice.
- 43. Risk assessments (of the activity for which the space is hired) are the responsibility of the hirer and as such, the hirer needs to be satisfied that the space is safe and fit for purpose.
- 44. Children should not be allowed in the Quarter Jack kitchen.
- 45. No smoke machines or any other equipment that may trigger fire alarm sensors are allowed, unless prior agreement has been provide in writing. If the fire alarms are triggered, hirers and all guests must evacuate the building and in the event of a false alarm caused by the actions of the hirer, an additional charge may be made to cover expenses incurred by the ACC.



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- 46. No betting, gaming or lotteries shall take place on the premises, except those allowed by law. The hirer shall obtain any licence or certificate required, and provide a copy of such, prior to booking the premises for such use.
- 47. Hirers must not cause annoyance or nuisance to residents or adjoining occupiers by the playing of unreasonably loud music or disruptive behaviour. Young people (18 and under) must be supervised by responsible adults during the course of any booking.

### Insurance

- 48. Regular hirers' Public Liability Insurance Certificates must be shown and a copy held by the Centre.
- 49. The Allendale Community Centre's insurance does not cover the hirer's property and equipment. Items left or stored at the Centre are done so at the hirer's own risk and the Centre takes no responsibility for any loss or damage.
- 50. Please see separate listings for our hiring costs. Special occasions, such as New Year Bookings and Christmas Public Holiday bookings will be considered but will incur additional charges.
- 51. The Management Committee reserves the right to cancel the booking if the hirer breaks any of the terms and conditions.

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**I confirm that I have read, understand, and accept the terms and conditions of hire and the rules governing the Allendale Centre. I understand that any booking deposit paid is non-refundable.**

Organisation Name / Hirer's name

Position within hiring Organisation (if applicable)

Signature

Date