

Sapphire Jubilee Community Centre

General rules and regulations for public hire of the Sapphire Jubilee Community Centre

1. Deposit/Fees

- a) Anyone wishing to hire the hall at the Sapphire Jubilee Community Centre must complete a 'hire booking form' giving details name, address, hall times and date required. If the Centre manager requests any further paperwork or references regarding the use of the Centre, these must be produced before commencement of hire. A standard condition of hire form and rules and regulations form must be signed by the hirer and the Centre manager. Once the forms are completed and signed the deposit must be paid within 7 days to secure the booking. If the deposit is not paid within the 7 days the booking will be removed from the diary.
- b) Cost of hire is £50 per hour with a refundable deposit of £150 required.
- c) Invoice for hire will be issued and the hire fee will be due 4 weeks before the date required. Should the hirer cancel the booking, the deposit will not be refunded. If the hirer cancels after the full hire fee has been paid, it will be up to the discretion of Management if the hire fee or part of the fee will be refunded. If the hire fee is not paid in full 4 weeks before the date booked, the booking will be regarded as cancelled.

2. Use of hall

- a) Hirer must factor in setting up and packing away time in when making booking. If hirer requires any additional time this will need to be added on the hiring time and incur a charge. Any additional time used without notice may incur a loss in deposit.
- b) Maximum number of people in hall must not exceed over 120 standing and 80 people seated stated on the booking form.
- c) Before leaving the Centre, the Hirer must check that they have closed all windows, replaced all tables and chairs to the original position, cleared up all rubbish and removed all their belongings/equipment and the hall/room/kitchen must be left in a clean and tidy condition. Failure to do so may incur a cleaners charge.
- d) The Centre is a completely non smoking building. The hirer is to ensure that none of their guests smoke in the building, if alarms are set off due to their members or visitors smoking, the hirer will lose their deposit.
- e) Decorations in the large hall must not damage any of the walls in the hall
- f) The hirer shall comply with all reasonable requests made by the caretaker on the day. If caretakers requests are not complied with the hirer and guests will be asked to leave the building and no monies will be refunded.
- g) All noise must be kept at reasonable level and any requests to lower noise levels by the caretaker must be adhered to. Also please ask your guests to leave the hall quietly at the end of the hire and respect the local neighbours.

3. Safety and Security

- a) No Gas Bottles or BBQ's are to be brought into the Centre or the garden areas. (On special Community Events only, prior arrangements can be made but only after following has been completed: - the manager's prior permission, a full risk assessment and the necessary insurance in place.)
- b) All fire exits must remain clear. Nothing must be placed in front of fire doors and guests must not congregate in the main foyer area as this is a fire exit.
- c) If fire alarms are sounded all hirers and their guest must vacate the building immediately and meet at the assemble point on the forecourt outside the front of the Tower Block.

4. General

All music and drinks must cease at the time on your invoice/booking form, to comply with the London Borough of Havering by laws. Hirer and their guests must vacate the building by the time stated on their booking form - failure to do so will mean loss of their full deposit.

Please note we can not allow hall hire for 18th or 21st birthday parties.

I confirm I have read page 1 & 2 of the rules and regulations for hire of the Sapphire Jubilee Community Centre and agree to comply with all the above rules and regulation and understand that if any of the above rules and regulations are broken or any damage done I will lose my full deposit.

Hirers signature:

Name:

Date:

Sapphire Jubilee Community Centre

Standard conditions of hire of the Sapphire Jubilee Community Centre

1. THE HIRER shall pay a deposit the amount stipulated in the rules and conditions standing at the time of booking. Such deposits shall normally be refundable to the Hirer in the event of the Council cancelling due to circumstances beyond their control.
2. THE HIRER shall, during the period of hiring, be responsible for supervision of the premises, protection of the fabric and contents, safety from damage however slight, or change of any sort, and 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.
3. THE HIRER shall be responsible for obtaining any licences necessary in connection with the booking, other than those already held by Havering Council.
4. THE HIRER shall be responsible for making arrangements to insure against any third party claims which may lay against his/her organisation whilst using the Community Centre. (The Council is insured against any claims arising out of its own negligence).
5. THE HIRER shall be responsible for the observance of all regulations appertaining to the premises stipulated by the Licensing Justices, the Fire Authority, Health & Safety and Local Authority.
6. THE HIRER shall not sub-let or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the premises, their users, or any insurance policies relating thereto.
7. THE HIRER must ensure that all alcohol and music ceases at 10pm Monday-Thursday, 11:30pm Saturday and 9pm Sunday. At the latest, to comply with the London Borough of Havering conditions of lease.
8. THE HIRER shall, if selling goods on the Centre premises, comply with Fair Trading laws and any local code of practice issued in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address, and that any discounts offered are based only on manufacturers' recommended retail prices.

I confirm that I have read and agree to abide by the above standard conditions of hire of any part of the Sapphire Jubilee Community Centre.

Signed by Hirer:

PRINT NAME:

Date:

Sapphire Jubilee Community Centre

Hirer information

Name:

Address:

Contact Number:

Date of hire:

Time of event:

Event (type):