

# LANDPORT COMMUNITY CENTRE & ENABLE ABILITY

## CONDITIONS OF HIRE OF FACILITIES

### Please detach and retain this sheet – it forms part of your contract with Landport Community Centre

1. All hirers will pay the current hiring rate in full in advance of the booking date or the booking shall be void. In addition, for one-off hires and private parties Enable Ability requires a refundable security deposit which must be paid in cash. Setting up and clearing away time is included in the booked period (30 minutes before and 30 after). In the event of cancellation Enable Ability shall retain such sum as is reasonable for any expense or loss incurred.
2. All hirers are expected to treat other users with respect and courtesy at all times and to confine themselves to the room or rooms and the furniture and/or equipment specified in the booking form.
3. Landport Community Centre retains the right to refuse any booking and the right to cancel any hiring without prior notice.
4. During the period of hire the hirer shall be responsible for the behaviour of all guests/group members, security of the premises, protection of the building fabric and contents and any damage incurred. No treatment of floors for dancing is permitted.
5. The hirer is expected to make themselves and their group members/guests familiar with the fire exit routes, to have access to a mobile phone for emergencies and to make suitable first aid provision.
6. Landport Community Centre accepts no liability for the personal property of users or the equipment of the group brought onto or left in the building.
7. Bouncy castles are permitted within the building only up to a maximum wall height of 2.8 metres, if using a bouncy castle you are required to provide a copy of the insurance cover. It is the responsibility of the hirer to make sure public liability insurance is in place, especially if they are supervising the use of the castle, and not the supplier. Landport Community Centre/Enable Ability does not provide any insurance for the use of bouncy castles, and cannot accept any responsibility in the event of an accident.
8. The hirer shall be responsible for obtaining any licences or permissions required in connection with the booking other than those already held by Landport Community Centre/Enable Ability.
9. The hirer shall be responsible for obtaining and holding any insurance required in connection with the booking. Landport Community Centre may require proof of current qualifications, licences and insurances consistent with the nature of the booking.
10. Sporting groups may be required to produce proof of affiliation to a governing body for their sport approved by Sport England.
11. The hirer shall observe all regulations relating to the production, sale and consumption of Alcohol and food, fire and emergency procedures – including keeping fire exit routes clear – noise levels, limits on numbers as stipulated below and opening hours of the premises..
12. All electrical items brought into the building must be PAT tested as required and bear current, dated test labels. No inflammable or explosive items may be brought into Landport Community Centre not may freestanding fires or any kind be introduced. **No naked flames or candles are permitted in the centre.**
13. **No alcohol may be bought onto the premises except with the express permission of Landport Community Centre Staff.**
14. At the end of each hiring it is the responsibility of the hirer to stack away tables and chairs and sweep the floor, placing all rubbish in bin bags and removing it from the premises.
15. The hire shall not sub-let or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring on to the premises anything that may endanger the premises, their users or any insurance policies relating thereto.
16. The hirer shall not allow any exhibitions of lewd behaviour or nakedness. The hirer shall not sell any goods on the premises unless the permission of Landport Community Centre has been granted in writing.

## **LANDPORT COMMUNITY CENTRE & ENABLE ABILITY CONDITIONS OF HIRE OF FACILITIES**

17. No notices or equipment may be affixed to the fabric of the building. The hirer shall indemnify Landport Community Centre for the cost of repair of any damage done to any part of the property, including the contents of the building, and its grounds during or as a result of a booking. Any such incident should be reported to the Centre Administrator or the member of staff on duty, at the earliest opportunity (if no members of staff are on duty then please complete the Accident / Incident Log which is placed on the wall outside the Main Office). The cost of the repair will be given and an invoice issued to the hirer. Payment should be made within one month on receiving the invoice.
18. Adults working with groups of children and young people are required to be DBS (Disclosing & Barring Service), checked at the enhanced level and are expected to conform to the provisions of the Children Act including adult/child ratios. At least two responsible adults must be present throughout any children's activity (No photographs may be taken in children's groups without the express consent of parents or carers).
19. Hirers must not cause nuisance or annoyance to occupiers of neighbouring premises during their activity or on entering or leaving the centre. **In particular music and PA systems must be kept at a low volume to prevent complaints from neighbours. Please check how noisy your party / activity is by standing outside on the pavement opposite Landport Community Centre.**
20. Hirers are advised that fly-posting is illegal. Any hirer found to have fly-posted an event at the centre will be reported to the police and local authority Enforcement Officers.
21. Dogs are not allowed in Landport Community Centre. The only dogs which are allowed are guide dogs and assistance dogs.
22. Please note we do not allow sprinkles to be used on the tables as decoration.
23. If you have any problems with unknown individuals attempting to come into Landport Community Centre, please ask them to leave the site. If not, please report to the local community wardens at the time of the incident on 0800 5870147 or contact the police on 101. You are a private hire booking, please do not allow any other members of the public, who are not part of your group into the building.
24. To ensure your deposit is returned, please ensure that Landport Community Centre is left clean and tidy and make sure that all rubbish has been bagged up. Also, all chairs and tables are put back as you found them. You must leave Landport Community Centre as you found it.

### **Premises Licence Restrictions**

- Unless special permission has been given, Landport InterActiv must be emptied and closed by 9.00pm. Music may be played at acceptable levels only until this time.

**In the event of a water or gas leak, damage to electrical wiring or other immediately hazardous event the council's out of hours emergency number below should be called**

**02392 824244**

**Any significant breach of these conditions may result in the withholding of part or all of the hirer's deposit.**