

# Watchet Community Centre

## Conditions of Hire & User Guide

Any person, group or organisation wishing to hire the Watchet Community Centre must have a responsible adult of at least 18 years of age complete and sign a 'HIRING AGREEMENT' between Watchet Community Centre Management Committee and the Hirer, in the form prescribed. The Hirer is to be aware that these Conditions of Hire and User Guide place certain responsibilities on the Hirer including adhering to Fire Regulations and attention is drawn to the Watchet Community Centre User Guide which sets out instructions for using the facilities of the Hall and details surcharges that may be applied where necessary.

The Hiring Agreement, which must be signed by the Hirer and the Watchet Community Centre Committee Clerk, confirms that the Committee agrees to permit the Hirer to use the premises for the purpose and period(s) stated, subject to the conditions set out below:

### **Financial:**

#### **Hire Fee:**

The cost to hire Watchet Community Centre is £7.50 per hour

#### **For Casual Bookings:**

Casual Bookings will be invoiced for the hire and charged a £30.00 deposit prior to the commencement of the hire which will be returned after the session minus any surcharge deductions made in line with the User Guide. Payment for the hire must be received by the Committee Clerk two working days before the commencement of the hire.

#### **For Regular Bookings:**

Regular bookings will be invoiced a month in arrears and any surcharges will be listed on the next invoice in line with the User Guide. Invoices are to be paid within 30 days.

#### **Cancellations:**

All cancellations must be received into the Council's office 3 working days prior to the commencement of the booking, except for in extenuating circumstances which are at the Committee Clerk's discretion to accept. In the event of a cancellation being accepted by the Committee Clerk, a credit or refund will be issued as appropriate.

1. The Hirer shall, during the period of the hire, be responsible for the supervision and care of the Watchet Community Centre, the fabric and contents, ensuring safety from damage or from change of any sort and the behaviour of all persons using the premises, whatever their capacity, including supervision of car parking arrangements, so as to avoid obstruction of the highway or access to other properties.

2. The Hirer shall not use the premises (including the car park and grounds) for any purpose other than that described in the Hiring Agreement and shall not sub-hire the centre or use the premises, or allow the premises to be used for any unlawful purpose, or in any unlawful way, nor do anything to bring on to the premises anything that might endanger the same or any insurance policies in respect thereof. The Hirer must ensure that smoking is not permitted anywhere inside the Watchet Community Centre.

3. The Hirer shall inform the Committee Clerk before completing the Hire Agreement if any alcohol is to be sold on the premises during the booking event. The Hirer will be responsible for obtaining a 'Temporary Event Notice' (TEN) from West Somerset Council. A copy of the 'TEN' should be provided to the Committee Clerk.

4. The Hirer should be aware that the Watchet Community Centre is only licensed for music, dancing, plays, films and other entertainments until 11pm Sunday to Thursday and 11:30pm on Friday and Saturday. Any entertainment after this time will require obtaining a TEN from the local council. Whenever amplified sound is played after 10:30pm, the Hirer shall ensure that all windows and doors are kept closed.

#### **PLEASE BE AWARE THAT APPLYING FOR A 'TEN' LICENCE CAN TAKE SOME TIME TO PROCESS**

5. The Hirer shall comply with all terms and conditions and regulations made in respect of the premises by the Fire Authority and Local Authority as follows: At all times during the period of the hire the Hirer shall ensure all main exit doors are unlocked, push bar mechanism tested and in good working order, fire extinguishers are in place and unobstructed and all escape routes are free of obstruction and can safely be used for instant exit, and that the 'Attendance Log' in the 'Welcome' pack in the Lobby is completed. Group Leaders must also keep their own registers for their own records. In the event of a fire, the Hall must be evacuated in an orderly manner using the appropriate illuminated exits and the Fire Service called by dialling 999.

6. The Hirer shall indemnify the Committee for the cost of any damage done to any part of the property, including the outside areas, or the contents of the building which may occur during the period of the hire and as a result of the hiring.

7. The Hirer, at the end of the hire, shall be responsible for leaving the Watchet Community Centre in a clean, tidy and safe condition, with all doors, windows and fire exits properly locked and secured. Also, any contents temporarily removed from their normal positions are to be properly replaced, all lights, internal and external, switched off, and all rubbish removed from the premises. The Committee reserves the right to impose relevant surcharges, as specified in the Watchet Community Centre User Guide should items be broken, lights left on, or rubbish not taken away.

8. In the event of the Watchet Community Centre or any part of it being rendered unfit for the use for which it has been hired, the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.

9. No Centre users are to fix anything to the units in the kitchen, or to the splashbacks, or to the fridge/microwave. Any items contravening this will be removed.

#### **1. Unlocking:**

- **Regular users:** The Hirer will be issued with a front door key and alarm fob, if access to the locked store room is required an additional store room key will be issued. A £20 refundable deposit will be held by Watchet Town Council and returned upon return of the keys to the Council.
- **Casual Bookings:** If a member of Watchet Town Council is unavailable to open and close the building for your hire a front door key and alarm fob will be issued. In these circumstances a £20 refundable deposit will be charged.

To access the Centre - unlock both locks on the front door, when the door is opened the alarm will bleep, the alarm panel is located on the left hand side by the store room. The alarm will silence when the alarm fob is held over the "tag" section on the panel. When leaving the Centre hold the alarm fob over the "tag" section of the panel, the alarm will bleep until both locks on the front door are locked. Please be aware that there is a one minute timescale to deactivate/active the alarm after unlocking/locking the front door before the alarm bell will sound fully on both entering and exiting the building.

## **2. Heating:**

The Centre has a coin meter located on the wall by the entrance to the toilet/store corridor. Heating is charged at £1 (coin) per half hour. There is an override switch if the Centre gets too hot, the unused heating time will be credited to the next user.

## **3. Fire Procedures:**

Please familiarise yourself and other users with the FIRE procedures. There is a copy of the full fire risk assessment, full fire instructions, and itemised list of firefighting apparatus in the 'Welcome' pack situated in the lobby. There are also Fire Instruction notices and apparatus around the building.

## **4. Tables & Chairs**

All tables and plastic chairs are kept in the store located in between the male and female toilets, and are accessible to all. The padded aquamarine chairs are located in the left hand store cupboard of the main hall. This is a locked store so please inform the Committee Clerk if you require access to these. At the end of session please ensure only 15 padded aquamarine chairs remain in the main hall, stacked no higher than 5 high. The remainder of the chairs should be returned to the store cupboard using the trolley provided.

## **5. Soft Play Equipment:**

There are 2 sets of equipment; Baby Set: New Born – 12 months & Toddler Set: 12 months – 6 years. This equipment is for hire only and is not to be used without permission.

The cost to hire both sets of soft play as part of your booking is £5.00. The additional fee will be added to your invoice and payable prior to your booking.

When in use children must be under the supervision of a responsible adult who must ensure safe operation with the equipment. The person in charge will ensure there are sufficient persons supervising for the number of children in the party.

Where the event is organised by a hirer, they will be the person in charge, and must ensure that adequate safeguarding is in place.

After use the equipment should be wiped clean using appropriate cleansing/sanitising wipes, and stored safely when dry. Before and after use it should be checked that it is in good condition for use. Any damage must be reported to the Management Committee.

## **6. Surcharges:**

### **For Casual Bookings:**

Please ensure that all lights in main hall, store, toilets and kitchen are switched OFF before leaving the building. Failure to do so will incur a £10 surcharge that will be deducted from your deposit.

Please ensure that all taps, faucets, shower fittings etc. in the toilets and kitchen are OFF before leaving the building. Failure to do so will incur a £10 surcharge that will be deducted from your deposit.

It is the Hirer's responsibility to remove all rubbish from the site and ensure that the Centre is fit for future use. Failure to do so will incur a £10 surcharge that will be deducted from your deposit

Any damage done to the fabric of the building and / or its contents must be reported and will be investigated by the Management Committee and any replacement / reimbursement / compensation will be negotiated with the involved parties.

### **For Regular Bookings:**

Please ensure that all lights in main hall, store, toilets and kitchen are switched OFF before leaving the building. Failure to do so will incur a £10 surcharge that will be added to your next invoice.

Please ensure that all taps, faucets, shower fittings etc. in the toilets and kitchen are OFF before leaving the building. Failure to do so will incur a £10 surcharge that will be added to your next invoice.

It is the Hirer's responsibility to remove all rubbish from the site and ensure that the Centre is fit for future use. Failure to do so will incur a £10 surcharge that will be added to your next invoice.

There are several bins within the Centre. It is the responsibility of the hirer to remove the rubbish created during the session from the Centre. Please ensure that all bins are left empty. If you find this not completed by the previous hirer, please report it to the Committee Clerk.

Any damage done to the fabric of the building and / or its contents must be reported and will be investigated by the Management Committee and any replacement / reimbursement / compensation will be negotiated with the involved parties.

## **7. Storage:**

Due to the nature of the building it is necessary for users to be considerate of the other users of the Centre and other user's belongings. There is storage available to users in the secure store room and in the kitchen for any regular group to make use of. Group Leaders must contact the Committee Clerk to be allocated storage space and must not use any other space than that allocated. If more space is required you must contact the Committee Clerk. Any damage sustained to other groups belongings must be reported, will be investigated, and any reimbursement / compensation will be negotiated with the involved parties.