

HIGHNAM COMMUNITY CENTRE TRUST

TERMS & CONDITIONS OF HIRE

Please read the Terms and Conditions of hire document before completing the booking form.

Once you have completed the booking form you will have accepted the Terms & Conditions

Registered Charity No: 290798

1. Booking, Payment & Refunds

Hire of the Hall is conditional on the Terms and Conditions having been read, accepted, the Booking form completed and the relevant fee paid. Bookings will not be confirmed until the booking form and relevant payment has been received. **Provisional bookings will be held for a period of 7 days from the date the booking form is sent out. If the completed form and relevant payment is not received within this timescale the booking may be released without further notice.**

- Bookings will only be accepted from persons **25 years of age or over**
- **Sorry – we do not accept bookings for 18th Birthday parties or Teenage Group Parties**
- **There is no 'FREE' set-up and clean up time this must be booked and paid for at the normal hourly rate**
- Hirers use the buildings and grounds at their own risk. The Trust accepts no responsibility for loss or damage to the Hirer's property, howsoever caused. Vehicles are parked at owners risk.
- The Hirer will be held responsible for any damage to the building or its contents during the period of the hire.
- The building should be left secure, clean and tidy in compliance with the check-list displayed at the exit to the building. Bins are provided in the car park – please re-cycle wherever possible in the Blue bins. Non recyclable items to be put in Green bins. **The Trustees reserve the right to levy a charge to cover costs for any additional cleaning costs.**
- The 'Hirer' is the person completing the booking form and the person responsible for compliance with the T&C's. For 'Regular' groups the designated key holder opening the building is deemed the 'Hirer'.
- The Hirer must provide adequate adult supervision during the full period of the hire for children & youth events.
- The purpose of the event and the numbers attending must be clearly stated on the Booking form.
- If the event is within 3 months of the booking date the hire charge must be paid in full at the time of booking
- If the event is longer than a 3 month period from the booking date then a deposit must be paid at the time of booking. If the total hire fee is less than £100 the deposit to be paid is £25, if more than £100 the deposit to be paid is £50. Cheques made payable to **'Highnam Community Centre Trust'**
- Payment may be made by Bank Transfer however you must inform the Bookings Manager bookings@highnamcc.org.uk that the transfer has been made so that your booking can be confirmed. Our Bank details are:
Lloyds – Account No: 01429506 Sort Code: 30 93 48
- Booking Forms may be returned by email, however the hirer must accept the Terms & Conditions, even though an authentic signature may not be present
- A full refund of the hire payment or deposit is available provided notice of **7 days or more** prior to the event date is given
- We reserve the right in exceptional circumstances to amend or cancel the booking. Maximum notice will be given and refund of fees paid where applicable.

2. Keys & Access

- Please collect the keys from Highnam Post Office & Stores and return it to there on completion of your hire. If the shop is closed please return the key to the key box on the wall inside the outer door as indicated. You will be asked to sign for the key and provide an address and contact telephone number. **Do not accept a key from a hirer using the hall before you or pass on to a hirer using the hall after you.**
- Highnam Stores opening hours are 0800 to 1800 Monday to Friday, 0800 to 1700 on Saturday and 0830 to 1300 on Sundays. If your hire starts when the shop is closed then be sure to collect the key during opening hours
- **There is NO active security Alarm in any of the Halls**

3. For your Safety

- The Hirer is responsible for the Health & Safety of, and actions of, all members, guests and their visitors during the period of the hire
- The Hirer must comply with all H & S signs and regulations and be aware of the evacuation procedures and the locality of the Fire Escapes. All Fire Escapes, where bolted for security should be un-bolted on arrival and secured again before departure. These are clearly signed. Fire exit doors must be kept clear at all times. Muster points in the car park are

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clearly signed. Fire extinguishers and blankets are provided at points throughout the buildings. Telephone 999 or 112 from mobile telephones for emergency services. **YOU ARE AT HIGHNAM COMMUNITY CENTRE, NEWENT ROAD, HIGHNAM, GL2 8DG**

- Pyrotechnics are NOT permitted on site. Smoke machines are NOT permitted as they will trigger the smoke alarms.
- BBQ's may be used but must be located a minimum of 5metres from any building. They must **NEVER** be left unattended and care must be taken not to burn grass areas. Hot ashes must not be put in bins, they are to be suitably quenched and removed from site on completion of hire.
- All portable electric appliances brought into the halls must have a current PACS test sticker displayed
- Ladders must not be used without a 'method statement' which must be agreed with the Manager prior to use.
- Organised events for children must have a minimum of 2 adults in attendance at all times. Under no circumstances must children be left in the care of one adult.
- Children are not allowed on the stage areas in the Gambier Parry Hall and the Parish Rooms unless supervised by an adult who will be responsible for their safety
- Bouncy Castles are permitted only in the Gambier Parry Hall. The Hirer must ensure that the Company from which the castle is rented has current Public Liability and Third Party Insurance. The Trust cannot accept responsibility for any accidents howsoever caused
- Children using the outside amenity area must be supervised at all times
- If you are leaving the halls unattended for any period during your hire the building must be secured
- All accidents/incidents must be entered in the Accident Book, (located with the First Aid box in the halls kitchens) and reported to the Bookings Manager as soon as is reasonably possible
- Spillages must be cleaned immediately to prevent slips, trips, etc.
- The occupancy figures for the halls, (available on the 'Halls' page on the website), must not be exceeded.
- Please note that the Cricket Field adjoining the Community Centre is not administered by the Trust. To use this area you must seek permission from Highnam Court Cricket Club

4. Music, Entertainment & Sale of Alcohol

- All halls are licensed by Tewkesbury Borough Council for music, entertainment and the sale of alcohol. The license is displayed in all halls. Users intending to sell alcohol at their events must pay the Trust £25 per event for the use of our license. You will also be asked to sign our 'Code of Practice' for the consumption of alcohol on the premises. A copy of the CoP is available on our website www.highnamcc.org.uk
- The Trust hold a PRS license for the performance of music in all halls. This license is applicable only for music which is not used for commercial gain. If you are a business which uses music in your classes, you must have an appropriate PPL license or only use 'Royalty Free' music. Mobile discothèques must also hold the appropriate license – in this case it is the hirer's responsibility to confirm this.
- Mobile 'SMOKE MACHINES' must NOT be used in any of the Halls as they will set off the Fire Alarms

5. Parking

- Free parking is available on site. Designated disabled bays are provided within the tarmac area of the Gambier Parry Hall. There is also a drop-off/unloading area at the entrance to the Gambier Parry Hall. Parking is not permitted in this area
- Do not block the main access entrance or the access to the rear car park and Church at the side of the Parish Rooms – access may be required for Emergency vehicles
- You should be aware, that at weekends particularly, the halls and get very busy and parking space can get exhausted very quickly. You should consider having your own parking attendant to guide people to park on the spine road, '**Oakridge**', which is only 300 metres further on towards Newent, once the car park is full. There is a traffic controlled pedestrian crossing to return to the Centre. You can check the activity on the night of your function by going to the website www.highnamcc.org.uk go to the 'Bookings' page and click on 'check availability' where you can check the diary.

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6. Care of the Building:

- It is against the law to smoke in any part of the buildings. Dispensers for cigarette butts are provided externally – please use these
- Users are not permitted to fix anything to the fabric of the Halls, however temporary fixings/decorations are permitted using the hooks provided. They must not be placed in positions close to heater units or anywhere that might constitute a fire hazard. They must be removed on completion of hire. The use of sellotape, blu-tac, drawing pins, nails etc. are not permitted in any Hall.
- Animals, including birds, (except guide & hearing dogs), are not allowed in the Halls at any time. Guide and hearing dogs are not allowed in the kitchens at any time.
- Naked lights including candles are not permitted in any part of the building.
- Confetti or similar should not be used inside the building. Biodegradable confetti only may be used in the car park.

7. Use of the kitchen

- All halls have full kitchen facilities including, cooker, microwave, fridge, hot water urn and kettles, the use of which is included in the hire charge. The use of the plates, cups, saucers and cutlery is also included. We endeavour to have the following place settings available in the halls – Gambier Parry Hall 80, Parish Rooms 70, Old School 45, However we do not guarantee these levels due to unreported breakages and general losses that occur. If you have specific requirements, you should check with the Bookings Manager at the time of booking. We will endeavour to meet your requirements and if satisfied may attract an additional cost.
- On completion of your hire please ensure that all the appliances are turned off and that all items used are washed in hot soapy water, dried and put away where you found them.
- Please empty bins and replace bin liners, (supplied), and dispose of rubbish in bins in car park – recycle wherever possible
- Please leave used tea towels for washing in the container marked

8. Leaving the building

- Please leave the building as clean and tidy as you found it. A **check list** is posted at the exit to each building – please ensure you have complied with its requirements. Ensure all windows are closed, heaters, lights and all electrical appliances are switched off

If we have to undertake additional cleaning we will invoice you for the cost of this

- Make sure that you and your guests leave the building quietly, showing consideration to our neighbours.

9. Indemnity:

The Hirer shall be liable for:

- The cost of repair of any damage, including accidental and malicious damage, done to any part of the premises including the site and any equipment. Such costs will be invoiced to the Hirer
- All claims, losses, damages and costs made against or incurred by Highnam Community Centre Trust, in respect of damage or loss of property or injury to persons arising as a result of the use of the premises by the Hirer or as a result of a nuisance caused to a third party as a result of the use of the Hall by the Hirer.
- It is your responsibility to ensure that any suppliers/contractors you engage to support your function have adequate third party and public liability Insurance

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10. Storage of Equipment – (Regular Users only)

- Storage space on site is very limited and may be provided for Regular Users only, by prior agreement with the Bookings Manager. It is provided on the understanding that it will be cleared, should the space be required for a particular function or show. An annual charge will be levied with October invoices. The items are stored at the risk of the Regular user group and the Trust accepts no responsibility for any damage or loss to the stored equipment howsoever caused

11. Privacy Policy – General Data Processing Regulations 2018

Statement of Lawful Basis

Highnam Community Centre Trust verify that the '**Lawful Basis**' for processing personal data is solely for the management of the Halls, (Gambier Parry Hall, Parish Rooms and Old School), and grounds controlled by the Trust. The '**Lawful Basis**' is therefore '**Legitimate Interests**', for example in order to contact you specifically in connection with your booking and any item specifically connected to it. We will never contact you in respect of any form of marketing.

Privacy Policy

Highnam Community Centre Trust uses personal data for the sole purposes of managing the halls, it's bookings and finances and to notify Users of any information that may be relevant to their hire. We will never share your data with any third party by any means, including verbally, in writing or by electronic means, without your specific consent in writing. We will never contact you with any form of marketing. Your data may be retained for up to 7 years for accounts purposes and for longer if required by the halls Insurers. If you would like to find out about how we use your personal data or want to see a copy of the information that we hold about you, please contact the Bookings Manager on bookings@highnamcc.org.uk

You may request your data is removed from our files at any time by contacting the Bookings Manager on the above email address. You will receive confirmation when it has been deleted.

The site is monitored by CCTV on a 24 hour basis for the purposes of Crime prevention and Public safety. Highnam Community Centre Trust is registered with the Information Commissioners Office under reference ZA155637

Please enjoy your event and respect our Community halls

Thank you – The Management & Trustees

Highnam Community Centre Trust,
Old School, Newent Road, Highnam, Glos, GL2 8DG
Telephone: 07944 218879 e-mail: bookings@highnamcc.org.uk
Caretaker contact details
Telephone: 07737 908521 email: caretaker@highnamcc.org.uk
www.highnamcc.org.uk

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