

Definitions

In the context of this Hire Agreement

- (a) **KCC shall mean King's Community Centre, Creed Street, Wolverton, Milton Keynes**
- (b) **The hirer shall mean the person who has signed this Hire Agreement**
- (c) **The Premises shall mean the areas of King's Community Centre which the hirer has agreed to hire.**

Bookings and Payment

1. All hire charges and deposits must be paid in advance, PRIOR to hire. Hire times must include set up time and clearing away time. (Please ask to see our hire charges listed separately).
2. Block bookers hire charges will be invoiced on the first working day of each month. Payment must be made within 7 days of the invoice date and can be paid by cash, cheque or BACs. Single booking hall hire charges should be paid at the time of booking or at least two weeks prior to the event.
3. **In addition to the hire charge a returnable cash deposit of £100 must be made at the time of booking for parties, family/private functions and block bookers.**
4. **In addition to the hire charge a returnable cash deposit of £50 must be made at the time of booking for per hour bookings.**
5. **REFUND OF ANY DEPOSIT IS AT THE DISCRETION OF THE MANAGEMENT COMMITTEE. DEPOSITS WILL NOT BE REFUNDED IN CASES OF LATE CANCELLATIONS. DEPOSITS MAY ALSO BE KEPT IF HIRERS' OR THEIR GUESTS' BEHAVIOUR IS CONSIDERED UNREASONABLE AND IF TERMS AND CONDITIONS ARE NOT ADHERED TO.**
6. **Private hirers of the hall/s for "one off" private functions/parties will be able to collect their deposit 48 hours following their function/party, providing the Centre's Management Committee are completely satisfied that conditions of hire have been adhered to. Deposit receipts must be given in when collecting deposits.**

Please note: hire charges and conditions will be reviewed on a yearly basis and events booked to take place after 1st April each year will be charged at the revised cost.

Cancellation

7. A notice period of 28 days is required before a cancellation is made.
8. The Management Committee reserves the right to cancel the hiring if the hirer breaks any of the above conditions.
9. The Management Committee 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
10. The Management Committee reserves the right to close the premises at any time for emergency or periodic maintenance. We will always try to give block bookers a month's notice of closure.

Use of the Premises

11. The closing hours of the building are 11pm Monday-Saturday and 10pm on Bank Holidays. All music and/or dancing **MUST STOP** prior to these times and must comply with the Indoor Entertainment's Licence. The Centre holds a Licence to cover you to play music publicly whilst you are in the Centre.
12. Hirers must leave the premises swept and tidy and all equipment and furniture should be placed tidily as required by the key holder. Setting up and tidying time must be included in your **HIRE PERIOD**.
13. The hirer is liable for the cost of any heavy additional cleaning, should this be necessary, and also for any damage or breakages that may occur during the hire period. This cost may be taken from the deposit, prior to the deposit refund being given. With prior approval from the Management Committee, large family/private parties with guest numbers exceeding 40 and hire duration exceeding 4 hours, may pay an additional fee to cover all tidying, clearing away, rubbish bagging, sweeping and extra cleaning. This may be an option for parties finishing after 10pm and will enable you to leave as soon as the party ends with no tidying needed.
14. All equipment hired can only be used within the facility and must not be removed.
15. Any equipment brought into the building by the hirer must have passed relevant safety tests and be fit for purpose. Permission from the Management Committee **MUST** be sought before a hirer can bring in any equipment. Any accidents resulting from equipment brought into the building are the responsibility of the hirer.
16. Bouncy castles can only be brought in from approved suppliers.
17. On weekends, evenings & bank holidays, the Key Holder will unlock the building at the commencement of hire and the building will remain unlocked until the end of the hire period. The hirer should ensure that someone is present within the building throughout this period.
18. The Key Holder is asked by the Centre Manager to wait for 15 mins only from the start time of your booking and 15 mins after your finishing time. Any late arrivals or late finishes will be chargeable. This fee will be deducted from your deposit.
19. Applications are only accepted from persons over 21 years old.
20. **ALL RUBBISH** will be disposed of by the key holder. Please leave in black sacks outside the building.
21. The premises shall be used for community purposes only and shall not be used as the hirer's postal address.
22. No alterations or additions shall be made to the premises without the written consent of the Management Committee and any such work shall be completed at the hirer's cost and to the Management Committee's approval.
23. No advertising or publicity material will be displayed inside or outside the building without the prior approval of the Management Committee
24. Hirers are to ensure their group/party use only the room/s paid for in the hire agreement and do not enter other areas of the building
25. Hirers are to ensure that their group/party are respectful and polite to any other users of the premises if not having sole occupancy

Health and Safety

26. The Key Holder will show the hirer all fire exits. They will also explain to the hirer the fire procedures in place for the building. **Please give the key holder your close attention when this is being explained to you.** Fire safety notices are displayed in the building and written instructions are given to the hirer when a booking is made.
27. The Key Holder's contact number is displayed on the cupboard door in the kitchen. Please take this with you if you have to evacuate the building. We suggest you key the contact number into your phone.
28. Fire exits must not be obstructed in any manner at all. It is the hirer's responsibility to ensure that the fire procedures displayed in the building and verbally communicated to them are communicated clearly to their guests/clients.
29. **It is illegal to smoke inside the building.**
30. No fireworks (indoor or outdoor) are allowed.
31. No hazardous liquid substances or items that may be seen as a fire or safety risk are allowed.
32. Children should not be allowed in the kitchen.
33. No smoke machines or any other equipment that may affect the sensors are allowed. If the fire alarms are triggered, hirers and all guests must evacuate the building. If a false alarm is caused by the hirers, or their guests breach any of the centre's terms and conditions, any related cost will be charged to the hirer. (This cost can be up to £1000)
34. No betting, gaming or lotteries shall take place on the premises, except that allowed by law. The hirer shall obtain any licence or certificate required for such use prior to booking the premises.
35. The hirer shall ensure compliance with all the relevant legislation, orders and regulations, in particular, that relating to music, singing and dancing and the sale and supply of alcohol. We do not hold an Alcohol Licence, so if you are selling alcohol you must bring your own licence. It must be displayed at all times during the event and a copy of the Licence must be forwarded to the Community Centre Manager **BEFORE** the date of the booking. Failure to do so will result in the event being cancelled. An alcohol licence is not required if you are bringing alcohol onto the premises for your guests, as long as you are not selling it.
36. If alcohol is present then the hirers are responsible for the actions of their guests. The Management Committee does not endorse the consumption of alcohol if children are present, or if guests are driving, so this is at the hirer's discretion.
37. Hirers must not cause annoyance or nuisance to local residents or adjoining occupiers by the playing of unreasonably loud music, causing an obstruction by parking on the road outside the premises, etc. Young people (18 and under) must be supervised by responsible adults at all times throughout any booking period. There should be a minimum ratio of 1 adult to 10 young people. For young children (3-5 years old) there should be a minimum ratio of 1 adult to 8 children. Parents should be present for all children under 3 years of age.
38. Hirers who use any liquids substances must check with the Management Committee first and provide the relevant COSHH sheets to the Management Committee. **This includes paints, glues, cleaning products, etc.**
39. With the exception of assistance dogs, no animals will be allowed on the premises, unless agreed by the Management Committee

Insurance

40. **Block Bookers' Public Liability Insurance Certificates must be shown and a copy held by the Centre.**
41. **The Community Centre's insurance does not cover the hirer's property and equipment. Items left or stored at the Community Centre are done so at the hirer's own risk and the Community Centre takes no responsibility for any loss or damage.**
42. **If applicable, a Community Youth Scheme registration certificate must be shown and a copy held by the Centre. Please be aware that hirers working with children and young people without parents present, must ensure they are REGISTERED under the Milton Keynes Council's Community Group Registration Scheme.**
43. Please see separate listings for our hiring costs.
44. The Management Committee reserves the right to cancel the booking if the hirer breaks any of the terms and conditions.
45. **Block Bookers' notice period** - a 6 week notice period is required.

We are proud of our community facility and so ask that you remain respectful at all times.

We welcome your comments and feedback so that we can constantly strive to improve our services to the community.

I have read and understood the terms and conditions and agree to abide by them:

Signature of Hirer: Print Name:Date: