



Hirer / User Agreement

The Hirer/User will:

1. Pay all hire fees before the day of the booking.
If the hirer cancels the booking the repayment of the fees will be at the discretion of the Community Centre Development Assistant.
2. Obey the General Rules on page 2 & 3 of this agreement.
3. Be responsible for supervising the premises, protecting the building and its contents and keeping it safe from damage.
4. Be responsible for any extra charges related to the booking.
5. Be responsible for the behaviour of anyone using the premises. This includes supervising car parking to avoid obstruction of the highway.
6. Obtain any licences which may be needed for the booking, other than those already held by the Centre.
7. Obtain insurance against any third party claims which may be made against any organisation whilst using the centre as part of the booking.
8. Make sure they have adequate public liability insurance. Berneslai Homes is insured against any claims arising out of its own negligence.
9. Obey all regulations relating to the premises as set by the Licensing Justices, the Fire Authority in accordance with Rule 4, the Local Authority or otherwise.
10. Not sub-let or use the premises for any illegal purpose.
11. Not bring anything on to the premises which might be a danger to the building or people in it or which may invalidate any insurance policies.
12. Cover the Council for the repair costs of any damage to the property including the external areas. This includes the contents of the building.
13. Comply with Fair Trading Laws and local code practices if selling any goods.
14. Make sure that the total price of all goods and services are clearly displayed along with the organiser's name and address. Any discounts offered should be based only on Manufacturers Recommended retail prices.
15. Be responsible for the evacuation of the building in line with the Fire Notices in the case of an emergency or fire.
The Group Leader is responsible for making sure everyone attending their event has left the building, including people who may not hear or understand the emergency alarms. Assembly shall be made outside the building at:

Signed by the Community Centre Development Assistant on behalf of

Berneslai Homes

Signed by the Hirer/User or the Hiring/User organisation representative

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GENERAL RULES

Hours of Opening

Facilities in the premises will only be available for the use of to external hirers/users between the hours of 9am and 9pm Monday to Friday.

Usage outside these hours must be agreed beforehand with the Community Centre Development Assistant.

Maximum Capacity

The main room has a maximum capacity of standing (these figures include helpers and performers). This number must not be exceeded.

Use of the building:

The following rules and conditions apply to all bookings:

1. All applications to use the building must be made to the Community Centre Development Assistant.
2. The Community Centre Development Assistant has the right to refuse any application.
3. The Community Centre Development Assistant has the right to cancel bookings if the building is required as a polling station or if it is decided that the building is not fit for the intended use.
4. Residents paying a service charge for the use of the communal facilities shall have priority use of the building. However all arrangements to hire or use the facilities made with outside bodies and individuals will be honoured by the Community Centre Development Assistant except as stated in Rule 3 above.
5. The building does not have a catering kitchen suitable for cooking meals except in cases where it is deemed fit for this purpose by BMBC Environmental Health Department. This information will be provided by the Community Centre Development Assistant.
If the kitchen is not a catering kitchen it should not be used to cook and provide meals to users of the building.

Safety Requirements

The Hirer/User must not do anything which will endanger anyone in the building or compromise the insurance policies of the building and its contents. This includes the following:

1. All conditions contained in the building's Public Entertainment Licence (if it has one) or other licenses must be strictly obeyed.
2. The Hirer/User must not do anything which will endanger anyone in the building or compromise the insurance policies of the building and its contents.
3. Smoking in the communal areas of the building is strictly forbidden. This includes corridors, kitchens, lounge and toilets.
4. Obstructions must not be placed in gangways and escape routes including external routes.

5. Escape doors should be unlocked and free of fastenings except for approved release devices such as panic bars.
6. Fire-fighting equipment shall be kept in its proper place and only used for its intended purpose.
7. Hirers/Users should read and be familiar with the Fire Action Notices and know where the assembly point is. They should also know how to sound the alarm.
8. The Group Leader should make sure he or she is clearly briefed about fire safety procedures. This includes the Fire Action Notices, the fire alarm system, escape routes, fire assembly points, fire fighting equipment, location of the nearest telephone and the procedure for calling the fire service and other emergency services.
9. The Group Leader should inform the user group about the action to take in the event of a fire before the start of the event.
10. The Fire Brigade must be called to any outbreak of fire, however slight, and details given to the Community Centre Development Assistant;
11. If the fire alarm sounds everyone in the communal areas in the building must evacuate the premises with assistance given to disabled occupants if needed.
12. Performances involving any possible danger to the public are not allowed.
13. Highly flammable substances must not be brought into, or used, in any part of the building. Flammable decorations must not be used without permission from the Community Centre Development Assistant.
14. Unauthorised portable heating appliance must not be used on the premises;
15. Portable electrical equipment brought into the building must be Portable Appliance Tested (PAT tested) within the last 12 months and a testing certificate shown to the Community Centre Development Assistant.
16. The First Aid Box is available to all users of the building. The Community Centre Development Assistant must be informed of any accident or injury occurring on the premises.
17. The Group Leader must make sure the premises are left safe and secure after the group activity ends and people leave the building.
18. The Group Leader must make sure any rooms used are left clean and tidy. This includes:
 - All rubbish will be placed in bins.
 - Crockery is washed and put away.
 - All spillages must be wiped clean.
 - Kitchen surfaces must be left clean.
 - Toilets must be left clean.
 - Chairs and tables must be returned to their original position.
 - Carpets should be vacuumed if soiled.

Hirer/User agreement

Name of Centre

This agreement is made onof20.....

between Berneslai Homes and the Hirer/User.

A. APPLIES TO FEE PAYING HIRERS ONLY

BERNESLAI HOMES gives permission to the Hirer to use the Centre as described below:

a. Purpose of hiring.....

b. Period of Hiring: Date From.....To.....

Time FromTo.....

c. Facilities to be Hired: Main lounge

Kitchen and W.C.

d. Hiring Fee £ per hour

c. Total Hiring Fee

Signed by Community Centre Development Assistant on behalf of Berneslai Homes

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Community Centre Development Assistant contact telephone Number

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B. APPLIES TO FEE PAYING HIRERS AND NON FEE PAYING USERS

THE HIRER / USER agrees to the terms and conditions of the Hire/User Agreement

Hirer/User Organisation (if applicable)

Name of Hirer/User or the Hiring/Using organisation's authorised representative

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Address:

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Telephone Number:

Signed: