**Victoria Park Community Centre User Contracts**

Community Hiring Agreement

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This agreement is made on (date) between the Victoria Park management trustees and the hirer named below:

The trustees agree to permit the hirer to use the premises for the purpose and the period as outlined below:

Date:

Hirer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Organisation (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Name of organisation’s authorised representative / individual hirer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***NB Any change to the named authorised representative or individual hirer must be notified in advance and authorised / approved by the Bookings Secretary.***

Hiring Fees: £ per hour

**Premises hired:** (tick as appropriate)

Main Hall

Indoor Kitchen

Annex

Outdoor Kitchen (£5 additional)

**Purpose of hiring:**

Description of event / activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Period of hiring:**

NB For multiple or regular hire, this contract is for a 3 month period from the date of the first hire. It will require renewal, subject to conditions, prior to the termination of the current contract.

**Dates:**   **Hours:**

**Cancellation:**

The hirer agrees to be present during the hiring and to conform to the provisions and stipulations as in the standard Conditions of Hire. Regular hirers are required to give three month’s notice to quit, or provide payment of three month’s hire in lieu.

**Penalties:**

Where a breach of the conditions of hire (below) or a breach of any license or permission that applies to the activity, requires an emergency call out by Victoria Park Community volunteers or their designated personnel (e.g. hired premises left unlocked after termination of hire (for key holders), lighting or electrical equipment not switched off) then a £50 PENALTY FEE will apply to each respective hire.

Any breakages must be paid for.

You must take your rubbish with you after hire, there is CCTV footage that monitors the grounds of the Community Centre. Should you not remove your rubbish with you, then a £30 PENALTY FEE will apply.

**Payment will be required prior to any further booking.**

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Conditions of Hire

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**Equal Opportunities**

Users of the Community Centre must comply with the Equality Act 2010. They must ensure that the Community Centre is open to all members of the community regardless of sex, sexual orientation, nationality, age, disability, race, or of political, religious or other opinions.

**Application for use of the Centre**

Application for use of the Centre should be made online via our booking system - <https://vpcc.skedda.com/booking>. All bookings should be paid for at the time of booking.

**Hours of opening**

Facilities at the Community Centre are normally available for the use between the hours of 7am and 10pm.  In exceptional cases, these hours may be extended on application to Victoria Park Community Centre Committee.

**Maximum Capacity**

Dancing - 220 people

Seated - 405 people

**Use of Community Centre**

The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-let or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.

**Safety Requirements**

All conditions attached to the granting of licenses shall be strictly observed.

Nothing shall be done which will endanger the users of the building or invalidate the policies of insurance relating to it and to its contents.

In particular:

* Obstructions must not be placed in gateways or exits, nor in front of emergency exits, which must be immediately available for free public egress.
* All groups are expected to co-operate in the fire drills which may be arranged at varying times in order to familiarise users with evacuation procedures;
* The Fire Assembly point is situated outside the community centre and clearly marked (see Fire Map below)
* Firefighting apparatus shall be kept in its proper place and only used for its intended purpose;
* The Fire Service shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to Victoria Park Community Centre. Victoria Park representative should also be called at the time of the incident, when it is safe and appropriate to do so. (Owen – 07740565887 / Pat – 07500855886)
* Permission for performances involving danger to the public shall not be given;
* Highly flammable substances shall not be brought into or used in any part of the premises.
* No additional heating appliances shall be used on the premises;
* The First Aid box shall be readily available to all users of the premises. It is located in the kitchen and must be returned after use. Victoria Park Community Centre must be informed of any accident or injury occurring on the premises and the accident book completed; (stored with the first aid box)
* All electrical equipment brought into the building shall comply with the Electrical Equipment (Safety) Regulations 2016 and any subsequent legislation.

**Supervision**

The hirer or person in charge of an activity shall not be under 18 years of age and shall be on the premises for the entire period of hire or duration of the activity. S/he shall not be engaged in any duties which prevent them from exercising general supervision.

When the premises or any part of them are used for the purpose of public entertainment, there shall be a minimum of two persons, neither of whom shall be less than 18 years of age, on duty where a large number of persons are attending the entertainment.

When the majority of those present at the entertainment are less than 16 years of age and/or when many people with disabilities are expected to attend, the numbers of adult supervisors required will be increased.

All persons in charge or on duty shall have been informed of the procedure for evacuation of the premises and shall familiarise themselves with the firefighting equipment provided and the location of the Fire Assembly Point communicating this to all participants.

**Age**

The Hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of the premises are met.

**Loss of property**

Victoria Park Community Centre cannot accept responsibility for damage to, or the loss or theft of, Centre users’ property, possessions and effects.

**Car Parking**

Cars shall not be parked so as to cause an obstruction at the entrance to, or exits from, the Centre.

Victoria Park Community Centre cannot accept responsibility for damage to, or the loss or theft of, Centre users’ property and effects, theft of vehicles and possessions.

**Rubbish Removal**

Rubbish shall not be left in or about the Centre premises. There is CCTV footage that monitors the grounds of the Community Centre, you must take your rubbish with you after hire. Should you not remove your rubbish with you, then a £30 PENALTY FEE will apply.

**Cleaning and Security**

All use of Centre premises and facilities is subject to the users accepting responsibility for returning furniture and equipment to their original position and for securing doors and windows of the premises as directed. All users shall also leave the premises and surroundings in a clean and tidy condition, as may be directed.

**Strictly NO SUB LETTING is allowed.**

**Public Safety Compliance**

The Hirer shall comply with all conditions and regulations made within the hirer agreements.

The Hirer acknowledges that they have received information in the following matters:

The action to be taken in event of fire. This includes calling the Fire Service and evacuating the hall;

* The location and use of fire equipment;
* Escape routes and the need to keep them clear;
* Method of operation of escape door fastenings;
* Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.

In advance of the booking taking place the hirer shall check the following items:

* That all fire exits are unlocked and panic bolts in good working order;
* That all escape routes are free of obstruction and can be safely used;
* That any fire doors are not wedged open;
* That exit signs are illuminated;
* That there is no obvious fire hazard on the premises.
* There are no obvious dangers present in the building and the area of hire is safe to use for the chosen activity

**Cancellation Fee**

If you have to cancel your event and we have to refund your booking fee, there will be a £10 cancellation fee.

**Smoking**

Smoking on the Premises is not permitted.

**Feedback**

Victoria Park Community Centre welcomes comments or observations that you may have about your hire of the Centre. Please leave your feedback here –