



# Forest Estate Community Hub

## Conditions of Hire & Booking Form - One Off Events

### Hirer Details

Name (Organisation/Individual/Representative): .....

Address: .....

Telephone: ..... Mobile: .....

Email: .....

### Purpose of Hire (Please select)

(if other, Please state below)

.....

### Booking Requirements

Event Date (dd/mm/yy):

Start Time (24:00):

No of hours hall required (£18 Per hour) Please include set up/clear away time

- Do you wish to use the cooker/oven?      Yes      No

Fee: £

**Deposit: £ 50** To be refunded after event, assuming premises are left clean, tidy and undamaged

**Terms** - The Hirer agrees to observe and perform the terms and conditions contained or referred to in the attached Conditions of Hire. The Charity permits the Hirer to use the Premises (as defined in the attached Conditions of Hire), for the "Purpose of Hiring" and for the times described above, subject to the Hiring Fee and Deposit being paid and the Conditions of Hire being observed and performed.

**I have read and understood the conditions of hire and agree to adhere to them whilst using the premises**

Signature: ..... Print Name: .....Date: .....

## **The Forest Estate Community Hub – Conditions of Hire**

*For the purpose of these conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative. The hirer shall not be a person under the age of 21 years of age.*

1. All bookings will be confirmed on receipt of the completed booking form, and payment. The Hub Manager reserves the right to refuse any bookings which are not in accordance with the booking policy. (set out below)
2. Acceptance of a booking implies only the use of the particular area of the building and during the times agreed as per the booking form.
3. Smoking is not permitted anywhere on the premises.
4. Bookings for evening dances/functions must terminate before Midnight and all guests must vacate the premises by that time. If any form of music is being played this must cease at 23.00 hours. With the agreement of the Hub Manager, organisers of the function may remain on the premises until Midnight to clear up.
5. Bar - Where liquor is to be sold during any function, an additional licence must be obtained by the hirer from Runnymede Borough Council 21 days prior to the function date. The terms of the licence must be strictly adhered to and the person booking the hall will be held personally responsible for any breach of the licence.
6. Drugs are not permitted anywhere on the premises
7. The hirer shall, during the period of hire, be responsible for the security of the building and shall at no time leave the building unattended.
8. The hirer shall, during the period of hire, be responsible for supervision of the premises, protection of the fabric and contents from damage and the behaviour of all persons using the premises. Children should be under adult supervision at all times.
9. The hirer shall, during the period of hire, be responsible for the proper supervision of car parking arrangements so as to avoid the obstruction of the access lane and local highway.
10. The Hub Manager will be responsible for ensuring heating and lighting is available and ensuring the room is in a reasonable state prior to use.
11. The hirer shall be responsible for obtaining any local authority or other licences necessary in connection with the booking.
12. The hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.
13. The hirer shall ensure that any electrical appliances brought by him/her to the premises and used there shall be safe and in good working order, used in a safe manner, fitted with effective suppressors and properly earthed and insulated. (PAT Tested)

14. The use of naked flames is not allowed anywhere on the premises.
15. The hirer is responsible for making adequate arrangements to provide a qualified first aider who is in attendance for the duration of the event.
16. The hirer shall be responsible for making adequate arrangements to insure against any third party claims which may fall against the hirer or his/her organisation whilst using the premises. River Church does not accept responsibility for loss or damage to the hirer's effects during the time of hire or for injury to any person unless negligence on the part of the committee can be proven.
17. The hirer shall be responsible for observing all regulations affecting the premises imposed by the Fire Authority, the Local Authority or the Licensing Justices and must not contravene the laws of betting, gaming and lotteries.
18. The hirer shall not sub-let the premises. The hirer shall not use the premises for any unlawful purpose or in any unlawful way. The hirer shall not bring into the premises anything which may endanger the premises, their users, or insurance policies relating thereto.
19. The hirer shall indemnify The Community Hub in respect of repair of any damage done to any part of the premises or contents of the building during a booking.
20. The hirer shall, if selling goods on the premises, comply with all relevant fair trading laws and any local code of practice issued in connection with such sales.
21. The hirer is responsible for clearing away its own equipment and disposing of their rubbish at the end of the period of hire (please do not use our bins but please take rubbish home with you). **Failure to comply with this will incur a cleaning charge.**
22. The Community Hub reserves the right to charge the hirer for additional costs for cleaning, repairs or loss replacement – this includes the refilling/replacement of fire fighting equipment that has been used in a non-fire situation.
23. The hirer acknowledges that no tenancy is intended to be created between The Community Hub and the hirer and no relationship of landlord and tenant exists between them.
24. All commercial hirers are to provide their own Public Liability Insurance and provide a copy of such to the Hub Manager before the first date of hire.
25. The Community Hub regards the safe care and protection of children to be of utmost concern. Groups that hire or use the premises are expected to share this concern and make appropriate provision for the children in their care. The hirer confirms that it is familiar with the Home Office Guidelines 'Safe from Harm' and has undertaken to follow their recommendations in relation to work with children and young people. ([www.homeoffice.gov.uk/docs/harm.html](http://www.homeoffice.gov.uk/docs/harm.html)) The hirer, upon accepting and signing this agreement agrees to comply with these regulations.
26. Minimum recommended child supervision levels are as follows:

|         |                              |     |
|---------|------------------------------|-----|
| 0-2 yrs | 1 adult for every 3 children | 1:3 |
| 2-3yrs  | 1 adult for every 4 children | 1:4 |
| 3-8yrs  | 1 adult for every 8 children | 1:8 |

Over 8yrs                    1 adult for the first 8 children and then an extra person for every extra 12 children.

Please note that there should ALWAYS be more than one adult on site when working with children

27. The Community Hub reserves the right to cancel or change a booking in exceptional circumstances. Any booking fee will be subsequently refunded. The Community Hub cannot be held liable for any costs incurred by the hirer as a result of a cancelled or changed booking.

| <b>If cancelled</b>                     | <b>Hirer charge will be</b>   |
|---|-------------------------------|
| More than 28 days before the event      | 25% of the refundable deposit |
| Between 14 and 28 days before the event | 50% of the refundable deposit |
| Less than 14 days before the event      | 100% of all                   |

28. Cancellation of bookings must be given in writing (letter or email to [Hubmanager@thejourney.org.uk](mailto:Hubmanager@thejourney.org.uk)). If the Hirer needs to cancel a booking, for whatever reason, he/she will then become liable to pay River Church a cancellation fee as follows:-

29. The right is reserved for a member of Community Hub Management Team to enter the building at any time.

30. Any complaints should be made in writing to the The Community Hub Manager, Forest Estate Community Hub, 57 Larchwood Drive, Englefield Green, TW20 0SL



Forest Estate Community Hub, 57 Larchwood Drive, Englefield Green, Surrey, TW20 0SL

☎ 01784 557040 ✉ [hubmanager@thejourney.org.uk](mailto:hubmanager@thejourney.org.uk) 🌐 [www.TBC](http://www.TBC)

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