

**EVENT Date:**.....

## BOOKING FORM

**Penalties will be imposed where Hirers do not adhere to the Terms & Conditions**

**HIRER:** (Mr/Mrs/Ms/Miss).....(PLEASE PRINT)

*This should be as shown on your bank account (for deposit refund purposes)*

Address .....

Mobile No: ..... E-mail: .....

**Bank Account Details - Sort Code :**                      **Account No :**                      *(for deposit refund purposes)* **T&C 6**

Nominated Representative (PRINT NAME)

(Mr/Mrs/Ms/Miss).....Mobile No: .....  
(See Hirer Declaration / Deposit Refund Checklist)

<b>CHARGE PER HOUR</b>		<b>Community</b>	<b>Private</b>	Hall Hire Charge to be paid <b>in full</b> 20 working days before the event. Deposit & Insurance to be paid at time of booking <b>(The insurance does not include event cancellation cover)</b> Cost per hr ..... (@.....hrs) £.....+ <b>(Hall Hire Charge)</b> £..... - <b>(less any discounts)</b> £ ..... <b>subtotal</b>  <b>*Deposit £ £195.00 +</b> <b>** Public Liability Ins. £ 5.00 +</b> <b>TOTAL sum due £</b>
Weekday 9-5		<b>£30</b>	<b>£45</b>	
Weekday 5-10		<b>£35</b>	<b>£55</b>	
Weekend - Fri/Sat/Sun		<b>n/a</b>	<b>£65</b>	
Capacity 125 seated <b>OR</b> 175 standing 4 hours = Minimum Hire				

<b>Hall Hire Discounts</b>		<b>Residents of Pepys Estate</b>	Deposit & Insurance paid £ ____ <b>paid on</b> .....  Balance Due <b>OR</b> Amount Paid £ ____ paid on .....  Balance Due <b>OR</b> Amount Paid £ ____ paid on .....  FULLY PAID on .....  
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**EVENT DURATION:** Start Time..... End Time.....**FREE HOUR** from 10pm to 11pm \*\*\*

(This period includes setting up and then tidying up and cleaning within the free hour from 10.00pm to 11.00pm ) T&C 14

**EVENT TYPE:** .....ie. *Wedding reception, Birthday, Christening, Fashion Shows*

**DECLARATION:**

By signing this Agreement I agree to comply with the Terms & Conditions, Hire Declaration and Hirer Responsibilities (attached). I understand and agree that the hall costs are charged in addition to the refundable cash deposit, and that the deposit is **NOT** counted as part payment towards to hire. If the Terms & Conditions, Hire Declaration and Hirer Responsibilities are adhered to, your deposit will be refunded in full by a BACS payment.

Signed ..... Print Name ..... Date .....

**CAC Booking Handler** ..... **Date** .....

\*Deposits are refunded to the person named on the Booking Form by BACS 3-5 working days after the Event (Hall Check)

**\*\*Public Liability Insurance required at time of booking**

\*\*\*Centre Closure: 10pm Daily (Hirer / guests (events) MUST vacate the premises by 11:00pm)

**NOTE : Access to the Hall will *NOT* be permitted before start of your hire period. T&C 4 **1.****

Company Limited by Guarantee and Registered in England and Wales. Company No. 3924401. Registered Charity No. 1084224



## GDPR CONSENT

We need to gather and use information or 'data' about you as part of our business to protect you and to manage our relationship with you.

### What Information does the Company Collect?

The Company collects and processes a range of information about you, this includes:

#### Contact details

- Address
- Telephone number
- E-mail
- Public Liability Insurance Details (**Organisations ONLY**)

### How does the Company collect your Personal Information?

We may collect personal information about you in a variety of ways. It is collected during the course of your making a booking, either directly from you or sometimes from someone on your behalf.

Your personal information may be stored in different places, including in your file, in the Company's Customer Management System and in other IT systems, such as e-mail.

### Why does the Company Process Personal Data?

The Company needs to process data for contractual purposes to enter into an agreement with you and to meet its obligations. In some cases, the Company needs to process data to ensure that it is complying with its legal obligations.

### Who has Access to my Data?

It is not our intention to share your information.

### How long does the Company keep my data?

We will retain your personal information for 3 years to fulfil the purposes for which it is collected and processed.

### Your rights

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request
- Require the Company to change incorrect or incomplete data
- Require the Company to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing

If you would like to exercise any of these rights please contact : [cac.2000@hotmail.co.uk](mailto:cac.2000@hotmail.co.uk)

**Please sign and date this form to confirm your consent to us processing your data in the above form.**

Name.....Signature.....Date.....

We would like to keep in touch with you from time to time in the form of a newsletter or leaflet informing you of an event or activity. This may be sent through the post, emailed or sent as an SMS. **Please indicate your preference.**

**I consent to receiving information about events and/or activities**

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**I do not wish to receive any communication**

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## HALL HIRE TERMS AND CONDITIONS

<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p> <p>6.</p>	<p><b>The Hirer</b></p> <p>In these Terms &amp; Conditions the term 'Hirer' shall include the person signing or lodging the booking and any person / organisation on whose behalf the booking is made, all of whom shall be jointly and severally liable and not under the age of 21 years. Proof of age may be requested at any stage during the booking process.</p> <p><b>Application / Booking</b></p> <p>All applications must be made using the Application Form available and must state the hire duration desired and the details of the event. Bookings are processed on a first-come, first-served basis and can only be accepted from persons aged 21 years or over. Applications can only be accepted for periods when the Centre is open. The minimum single booking time period is four hours. The Hirer accepts that other Hirers may be using other facilities at the Centre during the course of a scheduled booking and that they may be asked to share all or some common areas. A "grace" period (<b>one hour</b>) is added to the end of each hire period in order to allow the Hirer time to clear away &amp; clean-up. <b>N.B. guests/visitors are not permitted to remain during the "grace" period (unless actively helping to clear away &amp; clean up).</b> 2000 Community Action Centre reserves the right to refuse any application for use of the Premises without the need to specify reasons, or to prescribe special requirements (e.g. indemnities) as necessary, or to cancel a letting without payment of any compensation except as a refund of monies paid by the Hirer.</p> <p><b>A verbal booking (subject to availability) will only be confirmed on receipt of the following in advance of the proposed booking:</b></p> <ul style="list-style-type: none"> <li>• A signed copy of the Booking Form and Public Liability Insurance Form.</li> <li>• Full payment of the deposit and insurance as shown on the Booking Form</li> <li>• Full payment of the Hire Fee to include deposit, insurance and hire fee charge.</li> </ul> <p><b>Booking Application Refusal</b></p> <p>2000 Community Action Centre reserves the right to refuse a booking.</p> <p><b>Hire Times</b></p> <p>The times booked must include set up time, cleaning and last person out. Doors are opened and closed at the times stated and paid for.</p> <p><b>Right of Free Access</b></p> <p>The right of free access to any part of the facility at all times is reserved to 2000 Community Action Centre Staff and any persons authorised by them.</p> <p><b>Deposit</b></p> <p>Deposits are required to secure a booking. The Hirer shall pay <b>£200</b> at the time of booking or at the time of receiving notification that the booking has been accepted. Payment of an agreed deposit by regular users also applies.</p> <p>The booking will be considered provisional until the deposit (£195) and insurance (£5) payment is made and provision of the Hirer's bank details for return of the deposit. If other enquiries arise for the same date and we have not yet received the deposit, you may lose your booking.</p> <p>2000 Community Action Centre reserves the right to bank the deposit and to refund it after the Hall has been inspected. The deposit will be returned after the event, when the hall has been inspected, less deduction for any of the following :</p>	<p>a) Breakages, loss or damage to the building, its content and/or fittings. 2000 Community Action Centre reserves the right to hold the Hirer responsible for the cost of any repair work so caused during the hire.</p> <p>b) An additional charge of <b>£37.50 per 15 minutes</b> for use of the Hall after the agreed time may be imposed and deducted from the deposit.</p> <p>c) Any cleaning needed if the Hall is left untidy or dirty.</p> <p>d) Disputes arising over the use of the Hall. Deposits or any part thereof will not be refunded until after 2000 Community Action Centre has investigated the matter and decided on any retention of part or all of the deposit.</p> <p>e) Post-dated cheques are not accepted.</p> <p><b>Deposits are refunded <i>ONLY</i> to the person named on the Booking Form by BACS payment 3-5 days after the Event.</b></p> <p><b>7. Indemnity / Insurance</b></p> <p>It is the Hirer's responsibility to ensure that suitable insurance cover is in place for the proposed event. The Hirer shall indemnify 2000 Community Action Centre for the cost of repair of any damage done to any part of the property or the contents of the building which may occur during the period of hire as a result of the hire. Any damage or loss not covered by PLI will be charged to the Hirer (and/or deducted from the deposit paid).</p> <p><u>Private Individuals</u> - A fee of £5.00 for Public Liability Insurance is (payable to London Borough of Lewisham) required at the time of booking. <b>THIS INSURANCE DOES NOT COVER A CANCELLED EVENT.</b></p> <p><u>Organisations</u> - A copy of a valid Public Liability Insurance Certificate is required four weeks before commencement of the Event.</p> <p>Failure to provide evidence of insurance in advance of the proposed Event may result in cancellation of your booking and loss of your deposit.</p> <p>2000 Community Action Centre is insured against any claims arising out of it's own negligence.</p> <p><b>8. Payment</b></p> <p>Fees for hall hire should be paid in full no later than <b>20 working days</b> before the date of the Event as detailed in the Booking Form. Failure to comply may result in 2000 Community Action Centre cancelling the booking and retaining the deposit paid.</p> <p><b>No changes to the booking can be made 5 days working days before the date of the hall hire.</b></p> <p>Online payments are now accepted to CAF Bank detailed below :</p> <p>Name : 2000 Community Action Centre Bank : CAF Bank Sort Code : 40-52-40 A/C No : 00034431 Ref : Date of the Event i.e. dd/mm/yyyy</p> <p><b>9. Exclusions / Restrictions / Limit of Hire</b></p> <p>Unless agreed outside areas, corridors, the reception foyer and rooms not part of your booking should not be used as communal space for any purpose. The Centre is regularly spot checked and if a Hirer is found to contravene this rule, 2000 Community Action Centre reserves the right to make an additional charge, which may be deducted from the deposit paid.</p> <p><b>10. Cancellation</b></p> <p>If the Hirer wishes to cancel the booking, the following will apply</p> <ul style="list-style-type: none"> <li>- 5 working days before the event the Hirer will forfeit 75% of the hire fee.</li> <li>- 10 working days before the event the Hirer will forfeit 50% of the hire Fee.</li> </ul>
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# HALL HIRE TERMS AND CONDITIONS

<p>- 15 working days before the event the Hirer will forfeit 25% of the hire fee In any event the deposit will be refunded</p> <p>Where full payment is not received by the designated time, the booking will be cancelled and the deposit returned</p> <p>2000 Community Action Centre reserves the right to cancel any bookings when the premises are required for use as a Polling Station or is rendered unfit for the intended use.</p> <p>In this event the Agreement is terminated by 2000 Community Action Centre, fees paid in advance will be reimbursed.</p> <p><b>11. Termination of Hire</b></p> <p>Any staff or authorised person of 2000 Community Action Centre may bring a halt to the Event if any of the regulations within the Terms and Conditions have been, or is likely to be broken. This can include, but not limited to, selling or supplying alcohol to under age person(s) or person(s) who are in a drunken state, the fabric of the Hall is under threat, noise or disorderly conduct is likely to disrupt the local community. In the unlikely event this occurs the Hirer shall automatically forfeit all deposits and hire fee.</p> <p><b>12. Compliance</b></p> <p>Where the Hirer refuses or neglects to comply with any of these Terms and Conditions or with any instructions conveyed on behalf of 2000 Community Action Centre, the Hirer, its servants, guests/visitors may be excluded from the premises until compliance of the same. For the avoidance of doubt, such exclusion does not relieve the Hirer of its obligation under any Agreement or these Terms and Conditions.</p> <p><b>13. Hall(s) Capacity (Max)</b></p> <p>The number of people attending should not exceed :</p> <p>Large Hall 125 (seated) 175 (Standing)</p> <p><b>14. Hours of Opening</b></p> <p>2000 Community Action Centre is normally available for hire 7 days' a week between <b>10</b> am – 10pm. Hirers are permitted one hour (<b>free of charge</b>) to clean at the end of the hire period to finish at 11pm. .</p> <p>Use of the premises on Bank / Public Holidays must be made by prior separate arrangement.</p> <p><b>15. Equality and Diversity</b></p> <p>No activity shall be carried out on the premises which, in the opinion of 2000 Community Action Centre, contravenes (directly or indirectly) the Equality Act 2010 or any other issue identified by the Centre's Equality Objectives to :</p> <ul style="list-style-type: none"> <li>- tackle victimisation, discrimination and harassment</li> <li>- improve access to services</li> <li>- increase mutual understanding and respect between communities</li> <li>- increase participation and engagement</li> </ul> <p>This will include ensuring equal access to people falling under the protected characteristics identified within the</p>	<p>Equality Act 2010 – e.g. age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief and gender or sexual orientation.</p> <p><b>16. Child Protection / Safeguarding Children</b></p> <p>The Hirer is required to ensure that children are protected at all times, by taking all reasonable steps to prevent injury, loss or damage occurring and ensuring all necessary Child Protection checks are undertaken. 2000 Community Action Centre accepts no responsibility for the Hirer's failure to comply with these requirements.</p> <p>Regular Hirers will be required to have a Child Protection Policy or a Safeguarding Policy in place, a copy of which should be provided to 2000 Community Action Centre at the time of booking or on request.</p> <p><b>17. Protection of Vulnerable Adults</b></p> <p>It is the responsibility of the Hirer to ensure the protection of any vulnerable adults during the hire / event.</p> <p><b>18. Accessibility / Wheelchair Access</b></p> <p>Users with disabilities have step-free access to authorised areas of the building. There is also a designated toilet for wheelchair users.</p> <p><b>19. Supervision</b></p> <p>The Hirer undertakes to appoint a sufficient number of competent persons, aged 21 or over, to provide adequate supervision throughout the hire to ensure the provisions and stipulations referred to in these Terms &amp; Conditions and any applicable licences are complied with.</p> <p><b>20. Prohibited Items</b></p> <p>The following items are prohibited from being used in the Hall. This list is not exhaustive.</p> <ul style="list-style-type: none"> <li>- Staple guns, nails, screws, <b>cellotape</b></li> <li>- Candles (standard birthday cake candles are permitted)</li> <li>- Bubble / Candy Floss / Popcorn machines</li> <li>- Chewing gum / bubble gum</li> <li>- Flammable liquids, gases and oil (<b>except chafing dishes</b>) *</li> <li>- Soldering appliances</li> <li>- Unauthorised heating appliances *</li> <li>- Internal table or free standing decorations of a combustible nature (e.g. polystyrene, cotton wool)</li> <li>- Inflatables ie <i>Bouncy Castles</i></li> <li>- Smoke machines</li> <li>- Any other highly flammable items or naked flames.</li> <li>- Animals, except guide dogs (unless previously agreed by the Centre)</li> <li>- No bicycles or mobility scooters</li> <li>- No confetti or streamers or similar articles</li> <li>- No smoking is permitted anywhere within the building any time</li> <li>- Deep fat fryers</li> <li>- Electrical kitchen appliances</li> <li>- Barbeques</li> </ul> <p>The floor, walls shall not be pierced by nails or screws. Decorations must only be put up using blue-tack. No tape or adhesives are permitted</p> <p><b>Hirers will be charged an <u>additional</u> £35 for each prohibited item brought onto the premises T&amp;C 45</b></p>
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<p>21.</p> <p>22.</p> <p>23.</p> <p>24.</p> <p>25.</p> <p>26.</p> <p>27.</p>	<p><b>Safety of Electrical Equipment</b></p> <p>While 2000 Community Action Centre is responsible for the regular testing of portable electrical appliances belonging to the Centre, the Hirer is responsible for ensuring that any electrical equipment (i.e. amplifiers) brought onto the premises are safe and used in a safe manner. Wires should not trail across the floor where they cause a hazard or that electrical equipment and/or wiring is placed anywhere it may be exposed to moisture</p> <p><b>Noise Limiter</b></p> <p>The Hirer undertakes to ensure that amplified music is kept to a level to not unduly disturb, cause nuisance or annoyance to local residents in the vicinity of the Hall. The Hirer agrees in any event to terminate all amplified music on the premises at 10pm. Amplified music before 10am is not permitted*.</p> <p>The playing of the music must be done within the range of the Noise Limiter on the wall, usually lit GREEN, an indication the music volume is within the acceptable range. When the Limiter flashes AMBER, it is a sign the volume level is approaching the threshold. A flashing RED light indicates threshold breached – volume too loud. The music must be immediately turned down or the Noise Limiter will eventually cut the music off and possibly prevent it from working again. <u>Failure to comply with the Noise Limiter will result in a penalty of £100. *Amplified music is any music which can be heard outside the confines of the building.</u></p> <p><b>Parking</b></p> <p>The Hirer shall ensure that motor vehicles are not parked in such a way as to obstruct the entrance or exits from the premises or to roadways and driveways and are not parked in such a way as to obstruct the access of emergency services or are in breach of any local parking restrictions. <u>Failure to comply will result in a penalty of £35 to be deducted from the deposit.</u> Vehicles and passengers must leave the premises with minimum noise. 2000 Community Action Centre accepts no responsibility in respect of the parking of any vehicle, any loss or damage to said vehicles or its contents, or any fee incurred through parking contrary to restrictions.</p> <p><b>Nuisance</b></p> <p>Out of respect to other users and our neighbours surrounding the premises, we expect all Hirers / guests to conduct themselves in a reasonable and courteous manner whilst on and when leaving the premises. Bookings will not normally be taken for events likely to create noise or other nuisance to local residents e.g. where a live band is involved.</p> <p><b>Removal of Property</b></p> <p>Property belonging to 2000 Community Action Centre must not be removed from the premises under any circumstances. No equipment is to be taken outside the building <b>except by specific approval of the Management Committee.</b></p> <p><b>Storage</b></p> <p>Permission of the Management Committee must be obtained before goods or equipment are left or stored at the Centre.</p> <p><b>Sublet</b></p> <p>The Hirer shall not, without prior written consent of 2000 Community Action Centre, use the premises or any part thereof for any purpose other than that stated on the Agreement / Booking Form and the Hirer shall not, without such consent, sublet any part of the premises to any other person.</p>	<p>In the event of a breach of this condition the Hirer shall forfeit use of the premises and shall also forfeit to 2000 Community Action Centre any sum paid for such hire. The Centre shall also be at liberty to hire the premises to any other person or group.</p> <p><b>28. Cleaning – During / Post Event &amp; Stock Replenishment</b></p> <p>Spillages to the floor must be cleaned immediately. Equipment will be provided to support the clean-up. It is the responsibility of the Hirer to clean during and after their event.</p> <p>Toilet areas must be checked hourly for general condition and replenishment of stocks (hand towel, soaps etc). The replacement of additional toiletries should be notified to the caretaker on site who is responsible for this duty. The cleaning of spillages in these areas will be undertaken by the caretaker.</p> <p>It is the Hirer's responsibility to keep the kitchen area clean and tidy at all times. Rubbish must be placed in refuse sacks and disposed of in the large rubbish bins outside situated <b>to the right of the building</b> within the green fence. No rubbish should be left on the ground by the bins or anywhere else.</p> <p>The Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition and any items temporarily removed from their usual positions are properly replaced. All tables and chairs used by the Hirer must be cleaned and stored away after the event. Should this not be complied with, 2000 Community Action Centre shall be entitled to have the facility cleaned and put in order. The cost of such cleaning to be deducted from the deposit held.</p> <p><b>29. Health &amp; Safety</b></p> <p>While 2000 Action Community Centre does everything in its power to ensure the building and its contents should present no risk or hazard to users, we remind you that you are responsible for the health &amp; safety of your guests / visitors while hiring the hall. We ask you to take common sense precautions to ensure that the health and welfare of your guests / visitors area not compromised. Common risks to avoid are that :</p> <ul style="list-style-type: none"> <li>- Fire exits are not blocked</li> <li>- Fire doors (that includes most internal doors and all external doors) are not propped open</li> <li>- Wires do not trail across the floor where they can be a hazard or that electrical equipment and/or wiring is placed anywhere it may be exposed to moisture.</li> <li>- Guests / visitors do not climb on chairs, tables or other structures</li> <li>- Safety equipment such as fire extinguishers and emergency lighting are not tampered with</li> <li>- Children and others are not allowed to run in the hall</li> <li>- Children are not allowed in the kitchen at all without careful supervision.</li> </ul> <p>Whilst 2000 Community Action Centre will take steps to ensure the premises are safe to use, it is the responsibility of the Hirer to ensure the safe conduct of their event during the period of hire.</p> <p><b>30. Accidents</b></p> <p>The Hirer must report all accidents <b>as soon as possible</b> to the caretaker on duty who will record the incident in the Accident Book; this must be signed by the Hirer.</p> <p>Failure of equipment belonging to 2000 Community Action Centre should be reported as soon as possible to the Caretaker.</p>
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## HALL HIRE TERMS AND CONDITIONS

<p><b>31. Fire Precaution / Emergencies</b></p> <p>The 'responsible person' shall be the stated hirer, which is the person who has control of the premises and persons in connection with carrying out its Event. All hirers must act in accordance with current fire safety regulation at all times. Take measures to reduce and mitigate the risk and spread of fire on the premises. Obstructions must not be placed in passages leading to fire exits and fire exit routes and all means of escape must be used safely. Hirers are to ensure that all fire escape routes and fire exits are kept clear at all times and accessible. Internal fire doors must be kept closed at all times.</p> <p><b>32. Internal fire doors are to be kept closed at all times</b></p> <p>In the event of a fire, or other emergency situation, the Hirer, guests and visitors must comply with all instructions given by 2000 Community Action Centre staff. If directed everyone must evacuate the building and go to the designated assembly point so that all persons who were in the building can be accounted for.</p> <p><b>33. Smoking</b></p> <p>A strict <b>No Smoking Policy</b> applies to all rooms (including toilets) located on the premises. The premises are fitted with smoke alarms which will be activated by cigarette smoke.</p> <p><b>34. Alcohol</b></p> <p>These premises are not licensed and no alcohol can be sold thereon without a licence from the Local Authority. Should the Hirer wish to bring drinks onto the premises for private and moderate consumption, written notice of this is to be provided at the time of booking.</p> <p><b>35. Selling Goods</b></p> <p>The Hirer shall, if selling goods on the premises comply with The Fair Trading Laws and any Local Code of Practices issued in connection with such sales. In particular the HIRER shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based on the Manufacturers Recommended Retail prices.</p> <p><b>36. Gaming, Betting &amp; Lotteries</b></p> <p>The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.</p> <p><b>37. Fly Posting</b></p> <p>No activity is allowed in the Hall which involves fly posting in its promotion.</p> <p><b>38. Affiliated Groups</b></p> <p>Affiliated groups of 2000 Community Action Centre shall normally have priority use of its facilities but all agreements to hire the space made by outside bodies and individuals shall be honoured by the Centre where possible.</p>	<p><b>39. Privacy / GDPR</b></p> <p>The information you provide to 2000 Community Action is necessary for ensuring the booking goes ahead (and for invoicing purposes – <b>organisations ONLY</b>). It will be used for those purposes only and be kept on file for 3 years and will not be passed onto any other organisation. However, at any time you may request to have this information removed by contacting 2000 Community Action Centre at : <a href="mailto:centremanager@2000cac.org">centremanager@2000cac.org</a></p> <p>Failure to provide this personal information may result in the application not being processed.</p> <p><b>40. Animals</b></p> <p>No animals (including birds), other than Guide Dogs, are permitted on any part (or outside area) of the Centre without prior permission.</p> <p><b>41. Disputes / Complaints</b></p> <p>Any complaints in relation to the hire of the premises by the Hirer must be made in writing to 2000 Community Action Centre, 199-201 Grove Street, London SE8 3PG within seven workings days of the matter complained of. If the complaint is not resolved, it will then be passed to the Management Committee in line with the Centre's Complaints Procedure.</p> <p><b>42. Disclaimer</b></p> <p>2000 Community Action Centre, its agents and/or servants and any persons authorised by them shall not be liable to the Hirer or to any person using or entering the Centre for personal injury or for damage to or theft of any property brought into the premises, however it may be caused, unless caused by negligence on the part of the Centre. The Hirer shall indemnify the Centre, its officers, agents and/or servants against all claims made by any person in respect of such claim.</p> <p><b>43. Terms &amp; Conditions – Amendments</b></p> <p>Hirers are advised that 2000 Community Action Centre may amend these Terms &amp; Conditions of hire at any time without notice. Notwithstanding this, when conditions are amended every effort will be made to inform all hirers.</p> <p><b>TERMS and PRICES ARE REVIEWED 1<sup>ST</sup> APRIL EACH YEAR</b></p> <p><b>44. Definitions</b></p> <p>Community Group means:</p> <ul style="list-style-type: none"> <li>a) Services developed by the Centre</li> <li>b) Groups / activities supported by the Organisation</li> <li>c) Constituted and recognised tenants group</li> <li>d) Not for profit groups providing (non-political) community support to the local community i.e. outreach, health services, children services, council organisations</li> </ul> <p><b><i>Failure to comply with any part of these Terms &amp; Conditions will result in partial or complete loss of your deposit.</i></b></p>
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## RESPONSIBILITIES OF THE HIRER

The Hirer will ensure: -

- Access to and from **FIRE EXITS** are kept clear of any obstruction at all times. **See T&C 29**
- Their guests / visitors do not use the garden / patio area. **THIS IS AN EMERGENCY ESCAPE ROUTE ONLY.**  
**See T&C 9**
- All electrical equipment is in good working order and fit for the purpose used and no wires are trailed across the floor where they can be a hazard or placed anywhere it may be exposed to moisture. **See T&C 29**
- In case of fire the Caretaker is immediately informed, and everyone is to evacuate the premises in a calm and orderly fashion, following the procedures signposted in the building.
- All accidents are immediately reported to the Caretaker to be recorded in the Accident Book. **See T&C 30**
- Children and/or vulnerable adults **ARE SUPERVISED** at all times during the event and at the end of the event. They remain, at all times, the responsibility of the Hirer. **See T&Cs 16-19**
- The number of guests / visitors during the Hire does not exceed that permitted for the space required.  
**See T&C 13**
- The care of the premises, the fabric and its contents during the hire / event. *See PROHIBITED ITEMS and T&C No. 8*
- The purpose and conduct of the hire does not disrupt the use of any other room(s) hired at the same time by other persons.
- **GUESTS / VISITORS SHOULD NOT PARK ON THE PAVEMENT DIRECTLY OUTSIDE THE MAIN DOOR OF THE BUILDING. THIS IS AN EMERGENCY ESCAPE ROUTE.** Non adherence to this condition will result in £25 (per car) loss of the Hirer's deposit. **See T&C 23**
- Guests / visitors are aware that 2000 Community Action Centre is a **NO SMOKING** zone. **See T&C 33**
- The music is turned off promptly at **10.00pm**. Failure to do so will result in partial loss of the deposit. **See T&C 22**
- Cooking of any kind is **NOT** permitted during the event.
- Gas Cylinders are **NOT** permitted on the premises
- The DJ does not circumvent the Noise Limiter. Failure to do so **WILL** result in partial loss of the deposit.
- The 'GRACE PERIOD' of **ONE HOUR** (between 10pm - 11pm) is used to return the Hall back to the condition it was given at the start of the hire / event (removal and disposal of all rubbish in designated bins (*the caretaker will direct you accordingly*), all equipment/personal items to be taken out of the building, the floor cleaned and cleared of all rubbish, tables and chairs returned to original positions. **See T&C 28 and Hire Declaration**
- The hall is to be vacated no later than 11pm. Where the hirer & guests remain on the premises after 11pm, a penalty will be imposed for each additional 15 mins thereafter at **£37.50 per 15 minutes**, to be deducted from the deposit. **See T&C 6**
- Their guests consider the local residents, leaving the premises quietly at the end of the event. **See T&C 24**
- The Caretaker is informed when the toilets require cleaning and/or supplies (toilet paper, hand wash etc) need replenishing. **See T&C 28**
- Any breakages / faulty property to be reported immediately to the Caretaker. **See Hire Declaration**
- No animals (including birds) except Guide Dogs are brought onto the premises. **See T&C 39**

Signed ..... Hirer

Signed ..... **CAC** Booking Handler

Date.....

**7.**



## Prohibited Items (T&C 20)

The following items are prohibited from being used in the Hall. This list is not exhaustive.

- Staple guns, nails, screws, **cellotape**
- Candles (standard birthday cake candles are permitted)
- Bubble / Candy Floss / Popcorn machines
- Chewing gum / bubble gum
- Flammable liquids, gases and oil (**except chafing dishes**) \*
- Soldering appliances
- Unauthorised heating appliances \*
- Internal table or free-standing decorations of a combustible nature (e.g. polystyrene, cotton wool)
- Inflatables i.e. *bouncy castles*
- Smoke machines
- Any other highly flammable items or naked flames.
- Animals, except guide dogs (unless previously agreed by the Centre)
- No bicycles or mobility scooters
- No confetti or streamers or similar articles
- No smoking is permitted anywhere within the building any time
- Deep fat fryers
- Electrical kitchen equipment/cookware
- Barbeques

The floor, walls shall not be pierced by nails or screws. Decorations must only be put up using blue-tack. No tape or adhesives are permitted

Hirers **WILL** be charged an additional **£35** if prohibited items are brought onto the premises