

TERMS & CONDITIONS OF HIRE

Sherfield Park Community Centre
Sunwood Drive, Sherfield On Loddon, RG27 0FP
admin@sherfieldparkcommunity.co.uk 01256 883967



Please read these terms and conditions relating to the Community Centre hire in conjunction with our standard terms and conditions/hire agreement. **Please tick (✓) each box to indicate you have read and understood**

- All set up and clear up time is the responsibility of the Hirer and must be included in your booking. The hall will only be opened and closed at the specified times
- A 50% deposit is payable on single & block bookings to secure your hire. This can be paid by cash/cheque or bank transfer (details above)
- Single hire booking fee balances are due 7 days prior to your booking commencing
- Block and Long term bookings will be invoiced monthly
- A security deposit must be made in advance of all bookings. The charge is **£100 for children's parties under 11 years of age / £250 for other parties** per booking. This can be paid by cash or bank transfer. Security deposits will be returned within 14 days after the date of your event or after your contract term has ended.
- It is the Hirers responsibility to return all equipment, tables and chairs to their rightful place. Tables must be cleaned after use and chairs stacked as per the instructions in the store room. *Only plastic chairs to be used for events involving children.*
- SPCA will, where possible, give the Hirer one month's notice if the Centre will be unavailable but reserve the right to cancel the booking at any time if the circumstances require it
- If applicable to the booking the Hirer agrees to produce information regarding licence, insurance and membership when requested to do so by SPCA

I have read and understood the above Terms & Conditions and the standard Terms & Conditions and agree to comply with these fully. I understand I am fully responsible for the conduct of all persons attending the centre in connection with the above event I have hired it for. I have also read and completed the Hire Agreement (for events & regular hire only) and agree to comply with the terms stated therein.

Signed (Hirer) Date

Signed (SPCC) Date

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HIRE AGREEMENT

Hall Hirers

The Sherfield Park Community Association acting by its Management Committee ('The Association') The person or organisation named in clause 1.3 ('the Hirer').

AGREED as follows:

1. In consideration of the hire fee described in clause 1.4, the Association agrees to permit the Hirer to use the premises described in clause 1.6 for the purpose described in clause 1.6a for the period(s) described in clause 1.1. The details inserted in sub-clauses 1.1 to 1.6a below and the responses to the questions in Clauses 1 and 2 are terms of this agreement. This Hiring Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.

1.1 Date(s) & times required:

1.2 Centre representative

1.3 The Hirer

(a) Name..... (b) Organisation

(c) Address

Contact Telephone Number(s)

1.4 Long term booking hire renewal

All long-term bookings are valid for 1 calendar year ending 31st July each year. The hirer will be contacted before the current agreement ends to discuss the new agreement and agree times. We cannot guarantee the availability of days and times

1.5 Hire Fee

Fee £..... per Hour Signed (Hirer)

The Hirer shall pay as a deposit at least half of the cost of the booking on single/block bookings, the balance of the booking fee being payable seven days before the event for which the premises are hired (the deposit having been paid on the signing of this Agreement).

A security deposit is payable on or before the conclusion of the event for which the premises are hired (the special deposit having been paid on the signing of this Agreement). This security deposit of £100 will be refunded within 14 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents nor have any complaints been made to the Association about noise or other disturbance during the period of the hiring as a result of the hiring.

Commercial Use? Yes / No

1.6 Premises

Part of building please to be used (please specify)

Car parking Yes / No How many vehicles?

1.6a Purpose

Purpose of hire class/party

1.7 Will this be a public or private event? Public /Private

1.8 Is food to be provided during your hire? Yes / No

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The Association has a Premises License and other permissions authorising the following regulated entertainment and licensable activities at the times indicated. **Please confirm by ticking (v) below which licensable activities will take place during your booking:**

Activity - tick or cross in relevant column	The Hall is licensed for:	Times for which activity is licensed	Indicates activities to take place at this event (must be completed by the Hirer)
a. The performance of plays	Yes	09.00 - 22.30	
b. The exhibition of films	Yes	08.00 - 22.30	
c. Indoor sporting events	Yes	07.00 - 22.00	
d. Boxing or wrestling entertainment	No	N/A	
e. Performance of live music	Yes	08.00 - 22.00	
f. Playing of recorded music	Yes	08.00 - 22.00	
g. Performance of dance	Yes	08.00 - 22.00	
h. Entertainment similar to those a-g	Yes	08.00 - 22.00	
i. Making music	Yes	08.00 - 22.00	
j. Dancing	Yes	08.00 - 22.00	
k. Entertainment similar to those i-j	Yes	08.00 - 22.00	
l. Provision of hot food/drink after 11pm	Yes	23.00 - 23.30	
m. Sale of alcohol to all adult users of the building	Yes	11.00 - 23.00	

2.1 Have you indicated at 2(m) that alcohol will be available at your hall hire? Yes / No

If you answer yes to the above question, you will need to seek written permission from the Association in order for a bar to be provided by or arranged with the Association's Management Committee or for a Temporary Event Notice to be given for the event. The Association may require you to complete a separate form detailing your requirements.

2.2 The hirer agrees not to exceed the maximum permitted number of people per room including the organisers/performers.

Room name	Maximum Capacity
Main hall	150 seated 200 standing
Small hall	70
Multi-Purpose room (large part of small hall)	50
Garden Room (small part of small hall)	20
New Meeting Room tbc	60/70 tbc
Consulting room	10
Nursery	25 children

2.3 Where a licensable activity will take place, the hirer hereby acknowledges receipt of a copy of the conditions of the Premises Licence and/or operating Schedule for the premises, in accordance with which the hiring must be undertaken and agrees to comply with all obligations therein.

2.4 The centre has a license with PRS for Music for the performance of copyright music.

2.5 In order to hold a licensable activity on the premises or on part of the premises not covered by the hall's Premises License, or where a hall does not have a Premises Licence, a Temporary Event Notice (TEN) will need to be given to the licensing authority. The Hirer shall obtain the written consent of the Management Committee on the form provided for this purpose before giving the licensing authority a TEN. Failure to do so will result in cancellation of the hiring without compensation because there is a limit on the number of TENs which can be granted annually for any premises.

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Lack of co-operation could affect future fundraising by the hall Management Committee and other local voluntary organisations.

3. The Hirer agrees with the Association to be present (by the Hirer's authorised representative, if appropriate) during the hiring and to comply fully with this Hire Agreement.

4. It is hereby agreed that the Standard Conditions of Hire, together with any additional conditions imposed under the Premises License (see clause 2.3) or that the Association deems necessary, shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Association and the Hirer.

5. None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

6. Any activities on the playing fields during the period of the party booking must be approved by the SPCA as other groups have activities booked on them

7. No disposable BBQ's are to be used on the playing fields at any time

8. Under 18's are not allowed to consume alcohol.

9. Smoking is only allowed in the permitted smoking zone at the front of the building. All cigarettes must be extinguished in the wall mounted ashtray

CANCELLATION OF BOOKINGS

1. Single Hire bookings

Rooms must be cancelled by giving the following notice periods:

72 hours minimum- full refund

48 Hours – 50% refund

24 hours or less – No refund

Security deposit will be refunded in full irrespective of notice period

2. Block Bookings for example 6-week courses

No refunds given on cancelled dates

3. Long term bookings

No refunds given on cancelled dates

Signed (Hirer) Date

Signed (SPCC) Date