

# DITTON COMMUNITY CENTRE

## CONDITIONS OF HIRE FOR THE DON CARMAN HALL

### 1. BOOKING APPLICATION AND FEES

- a. Application forms for Weddings shall be accompanied by a deposit of 50% of the hire fee, which is non-refundable in the event of cancellation or damage. Application forms for parties, charitable events and all other functions must be accompanied by a minimum deposit of 25% of the hire fee (minimum of £50). PLEASE SEE NOTE (c) FOR BOOKINGS MADE LESS THAN THREE MONTHS IN ADVANCE.
- b. Application forms for Dances, Stag/Hen nights and commercial functions shall be accompanied by a deposit of 50% of the hire charge. PLEASE SEE NOTE(c) FOR BOOKINGS MADE LESS THAN THREE MONTHS IN ADVANCE.
- c. In all cases (except Block Bookings) the full fee (100%) shall be paid three months before the date of hire, in addition to the deposit which will be returned less any deductions for damage, breakages and loss etc. approximately 14-21 days after the function.
  - SHOULD ANY DAMAGE OCCUR WHICH EXCEEDS THE DEPOSIT HELD; THE HIRER WILL BE RESPONSIBLE FOR THE FULL COST OF REPAIR/REPLACEMENT. FAILURE TO COMPLY WILL RESULT IN ACTION THROUGH THE COURTS TO RECOVER ALL COSTS INCURRED.
  - FOR FUNCTIONS WHERE SECURITY IS REQUIRED A NON REFUNDABLE FEE OF £100 IS APPLICABLE.
- d. The Parish Council reserves the right to retain part or all of the refundable deposit held, to cover any excessive cleaning required after the function. The Parish Council's decision is final.
- e. The Committee may deduct from the deposit held, any expenses incurred in engaging Police Officers to preserve order prior to, during or after any function in the Centre.
- f. Should the hirer cancel his booking and the accommodation cannot be re-let, the hirer shall forfeit the entire booking fee. The Community Centre Committee may, in exceptional circumstances, waive or modify this condition.
- g. Whenever the Committee is asked to consider Bookings from two organisations simultaneously for the same date and time, preference will be given to Ditton based organisations. The final decision, if necessary, to be reached at the discretion of the Chairman of the Committee.
- h. The Community Centre Committee reserves the right to change the Hire Charges and Terms and Conditions at three's months notice.
- i. The Community Centre Committee or its Officers reserve the right to refuse, cancel or terminate any function or bookings at their discretion.
- j. BANK HOLIDAYS rate to be negotiated.
- k. All cancellations and amendments must be made to the Clerk in writing.

## **2. RIGHTS OF ENTRY**

- a. It is the duty of Hirers of the Centre, or any thereof, to ensure that the only persons present on the premises are those having connection with a function taking place in the Centre. All facilities, including the coin box telephone and toilets are used specifically by the said persons.
- b. The right of entry to the Centre is reserved to any member of the Parish Council or its Officers at any time.

## **3. RESPONSIBILITIES OF HIRERS**

- a. Any person signing the booking form must be 18 years of age or over and the hirer must be present at the function.
- b. The Community Centre is fitted with a monitored fire alarm system. Should the alarms sound the building must be evacuated immediately. As the hirer this Parish Council expects you to assist the Duty Caretaker with this evacuation to ensure the safety of persons attending your function. You are not permitted to return to the building until the Fire Officer gives you permission to do so.

Please ensure that your disco do not use smoke machines as these will also set off the alarm system and a fire engine will attend site.

- c. Organisers of any function and individuals hiring the Hall are asked to co-operate by having regard for the well-being of nearby residents by using discretion when opening windows and doors in warm weather and when leaving the Centre late at night by car, causing as little noise as possible.
- d. The Committee cannot, under any circumstances, accept responsibility in respect of any loss or damage to property, or articles placed or left upon the premises by, or on behalf of, hirers or any other persons in connection with a function. Hirers are therefore advised to personally insure any items of value against loss or damage.
- e. All equipment for catering, etc. must be cleared from the Centre on the day of the hire unless special dispensation has been granted by the Committee or its Officers.
- f. Any complaints should be made in writing to the Clerk of the Council within 48 hours of the function.
- g. Organisers or their Agents of any function, and individuals hiring facilities, are responsible for ensuring that the behaviour of persons present at their function, both inside and in the vicinity of the Centre, is of an acceptable standard and in no way detrimental to the enjoyment of others present in the Centre.
- h. Hirers are requested to provide an estimate of the numbers attending a function for the purpose of providing adequate bar staff. This information must be received at least fourteen days prior to the date of the booking and should be as accurate as possible. Grossly over estimated numbers could result in all or part of the refundable deposit being forfeited.
- i. Hirers are requested to remove any items of food from the tables and to wash any crockery and cutlery used, once the function has concluded. Glasses will be washed by the bar staff. Sweeping the floor and stacking the furniture is the responsibility of the duty Caretaker and not the Hirer.

#### **4. OBSERVANCE OF STATUTORY REGULATIONS**

- a. There is a strict **NO SMOKING** policy in The Don Carman Hall.
- b. No function shall terminate later than 12.00 midnight from Monday to Saturday.
- c. All musical functions on Sundays must cease at 9.00pm, unless it is a private party or a club.
- d. NO dancing is permitted on Sundays, Good Fridays or Christmas Day.
- e. Any application for the special dispensation to extend these hours should be made to the Community Centre Committee.
- f. In observance to the Fire Regulations, the following limitations of 100 persons must be strictly adhered to in The Don Carman Hall.
- g. The Hirer shall not use the Hall, or permit it to be used, for a performance of any dramatic performance, musical or other work, or delivery in public of any lecture in which copyright exists, or in any manner infringe any existing copyright. The Hirer shall indemnify the Management Committee against any sums of money which the Committee may have to pay by reason of any infringement of copyright, Performing Rights or any other rights occurring during the period of hire.
- h. Upon presentation of any Stage show, it is the responsibility of the Hirer to comply with all regulations issued for the Public Performance of Stage Play.
- i. Any Performing Rights Society forms applicable to a function must be completed and returned to the Office before the day of hire.
- j. All external doors must be closed at 10.45pm in compliance with the Public Entertainments Licence Clause 49:
  - No children under 14 will be permitted in the Bar area.
  - No person under 18 may be served with or consume alcohol on the premises.
  - Sales or consumption of alcohol other than that purchased on the premises will NOT be permitted.
  - No 'OFF SALES' will be permitted.
  - No alcohol may be sold on the premises by any person other than those employed by the Licensee to do so.
  - It is the responsibility of the hirer or their caterer to pour any wine purchased for wedding breakfasts.
- k. All soft drinks bars will be provided by the council.
- l. Plastic glasses will be used at the discretion of the Chief Bar Person.

***ADMISSION TO THE CENTRE IS FROM THE START OF HIRE PERIOD  
ENTRY WILL NOT BE GAINED PRIOR TO THIS TIME.***