

DITTON COMMUNITY CENTRE

CONDITIONS OF HIRE FOR OAKEN HALL WEDDINGS

1. BOOKING APPLICATION AND FEES

- a. ALL WEDDINGS WILL BE SUBJECT TO A £500.00 DEPOSIT, PLUS A SECURITY CHARGE OF £100.00 TO ENABLE A TRAINED DOORMAN TO BE HIRED.

Should the Parish Council deem it necessary for more than one doorman to be in attendance then the additional costs will be deducted from the deposit held.

- b. In the event of cancellation, the following policy will apply with regard to refunding the deposit:

12 months or more notice – 75% refundable

6 months or more notice – 50% refundable

Less than 6 months notice – deposit withheld

- 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.

▪ PLASTIC GLASSES WILL BE USED AT THE DISCRETION OF THE BAR MANAGER.

▪ FROM THE 1ST JULY 2007 THE ENTIRE BUILDING WILL BE A NO SMOKING FACILITY IN ACCORDANCE WITH THE LAW.

- 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. Whenever the Committee is asked to consider Bookings from two organisations simultaneously for the same date and time, preference will be given to the Ditton based organisation. Final decision, if necessary, to be reached at the discretion of the Chairman of the Committee.

- g. The Community Centre Committee reserves the right to change the Hire Charges and Terms and Conditions at three's months notice.

- h. The Community Centre Committee or its Officers reserve the right to refuse, cancel or terminate any function or bookings at their discretion.

- i. BANK HOLIDAY rates are negotiable.
- j. 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 part 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. A table plan must be provided to the Parish Office at least two weeks before the wedding. Failure to do so will result in the Parish Council cancelling the hire.
- c. 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 does not use smoke machines as these will also set off the alarm system and a fire engine will attend site.

Do not under any circumstances, heat cooking oil in vessels on the burners as the smoke from this will activate the fire alarm system.

- d. 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.
- e. 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.
- f. 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.
- g. The Cloakroom will be in the care of the Hirer, who must provide their own attendants and be responsible for any mistake, loss or damage which may occur.
- h. Any complaints should be made in writing to the Clerk of the Council within 48 hours of the function.

Organisers or their Agents of any function, and individuals hiring the 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.

- i. Hirers are requested to provide an estimate of the numbers attending a function for the purpose of providing adequate bar staff, ratio 1 member of staff per 60 persons attending. Additional bar staff, if required, will be charged for. 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.
- j. 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.
- k. Hirers are required to undertake to pay Ditton Parish Council on demand any charges levied as a result of any breach of the conditions of hire, by the hirer or by any other person attending the function. The Hirer is responsible for the actions of all persons attending the function. In the event of failure to pay the charges Ditton Parish Council will be free to commence legal proceedings against the hirer for recovery.
- l. No alcohol or glasses to be taken out of the Oaken Hall.

4. OBSERVANCE OF STATUTORY REGULATIONS

- a. No function shall terminate later than 12.00 midnight from Monday to Saturday.
- b. All musical functions on Sundays must cease at 9.00pm, unless it is a private party or a club.
- c. NO dancing is permitted on Sundays, Good Fridays or Christmas Day, unless it is a private party or a club.
- d. Any application for the special dispensation to extend these hours should be made to the Community Centre Committee.
- e. In observance to the Fire Regulations, the following limitations of numbers must be strictly adhered to in the Oaken Hall:-

For Weddings:	Maximum 300 persons
For a Dance, party or similar function:	Maximum 400 persons (350 without bar)
For closely seated audience, e.g. stage plays:	Maximum 300 persons
For banquets, Dinners etc.:	Maximum 280 persons

- f. 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.

- g. 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.
- h. Any Performing Rights Society forms applicable to a function must be completed and returned to the Office before the day of hire.
- i. 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 or soft drinks 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.

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

Revised 12th July 2010

Clerk of the Council

I have read and accept the Conditions of Hire and agree to abide by them, and to ensure that other persons present at the function do so. I am over 18 years of age. I am/am not a Ditton Resident.

The maximum number for weddings is 300 persons, should you exceed these numbers, your function and bar will be closed down immediately.

Signed:..... **Date:**