

## **Havelock Community Association**

### **HB1c Conditions of Hire for Regular Groups**

This form MUST be read before signing the Booking Form

1. All Hirers are expected to treat other users with respect and courtesy at all times.
2. Invoices for room rent will be generated at the end of each month. Payment should be made via bank transfer within 7 days of receipt of the invoice. If an agreement for cash or cheque payments has been made, these must be handed to the office within 7 days of receipt of the invoice.
3. Group Leaders must read and adhere to document HB4 Cancellation Policy.
4. Neither the Havelock Community Association nor Portsmouth City Council shall be under any liability whatsoever for any costs, claims or damages arising out of any accident occurring in any part of the Community Centre during the hiring or whilst the hall or room is under the control of the Group Leader. The Group Leader is responsible for all persons attending their group sessions and for providing adequate first aid cover for their activity.
5. During the period of hire the Group leader is responsible for the behaviour of all of the guests/group members, security of the premises, protection of the building fabric and contents and for any damage incurred to the building or its contents. On no account must fixtures and fittings be removed from the Centre. No decorations or similar items should be attached to the walls using pins, nails or other types of fastener. All damage must be reported as soon as possible to the Centre Manager and the cost of repair of any such damage taking place during or as a result of the booking will be recharged to the Group Leader. Details will be provided and an invoice issued to the hirer, payments should be made within one month of the date of issue.
6. The only rooms to be used are those that have been booked and no room/hall may be used for any purpose other than for which the application was made. The hirer may not sub-let nor use the premise for any unlawful purpose nor do anything or bring anything onto the premises which may endanger the premises, their users or any insurance policies relating thereto. The use of candles/ open flames is not permitted on the premises including the enclosed exterior garden space. No portable heaters may be brought onto the premises.
7. The Group Leader will be instructed on the location of Fire Exit and Evacuation Muster Point during a centre induction. The Group Leader will be provided with a copy of HB1e Emergency Procedures for Regular Groups. It is the responsibility of the Group Leader to ensure that all the information is passed on to group members. The Group Leader is responsible for holding an annual Fire Drill, completing the appropriate form and returning it to the Centre Manager. Fire Exits MUST be kept clear at all times. The Hirer must ensure that they have a mobile phone available at all times to call the emergency services if needed.

8. There is **NO SMOKING OR VAPING** permitted within the Centre, including the garden. Smoking is permitted in the car park area near the bin shed. The cigarette bin **MUST** be used. The Group Leader is responsible for enforcing these rules.
9. The hirer must observe all regulations relating to the sale and consumption of alcohol and food, noise levels and limit on numbers and opening hours of the premises as stipulated below.

The legal number of people permitted to use rooms are as follows:-

The Upper Hall	80 people
The Large Room	40 people
The Small Room	20 people.
The Garden Room	40 people

Sessions must end by 11.00pm with the Centre being cleared and locked by 11.30pm.

10. Group Leaders **MUST** ensure all electrical equipment brought/used on the premises have a valid Portable Appliance Test (PAT) certificate. Any equipment which doesn't have an up to date PAT test should not be used.
11. The association accepts no liability for the personal property of the users or the equipment of the group brought into or left in the building.
12. The Group Leader shall be responsible for obtaining any licences or permissions required in connection with the booking other than those already held by the council.
13. The Group Leader shall be responsible for obtaining and holding insurance required in connection with the booking. The office will require proof of current qualifications, licences and insurance consistent with the nature of the booking. Sporting groups may be required to produce proof of affiliation to a governing body for their sport approved by the sports council.
14. No nuisance or annoyance may be caused to other users of the Centre or to the occupiers of neighbouring premises during their activity or on entering or leaving the centre. The Group Leader is responsible for ensuring their members follow this rule.
15. Hirer's are advised that fly-posting is illegal. Any Hirer found to have fly-posted an event at the centre will be reported to the police and local Authority Enforcement Officers.
16. Children/teenagers must be supervised by a responsible adult (over the age of 21) at all times. Children should not be allowed in the kitchen while cooking or the use of hot kettles is taking place.
17. Children's groups where parents/guardians aren't in attendance for the entire class must have a Group Leader who is DBS checked. The Group Leader must provide the Office Manager with sight of an original, up to date DBS certificate as well as photographic ID. Ideally the ID will be a Driver's Licence as this also proves address but if not available a passport & utility bill will be accepted. No groups are allowed to take place without a Group Leader whose DBS certificate & ID has been seen by the Office Manager. If for any reason the original Group Leader is unable to attend, then no classes can take place unless any new or replacement Group Leader has made their DBS certificate & ID available to the

Office Manager. The Office must be advised immediately of any temporary or permanent change in the Group Leader.

18. All rubbish must be suitably disposed of in the kitchen bin. If the kitchen bin is full rubbish should be taken to the bin shed using the key hanging above the kitchen bin.
19. Group Leaders are responsible for clearing away tables and chairs and hoovering the room (if required) at the end of their session. Group Leaders must ensure everyone from their group has left the building, all windows and doors are closed and lights are off.
20. Group Leaders will be provided with keys if their sessions run out of office hours. They must check whether the Centre is empty before they leave. If the Centre is empty the Group Leader **MUST** ensure the main front door is locked using both keys.
21. Out of Hours call outs that are caused by personal negligence rather than maintenance issues may incur a minimum £40 surcharge.  
Examples of personal negligence can include the following:
  - Misplaced/Forgotten Keys
  - Keys left in building on vacation of premises

This List is not exhaustive and each cause of call-out will be investigated by the centre management in line with our CCTV policy if the call out is suspected to be caused by personal negligence. This surcharge fee will be added to your next monthly invoice.
22. Group Leaders are encouraged to register their group as a member of the Community Centre. The group leader may then nominate in writing a person to be a group representative. The representative will be invited to attend bi-monthly Committee Meetings. If Leaders for Groups who are not a member of the Association have any suggestions, requests or issues they wish to raise they should in the first instance contact the Centre Manager. If they wish to bring the issue to the attention of the Trustees they should contact the Chairperson and, if appropriate, they can attend the next Committee Meeting to address their concerns or further discuss their requests/suggestions.
23. The Havelock Community Association reserves the right to amend these Conditions of Hire without notice at any time.