

Havelock Community Association
HB2c Conditions of Hire for Private Events

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. A £20 deposit must be paid within 7 days of making the booking. If the deposit is not paid the booking will be cancelled. If the hirer cancels the booking the deposit will be forfeited.
3. The balance of fees must be paid no later than 2 weeks prior to the hire date. If the booking is cancelled after this date any refunds will be at the discretion of the Centre Manager.
4. A Damage/Key Deposit payment for private parties which end prior to 8pm will require a £75 deposit to be paid when the key is issued. A Damage/Key Deposit payment for private parties which end after 8pm will require a £150 deposit to be paid when the key is issued. This must be paid at the same time as the balance if no key is to be issued. Payment can be made by cash or BACs.
5. The key must be returned promptly to the Centre and provided the premises are left in good order and no damage, breakages, complaints or out of hour call-outs as detailed in the point below (section 5) occur the full deposit will normally be returned within 7 days of the booking.
6. 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
- Key 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 amount would be retained from the key deposit.

7. Forfeiture of Deposit if terms of Hire are contravened:

The only rooms to be used are those that have been booked and they must not be used for any purpose other than for which the booking 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. In line with our CCTV policy we will not normally view any recorded images but if no staff are onsite at the time of the hire then the Centre Manager will check the first few seconds of recordings to verify that the Centre was accessed at the booked time by the authorised hirer. Similarly the recording may be checked at random if it appears that additional, unbooked rooms have been used and again at the end of the hire to ensure that the hirer does not stay longer than the time booked. The time booked should include cleaning up time after the event. If people stay after the time booked (even if they are cleaning up), or use rooms in addition to the rooms booked, then an appropriate amount will be retained from the deposit monies or an additional charge may be made.

8. The Hirer must remain on site at all times during the period of hire.
9. 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.
10. 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 maximum numbers 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

Hirer's must ensure their booking ends by 11.00pm with the Centre being cleared by 11.30pm unless otherwise agreed.

If hiring one of our downstairs rooms, music must not be played loudly. We consider music to be at an unacceptable level if attendees need to shout to be heard above it. No music can be played in the garden. Speakers should be faced away from the doors to the garden. Heavy bass and DJs are not permitted downstairs.

11. 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 Hirer. The Hirer is responsible for all persons attending their event and for providing adequate first aid cover for their activity.
12. During the period of hire the Hirer 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 Hirer. Details will be provided and an invoice issued to the hirer, payments should be made within one month of the date of issue.
13. Hirers 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.
14. The association accepts no liability for the personal property of the users or the equipment of the Hirer brought into or left in the building.
15. Inflatables (bouncy castles etc) are only permitted in The Upper Hall and no other rooms. The hirer must make it clear at the time of booking whether they intend to use inflatables. Inflatables can only be used if they are hired from a reputable company who are willing to provide evidence of their insurances, safety certificates and instructions on safe use. It is the hirers responsibility to ensure Havelock Community Centre is provided with the relevant paperwork.
16. The Hirer will be instructed on the location of Fire Exit and Evacuation Muster Point. The Hirer will be provided with a copy of HB2e Emergency Procedures for Private Events. It is the responsibility of the Hirer to

ensure that all the information is passed on to attendees. 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.

17. There is NO SMOKING 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 Hirer is responsible for enforcing these rules.
18. No nuisance or annoyance may be caused to other users of the Community Centre or to the occupiers of neighbouring premises by the hirer's of the Centre during their booking or on entering or leaving the centre. The Hirer is responsible for ensuring their guests do not disturb anyone using other rooms at the centre. The Hirer must ensure there are clear instructions left for guests regarding which buzzer to use for access to their event.
19. All rubbish must be suitably bagged and put in the large rubbish bin as shown at time of booking or taken home. A fee may be deducted to remove any rubbish left on site by the Hirer.
20. At the end of the event Hirers are responsible for ensuring that everyone has left the building, all windows are closed, doors are locked or closed (as appropriate) lights are off and the front door is locked and alarmed.
21. The Havelock Community Association reserves the right to cancel any hiring , decline any booking and revise the conditions of hire without giving a reason.