



Havelock Community Association HB1c Conditions of Hire for Regular Groups

Payments:

Deposit	
£40	The deposit is refundable when the keys are returned at the end of the contact. A Committee member can ask to check these keys at any time.
Out of hours call outs	
Minimum £40	Out of hours call outs that are caused by personal negligence rather than maintenance issues may occur a minimum £40 surcharge*

Payments - to be made cash, card or BACS to: Barclays Bank Havelock Community Centre
03682137 Sort Code: 20-11-43

*The key must be returned promptly to the Centre - provided the premises are left in good order and no damage, breakages, complaints or out of hours call outs have occurred, the full deposit will normally be returned within 7 days of the event taking place.

* Examples of personal negligence can include misplaced/forgotten keys/keys left in the building on vacation. Each cause of call out will be investigated by the Centre Management in line with our CCTV policy if personal negligence is suspected. Payment will be retained from the key deposit. The surcharge fee will be added to the next monthly invoice.

1. All Hirers are expected to treat others 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 accidents occurring in any part of the Community Centre during the hiring or whilst the hall or room is under the control of the 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 the guests/groups members, security of the premises, protection of the building fabric and contents and for any damage incurred to the building or it's 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 onto 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 within the car park area near the bin shed. The cigarette bin MUST be used. The Group Leader is responsible for enforcing the 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.
10. Group Leaders MUST ensure that 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 left 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 sport 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. Hirers 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/teeagers 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 Drivers Licence as this also provides address, but if not available a passport and utility bill will be accepted. No groups will be allowed to take place without a Group Leader

whose DBS certificate and 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 and ID available to the Office Manager. The Office must be advised immediately of any temporary or permanent change in the Group Leader.

18. Havelock Community Association understands we have a duty of care and are committed to the protection and safety of everyone who enters our premises including children, young people and adults at risk involved as visitors and/or as participants in all activities and events. We also have a duty to safeguard and support our trustees, volunteers and staff.

Havelock Community Association aims to ensure that:

- Appropriate action is taken in a timely manner to safeguard and promote the welfare of children, young people and adults at risk of abuse and neglect.
- All staff, volunteers and trustees are aware of their responsibilities with regards to safeguarding.
- All staff, volunteers and trustees are trained in recognising and reporting safeguarding concerns.

For full details of our safeguarding Policy and Procedure please refer to document S1 Havelock Community Association Safeguarding Policy and Procedure.

Important Contacts:

ROLE/ORGANISATION	NAME	CONTACT DETAILS
Designated Safeguarding Lead (DSL)	Amy Feist	manager@havelockcc.co.uk 02392 295821
Safeguarding contact	Wendy Heyes	cashier@havelockcc.co.uk
Multi Agency Safeguarding Hub (MASH)		mash@portsmouthcc.gov.uk 02392 688793 Out of hours: 0300 555 1373
Local Authority Designated Officer (LADO)	Hayley Cowmeadow	LADO@portsmouthcc.gov.uk 02392 882500

19. All rubbish must be suitably disposed of in the kitchen bin. If the kitchen bin is full of rubbish it should be taken to the bin shed using the key hanging above the kitchen bin.
20. Group Leaders are responsible for clearing away tables and chairs and hoovering the room (if required) at the end of the session. Group Leaders must ensure everyone from their group has left the building, all windows and doors are closed and lights are turned off.
21. 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.
22. Parking at the Havelock Community Centre is for Members and Guests only. Please do not allow Guests to park in residential areas. Permits for street parking within the local area from 1700 - 1900 are available from the Havelock Office.
23. 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 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 Office 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.

24. The Havelock Community Association reserves the right to amend these Conditions of Hire without notice at any time.