



Havelock Community Association HB2c Conditions of Hire for Private Events

Payments - to be made by cash, card or BACS to: Barclays Bank Havelock Community Centre 03682137 Sort Code: 20-11-43
(Cash and card payments can be made in-person at the Centre; office hours are 0930-1300 Mon-Fri excluding bank holidays)

Deposit	
£20	Paid within 7 days of making the booking. If the deposit is not paid the booking will be cancelled. The deposit is non refundable but will be deducted from the rental balance.
Damage/Key Deposit - to be paid when the key is issued or at the same time of the balance if no key is issued*	
£75	For parties ending <i>prior to 8pm</i>
£150	For parties ending <i>after 8pm</i>
Outstanding Balance	Paid no later than 2 weeks prior to the hire date. If the booking is cancelled after this date any refunds are at the discretion of the Centre Manager.
Out of hours call outs	
Minimum £40	Out of hours call outs that are caused by personal negligence rather than maintenance issues may incur a minimum £40 surcharge*

*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.

Responsibilities of the Hirer;

- Treat other users with respect and courtesy at all times, be responsible for the behaviour of all guests/group members and remain on site at all times during the event. This includes;
 - No nuisance/annoyance caused to other users of the Community Centre or the occupiers of neighbouring premises during their event, or on entering or leaving the Centre.

- Ensure there are clear instructions for Guests regarding how to access the event. Guests should **ONLY** buzz the room that you have booked. Access can be given to Guests using the phone intercom in the room booked. Do **NOT** prop the front door open. You can use the blue notice board outside the main entrance to instruct guests e.g “Buzz the hall for Charlies Party”.
 - Check if the Centre is open by trying the fob first before the keys.
- Attendees under the age of 18 must be supervised by a responsible adult over the age of 21 at all times. They should not be allowed in the kitchen whilst cooking is taking place or the kettle is being used.
- Ensure the event ends by 10.30pm with the Centre cleared by 11.00pm unless otherwise agreed
- Ensure the;
 - Security of the premises
 - Protection of the Building fabric and contents and be responsible for any damage incurred to the Building or contents
 - On no account fixtures and fittings are removed from the centre
 - No decorations or similar items are attached to the walls using pins, nails or other types of fastener
 - Any damage is reported to the Centre Manager ASAP
- Observe all regulations relating to the same and consumption of alcohol and food
- Enforce the no smoking rules. **NO SMOKING** is permitted within the Centre including the garden. Smoking is permitted in the car park near the bin shed. The cigarette bin **MUST** be used.
- Bouncy Castles (Inflatables)
 - These are only permitted in the Hall
 - Declare at the time of booking the intention to use inflatables
 - Hire them from a reputable company who can provide evidence of their insurers, safety certificates and instructions on safe use
 - Provide the Havelock Community Centre with the relevant paperwork.
- Ensure all electrical equipment brought/used on the premises have a valid Portable Appliance Test (PAT) certificate. Any equipment without this should not be used
- Ensure all Fire evacuation information is passed on to attendees. Fire Exits **MUST** be kept clear at all times. Ensure there is a mobile phone available at all times to call Emergency Services if needed. The use of candles/open flames is not permitted on the premises including the enclosed exterior garden space. Portable heaters are not permitted on the premises.
- Music
 - Music is not permitted in the garden. Speakers must be facing away from the garden doors
 - If hiring one of the downstairs rooms, music must be kept to an acceptable level which means that attendees should not have to shout to be heard over it.
 - Heavy bass and DJs are not permitted in the downstairs rooms.

- At the end of the event
 - Suitably bag all rubbish and put in the large rubbish bin or take it home. A fee may be deducted to remove any rubbish left on the site by the Hirer.
 - Ensure that everyone has left the building
 - Close all windows
 - Lock doors or close them (as appropriate)
 - Turn all the lights off

The Havelock Centre will;

- Provide the Hirer with a copy of HB2e Emergency Procedures for Private Event and instruct the Hirer on the location of Fire Exit and Evacuation Muster Point.
- Reserve the right to cancel any hiring, decline any booking and revise the conditions of hire without giving a reason.
- Accept no liability for the personal property of the users or the equipment of the Hirer brought into or left in the Building.
- With Portsmouth City Council NOT be under any liability whatsoever for any costs, claims or damages arising from any accident occurring in part of the Community Centre during the hiring, or whilst the hall or room is under control of the Hirer. The Hirer is responsible for all persons attending their event and for providing adequate first aid cover.
- Charge the cost of repair of any damage taking place during the event or as a result of the booking to the Hirer. Details will be provided and an invoice will be issued to the Hirer. Payments should be made within one month of the date of issue.

Forfeiture of Deposit of terms of Hire are contravened;

Only rooms that have been booked can be used, and they must not be used for any other purpose other than for which the booking application was made. The Hirer may not sub-let or 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 time booked includes the 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.