



## **Rectory Park Community Centre-Functions Hire Agreement**

*Thank you for booking Rectory Park Community Centre. Please take a few moments to read the conditions of hire below.*

Deposit and hire fee must be paid together, before an event, in order for a booking to be secure. All deposits will be banked on receipt and will be refunded directly into your account by bank transfer within two weeks of your booking.

All hirers are responsible for setting up their own rooms and will be shown the location of all equipment upon booking.

The hirer shall use only the rooms booked. Any use of other rooms may lead to additional charges being levied, the loss of any hire deposit, or both. The time booked **includes setting up and putting away. A key holder will provide access to the centre 10 minutes before the start of your session and will arrive 10 minutes before the end to ensure prompt departure.**

**The hirer must leave the Centre by the agreed time**, any over-run will be added to your monthly invoice and, if continuous, will lead to loss of deposit. **The latest time the Centre can be booked to is 10pm with the Centre totally cleared by 11pm.**

A minimum of 10 days notice is required for the cancellation of a booking. The deposit will be withheld if this is not followed, the hire fee for a regular booking will also be charged if notice is not given.

**The hirer must leave the Centre clean and tidy with all tables and chairs returned to their correct storage areas**

### **PLEASE WIPE DOWN ALL TABLES AFTER USE.**

All crockery & cutlery used must be washed & dried and returned to their respective storage cupboards.

The hirer must dispose of any rubbish (including bins in the toilets) in black bags and put inside the large bins situated in the bin area. Do not place rubbish anywhere else.

The hirer is responsible for all of the actions of those attending their booking. All users must treat all other users with respect. No hard balls which can cause damage to the centre are allowed. Use of any room in the Centre does **not** give exclusive rights to communal areas, such as; reception foyer, the kitchen and toilets.

Users cannot use portable cooking equipment in **any** part of the building. Incense sticks and scented candles are not permitted in any part of the Centre.

**The centre may be decorated for a function but nails and sticky tape are prohibited. Use blue tack.**

The Centre is fitted with a Sound Limiting System which will automatically shut down power if sound levels continuously exceed acceptable levels.

The Centre is in a residential area and the hirer must ensure that when leaving the Centre for their entire group to respect our neighbours and leave quietly (**This is especially important at night**).

All users park their vehicles at their own risk, and are asked to respect the residents parking areas. The Centre does not accept any responsibility for damage caused to parked vehicles.

In the event of a fire, the alarm must be raised and the building evacuated. If the Fire Alarm sounds the Centre must be evacuated and all must assemble at the assembly point. When the alarm sounds, leave by the nearest safe exit and do not attempt to return to the building until told it is safe to do so. **All users must keep a register of those present in their group, this is essential in aiding the Fire Service in the event of a fire.** The raising of a false alarm will lead to the loss of hire deposit of those responsible.

I agree to abide by the conditions of the Hirers agreement as set out above and acknowledge that:

- 1 Failure to leave the premises by agreed time
- 2 Damage to the Centre or its equipment
- 3 Failure to leave the Centre in a clean and tidy condition
- 4 Causing the Fire or Burglar alarms to be falsely activated

will lead to a loss of deposit.

Signed.....

Name .....

Date .....

Signed (For CFF).....Date.....

Name.....