

Terms & Conditions of Hire

We are delighted that you wish to hire our facilities. To keep everyone safe, the following Conditions must be met and Wormley Community Centre reserves the right to retain all or part of the damage deposit if the Terms & Conditions of Hire are not met.

The booking process:

Payment – We accept BACS payments and online payments via Stripe, through our booking system Hallmaster.

One-off hire - **A booking deposit of either 20% of the total hire cost or £25 (whichever is greater) is required to secure any booking and is due to be paid within 2 days of booking confirmation.** Final balance payments are due 28 days prior to hire. If your booking is within the month, total cost of hire including the damage deposit must be paid in full by the date specified.

Regular hire – Monthly invoices will be issued at the beginning of the month for the month ahead. Payments are due within 7 days of invoice issue. Alternative payment arrangements may be available upon request. Regular Hirers will be required to provide proof of any relevant documentation associated with their service provided. This may include but is not limited to DBS certificate, personal liability insurance, proof of qualifications related to purpose of hire.

Where an activity falls under the Children's Act, the hirer is responsible for meeting the terms and conditions of the Act and subsequent legislation

Damage Deposit – We have the right to cancel the booking if this deposit is not received. **Damage deposit values are dependant on the purpose of hire, they must be paid when the final balance is due.** Deposits will be returned once the equipment and the venue has been inspected. This may take up to 10 working days to administer.

Cancellation Policy – Booking deposits are non-refundable. Required with written notice, balance payments will only be refunded if cancellation is more than 28 days before the event. If a cancellation is less than 28 days there will be no refund. We will, however, in case of a local or national lockdown refund all costs related to the hire. As below, under our special conditions of hire, we reserve the right to cancel all bookings in light of a local or national lockdown or changes in restrictions.

Insurance – The User is responsible for the insurance of their own event and any damage caused to the premises. This policy must fully indemnify Wormley Community Centre and Broxbourne Big Local against all costs, claims and demands in respect of personal injury or damage to or loss of property and any financial or economic loss resulting from anything done or omitted by the user.

Neither party must do anything on the premises whereby the Insurance Policy of the other may be invalidated or which they cause an increased premium to become payable.

Information to note before hire:

- All electrical equipment brought on to the premises must be Portable Appliance Tested. Broxbourne Big Local reserve the right to refuse use of an item if there is no visible evidence of testing
- Cleaning equipment will be made available for the duration of the hire, this can be found in the kitchen and the storage cupboard.

Please do not turn up any earlier than 15 minutes before your booking time as **you will not be allowed entry**. Please ensure that you have cleaned and vacated the premises within **15 minutes of the end of your booking time**. We often have more than 1 party in a day and therefore need time between bookings to check the property and restock where required. **Should you exceed this time, you will be automatically charged for the full half hour of extra hall hire, which can be taken from your damage deposit.**

On arrival, the hirer must NOT:

- Exceed the maximum number agreed for this hire. A note must be made of the numbers present at the event in case of a fire evacuation. Identified person to be made **Fire Warden** for the duration of the hire. That person must be made fully aware of the fire and emergency evacuation procedures – attached to the document. The hirer will be responsible for ensuring people at the event have left the building.
- Use the premises for any other purpose than described in this agreement and must not sub-let or allow the premises to be used in any unlawful practice.

You must NOT permit:

- Smoking or vaping anywhere inside the building. Smoke machines are also not permitted in the building.
- Fixing items to walls with tac or tape. Items can however be attached to the large, grey, wall-mounted pin board.
- Bringing alcohol onto the premises. Any alcohol found will be removed and/or the deposit will be retained.
- Drugs and other narcotics are not welcome and the Police will be called if anyone is found to be using drugs on the premises.
- Candles, blow torches and Chinese lanterns are not permitted, with the exception of a small number of birthday candles.
- Dogs in the building unless special assistance dogs.

During the hire, the hirer MUST:

Remain responsible for supervision of the building and its content from damage, as well as the behaviour of all people using the building. This will include supervision of the car park to avoid obstruction and noise levels in and around the building.

The First Aid box is located in the market cupboard in the kitchen. In the event of an accident, please complete the accident form and hand into the caretaker or bar person. We also have a newly installed defibrillator and bleed kit located on the shop wall opposite the community centre.

Before the end of hire, the hirer MUST:

- Wipe down and return any tables and chairs used.
- Ensure any items used from the kitchen are cleaned, dried and put back where they were found. The dishwasher is not permitted to be used unless agreed in advance by a Wormley Community Centre representative.
- Make sure all rubbish is placed in the relevant bins on the outside terrace.
- Floors are swept and kitchen surfaces wiped.
- All lights and equipment are switched off.
- All doors and windows are closed, or locked if you are a key holder.
- Temporary key holders should post their key back through the Wormley Community Centre letterbox once doors have been locked.

Damage deposits

To ensure the full return of your damage deposit, the hirer MUST:

- Ensure that noise levels are controlled and kept to an acceptable level – we are in the centre of a residential area! All doors and windows must be closed by 10pm at the latest. If complaints are made about noise levels, we would expect this to be accepted and appropriately responded to immediately. If Wormley Community Centre representatives are required to attend due to complaints of excessive noise levels, reasonable costs will be deducted from your damage deposit.
- Leave the building and surroundings quietly.
- Leave the building as it was found in a clean and tidy condition and replace any contents temporarily removed from their usual position. If any damage to the fabric of the building is sustained, full costs, after investigation will be re-charged to the hirer as well as any deep cleaning costs in the case of wine spillage or any excessive dirt left on walls or floors.
- Collect all rubbish created during your hire, including tissues and cleaning cloths. We will supply spare bags in the bottom of all bins within the building and rubbish should be put in the bins situated on the outside terrace area. At all times we encourage recycling and recycle bins are located in the kitchen. If items not listed on the labels are added to recycle bins, reasonable costs for time required to redistribute waste correctly will be deducted from your damage deposit.
- Ensure that they have cleaned and vacated the premises within 15 minutes of the end of their booking time. Should they exceed this time, they will be automatically charged for the full half hour of extra hall hire.

Building Works (2024)

The Community Centre is readying itself for a programme of works that are required to maintain the standard and safety of the centre. Wherever possible, we will do our best to advise you at the time of booking if there is any likelihood that your booking may need to be changed to another date or cancelled due to a scheduling change. If we cancel your event within 28 days and are unable to offer you an alternative date within 2 calendar months, we will refund your deposit in full.

Bar Service

Wormley Community Centre hold a licence permitting them to sell alcohol through the bar lounge at Wormley Community Centre. As this licence exists, no other licences will be granted for the sale or consumption of alcohol at the Community Centre and therefore hirers requiring a licenced bar should contact the licensee direct. Only alcohol supplied by the licensee is permitted to be consumed on the premises. **Any alcohol that is consumed on the premises and has not been provide by the Bar Staff will be removed and/or the damage deposit will be retained.**

BROXBOURNE BIG LOCAL FIRE SAFETY POLICY – WORMLEY COMMUNITY CENTRE

IMPORTANT

The primary concern is the safety of people. The building and its contents are of secondary importance.

Fire Officer: Zoe Edwards

Deputy Fire Officer: Victoria Moore

Fire Wardens : Senior person present or hirer of the room.

Responsibilities: To ensure the premises comply with the fire risk assessment

Evacuation Assembly Point:

Grassed area by roundabout, adjacent to No 8A –see picture below



If safe to do so (Priority is to evacuate and then use mobile phone): Phone 999

Check for missing people and advise Fire Service if persons are still believed to be in the building

Duties:

Ensure that:

- a) Personnel know where assembly point is
- b) Arrangements are made to instruct personnel in the evacuation procedure. This will be discussed during a full induction given to the hirer before their booking, making them responsible for getting people out of the building and signing them in.
- c) Evacuation procedure is reviewed annually
- d) Any revisions are issued to relevant personnel
- e) Everyone knows the main escape route
- f) Everyone knows the position of fire-fighting equipment
- g) Fire extinguishers are checked annually and the date of such inspection is recorded in the appropriate book and the date for subsequent inspection entered in the Office Diary
- h) Escape routes are kept clear and fire-fighting appliances are not obstructed
- i) Special arrangements are made for people with a disability
- j) Fire Officers to notify/nominate a deputy whilst they are out or on holiday

In the event of a fire:

- a) Activate the alarm
- b) Always call or get somebody else to telephone for the Fire Services, no matter what the circumstances
- c) If easy and safe to do so unplug appliances
- d) Evacuate building in a speedy and orderly way directly to the assembly point and ensure that no-one stops to collect clothing or personal belongings. If on the telephone – end call immediately – do not carry on with the conversation
- e) Stand in a compact group near the assembly point. Fire Wardens report to each other outside and carry out roll call. If anyone is missing, attempts should be made to establish their whereabouts without re-entering the building
- f) No one to return to the building until advice is given by the Fire and Rescue Service indicating “all clear”.

Fire extinguishers

The style of colour coding has been changed from the traditional UK method of the extinguisher being all one colour to that of the European coding where all types of extinguisher are red with a colour strip to denote the type of fire they may be used on.

<u>Red</u>	<u>Black</u>	<u>Cream</u>	<u>Blue</u>
Water	CO2	Foam	Dry powder
Not for electricity, fat or fuel such as petrol	Any fire. Beware when using on liquids as force may spread the fire	Any liquid fuel <u>Not for electrical fires</u>	Any fire Do not use in a confined space

- Read the operating instructions now - do not wait until the extinguisher is needed.
- Empty extinguishers must be reported immediately and arrangements made for a replacement as soon as possible.

FIRE PREVENTION

Electrical Appliances

- No free standing electric radiant fires are permitted in the building.
- A yearly safety check of all electrical equipment will be made and duly recorded.
- Before leaving the building turn off all electrical appliances at the wall if not in use

FIRE SAFETY

- Fire Instruction notices must be displayed in each office and hallway.
- Do not wedge open Fire Doors.
- Do not obstruct Fire Doors at any time.
- The hallway must not be obstructed.
- There is a '**NO SMOKING**' policy inside Wormley Community Centre.
- A current Fire Risk Assessment is in place.

ALL STAFF /VOLUNTEERS MUST KNOW:

- a) Fire Assembly Point
- b) Location & Use of Fire Extinguishers
- c) Escape Route
- d) First Aid Staff
- e) Health & Safety Officers