



# NGCA

Notley Green Community Association  
Charity Number 1058443

## Standard Conditions of Hire, General Rules and Regulations for Occasional Hirers

### 1. Booking fees

All booking requests are provisional until confirmed by NGCA. A 20% non-refundable deposit is required to confirm your booking request once it has been accepted by us. The balance of the hire fee, along with a Conduct and Damage Deposit (CDD) is to be paid one month in advance of the hire date. If the hirer cancels, and a replacement booking is not found, repayment of the balance of the hire fee is at the discretion of the NGCA. In the event of the NGCA cancelling the booking, all fees, including the deposit, will be refunded. The CDD will be returned, within the two weeks following the date of hire, subject to the hall(s) being left in a satisfactory condition. Normal opening hours are from 8.30am to midnight. The hours you book and pay for must include the time you require for setting up and clearing away. The NGCA reserves the right to deduct additional hire fees from CDD, should the hire exceed the hours booked.

### 2. Supervision and safety

"The Hirer" is deemed to be the "Responsible Person" in charge of your hire. The Hirer is responsible for the NGCA premises, the protection of NGCA's contents, and for the behaviour of all persons using the hired premises including proper supervision of car-parking arrangements. The Hirer must be in the hall for the duration of your hire and not engaged in any activities that will prevent him/her from exercising proper supervision. Depending on the number of people attending the hire, The Hirer may need to name additional supervisors.

The Hirer must:

- Check he/she is familiar with the action to be taken on discovering a fire or other emergencies.
- Check that all fire doors are unlocked and not obstructed in anyway to hinder instant evacuation.
- Check the locations and familiarise with the use of fire-fighting equipment.
- Ensure that tables and chairs are not placed in front of emergency exits.
- Ensure that performances and entertainment do not pose potential danger.
- The Hirer needs to be aware that the following are not permitted:
  - Inflammable substances.
  - Combustible materials.
  - Solvents.
  - Fireworks.

Smoke generators.

- Due to the high ceiling in the Main Hall, helium balloons are not permitted.

### **3. Capacity of the halls**

You must state the maximum number of participants in advance. We will advise you if the number exceeds our safety limit. The limit set for your function will include caterers, helper and performers and these figures must not be exceeded. The NGCA, police, fire service or any authorised person can terminate a function, if the capacity is exceeded.

### **4. Catering**

It is your responsibility to observe statutory regulations. Attention is drawn to the importance of food hygiene. Statutory hygiene regulations do not permit children under 14 years old in the kitchen. If caterers are to use their own heaters, cookers or portable ovens, we must be advised and give permission in advance. Food must only be prepared in the kitchen.

### **5. Licenses and Statutory Regulations**

You are responsible for obtaining any licences necessary in connection with the booking and for observing statutory regulations including the rules of the Licensing authority and local government authority. One of these rules limits noise. This limit is set by the local authority. If your music is too loud, a noise limit device will switch off the power mains. If this happens, it cannot immediately be reset, and you will forfeit your CDD. Events spoiled by the loss of power are not the responsibility of the Association. You must not contravene the law relating to betting, gambling and lotteries. Our consent must be obtained prior to seeking any Occasional License for the sale of alcoholic liquor. The NGCA's license with Phonographic Performance Ltd. does not cover the performance of recorded music for private events. Six weeks' notice must be given of a stage play production, so that the appropriate license can be applied for from the appropriate authority.

### **6. Notices and decorations**

Use of sticky tape and / or pins is strictly forbidden. Decorations for a special event should be hung only from the hooks provided.

### **7. Storage and loss of property**

Permission must be obtained before goods or equipment are left or stored. The NGCA cannot accept responsibility for damage to, or the loss or theft of, user's property and effects.

### **8. Car parking**

The NGCA cannot accept any responsibility for damage or loss in our car park. Avoid excessive noise on arriving and leaving. Vehicles are not to be parked so as to cause an obstruction. The car park gates are locked when the halls are not in use.

### **9. Pets, bicycles, wheeled vehicles and ball games**

No pets or other livestock are allowed in the halls except for trained assistant dogs. No bicycles are allowed in the halls. B bicycle racks are provided outside the main entrance. No wheeled vehicles, other than wheelchairs for the disabled or baby buggies, are allowed in the halls. No ball games are permitted in the Halls.

#### **10. Use**

You must not sublet your hire. You must not use the premises in any unlawful way or do anything or bring anything into the premises which may endanger the premises. You must ask advance permission to sell goods on the premises. Consents, if given, will be subject to compliance with fair trading legislation and the local authority byelaws. You must ensure that the price of goods and services and your name and address are prominently displayed.

#### **11. Damage and insurance**

You are responsible for insuring third party claims. You must indemnify the NGCA for the cost of repair for any damage done to any part of the property including the contents of the building as a result of your hire. The total value will be deducted from your CDD, including the cost of resetting audio and safety equipment.

#### **12. Leave the halls clean**

Use of the NGCA facilities is subject to you accepting responsibility for leaving the hall(s), equipment and surrounds in a clean and tidy condition, and returning furniture and equipment to their original position. All rubbish must be taken away at the end of each hire; bin liners are provided.

#### **13. Changes to the Terms and Conditions**

These terms and conditions are subject to review from time to time and may be varied or changed by the NGCA.

I agree to observe the above Standard Conditions of Hire, General Rules and Regulations in respect of Hire Agreement number \_\_\_\_\_

Signature of hirer: \_\_\_\_\_

Date: \_\_\_\_\_