



The Centre Standard Conditions of Hire From 1st February 2016.

Hire of the Hall

The centre is a community owned facility that's managed by Chirnside Development Group (CDG) in accordance with its charitable objectives. The premises (or a part of the premises) are available for hire by:

- Local people for private use or for functions such as wedding receptions and parties.
- Local groups for either fund-raising or non fund-raising activities.
- Other interested parties at the discretion of the CDG.

CDG has the right to refuse any request for use.

CDG has the right to levy an additional deposit from a hirer, which will be returned within seven days if no additional charges are due.

Data Protection

In accordance with data protection legislation Chirnside Development Group will hold the minimum amount of data about a hirer to discharge its role in administering current and future bookings. This data will not be disclosed to any other parties and will be held securely for up to 8 years after the last booking.

Booking

When a booking is accepted by CDG it forms a hire agreement to which these standard conditions apply. The booking specifies;

- the responsible person hiring the premises (the hirer) who must be over the age of **18 years** old and will be present and in charge during the whole period of hire.
- the parts of the premises available to the hirer. **No other areas should be used by the hirer.** Other parts of the premises may be hired to other people at the same time and **certain facilities may need to be shared – toilets, kitchen.**
- the period of hire. **Hirers must ensure that the premises are cleared at the appropriate time. Any additional time will incur additional costs.**
- the purpose of hire (description of the event). **The premises must not be used for any other purpose.**
- the expected number of people using the premises. **The maximum capacity of the premises must not be exceeded.**
- the hire charge. **Payment becomes due within two weeks of invoice. CDG will make additional charges for late payments and the hirer will not be able to make further bookings until all outstanding payments have been made.**

Heating

The building is heated by electric radiators. The heating for the building will be set up in advance of a booking according to need. **No hirer is to interfere with any part the heating system in any way,** this includes all timers and thermostats.

Disabled Lift

The use of the lift is strictly for disabled use only and should not be used for any other purpose. the hirer should ensure that children do not use or play in this lift.

End of Hire

The hirer is responsible for:

- **Leaving the premises and surrounding area in a clean and tidy condition, with seating, tables and equipment returned to store; otherwise CDG will be at liberty to make an additional charge.**
- **Turning off all lights and electrical appliances.**
- **Leaving the premises locked and secured unless otherwise directed by CDG. The hirer must ensure that all members of the public have vacated the premises, before locking up.**
- **The hirer is requested to return a feedback form relating to the booking.**

Cancellation

The hirer may cancel a booking up to 7 days before the event without charge. Thereafter the CDG reserves the right to charge the full cost of hire.

The CDG reserves the right to cancel a hire by written notice in the event of:

- The premises being required for use as a Polling station.
- The premises becoming unfit for use.
- An emergency preventing or requiring alternative use of the premises.

In such cases the hirer will be entitled to a refund of any deposit paid but the CDG shall not be liable for any resulting direct or indirect loss or damages whatsoever.

Animals



No animals are allowed inside the premises in areas where food may be present, in particular the Kitchen/Café area (except guide dogs).

Loss and damage

The CDG accepts no responsibility for the loss or damage to any property brought to the hall or its surrounds. No property may be kept or stored at the hall without written permission of the CDG. CDG reserves the right to dispose of any property left on the premises without permission and to charge the hirer any costs that may arise from disposal. The hirer will be held responsible for any damage to the hall, its furnishings, fittings, accessories or the surrounds. Any damage to the hall or equipment must be reported to the CDG.

No alterations should be made to the premises or to the fixtures, fittings or decoration without prior written approval from the CDG. The building's walls are painted with emulsion paint so pins, adhesive tape, etc. should not be used on them. A number of display screens are available – see 'general information' but the management committee is considering the installation of a proper hanging system to mitigate this condition.

Insurance

The insurance held by the CDG covering the hall is only applicable to not for profit use. Commercial users of the premises will be required to show evidence of insurance. (Any hirer must ensure they have adequate Public Liability Insurance to cover any claims that may be brought against them arising from activities and equipment they have responsibility for.)

Health and Safety

CDH accepts no responsibility for injury sustained by hirers.

Accidents

The hirer must report all accidents involving injury to the public to the CDG as soon as possible and complete an accident report in accordance with the reporting of injuries, diseases and dangerous occurrences regulations 1995 (RIDDOR) – the accident report book is kept alongside the First Aid Kit.

Electric/ gas appliances

No electrical or gas appliances should be brought onto the premises or used without prior permission by the CDG. The hirer shall ensure that any electrical equipment brought onto the premises with permission is in good working order and is used in a safe manner.

Fire

The hirer acknowledges that they have received instruction on:

- The action to be taken in event of fire, however slight. This includes calling the Fire Brigade.
- The location and use of fire extinguishers.
- Fire exits and escape routes and the need to keep them clear
- In the case of fire, the hirer will be responsible for checking that all persons have evacuated the hall, unless his or her life would be put in danger by doing so.

It is the responsibility of the hirer to familiarise themselves with the fire policy, copies of which are available on the website and on the notice board in the entrance hall.

Food Safety

The hirer shall observe all relevant food health and hygiene legislation and regulations.

The hirer is expected to familiarise themselves with the food preparation facilities available and to ensure that they are adequate for the purpose intended.

The hirer will be required to remove all reasonable waste

CDG accepts no responsibility for food made and served or food brought to the hall and consumed in the hall.

Children and Vulnerable Adults

CDG has a policy for the protection of children (those under 18 years old) and for vulnerable adults.

CDG requires the co-operation of all users of the premises in taking measures for the appropriate protection of any child involved in activities on the premises, and shall also be mindful of the needs of any such child.

CDG requires all groups hiring the premises for activities involving children or vulnerable adults to provide details of the measures they have in place to protect them, on request.



Licenses and regulations

Alcohol

Alcohol can only be sold on the premises **if a licence has been obtained for the event**. The hirer is responsible for applying for a licence and must meet all conditions of that licence including the provision of stewards where necessary.

Performing Rights

The hirer must comply with all the Performing Rights Society regulations and supply any relevant information to the CDG. The hirer will obtain any necessary licenses from the Phonographic Performances Ltd in respect of use of sound recordings.

Where films are shown the hirer must ensure that age-restrictions classifications are observed.

Note:

- The Studio 1 and the Studio 2 may be hired separately at the same time to different hirers if this does not restrict use by either party.
- In such cases use of the kitchen may need to be shared.
- Local people are those who are resident in Chirnside Parish.
- All users agree to the standard conditions of hire (attached).

In addition, please;

- do not adjust the heating controls
- look after the hall floor – remove high heels and wear soft-soled shoes for games
- leave the hall clean and tidy as you find it (cleaning equipment is provided) and return equipment, seating, staging etc. to the store after use.
- report any problems or damage to the hall or equipment.
- be conscious of energy use in the hall - switch off unnecessary lights
- ensure the hall is left secure.

Please be considerate to our neighbours and keep noise to a minimum outside the building. **After 11 pm Noise levels must be reduced.**



**Chirnside
Development
Group**



Parking

The Centre does not have any dedicated parking but there is a public parking area opposite the centre.

Dimensions

Main Hall 12m x 10m

Studio 1 9m x 7m

Studio 2 7m x 5.5m