BROADHEATH COMMUNITY HALL TERMS AND CONDITIONS

1. INTRODUCTION
   This document describes the terms and conditions for hiring rooms at Broadheath Community Hall.

   Broadheath Community Hall is managed by Broadheath Community Association (hereinafter referred to as BCA) which is a registered charity, number 1160435. BCA comprises of volunteer directors who form the management group and a group of dedicated volunteers.

   BCA aims to provide community based accommodation for organised groups and private bookings. Rooms can be hired subject to availability and the terms and conditions within this document.

2. SUMMARY
   Full terms and conditions are detailed below and when hiring the hall, you are bound by these.
   - You are responsible for taking proper care of the building during the hire and for leaving it in the same condition as your arrival.
   - You are responsible for your activity and safety of your guests/members.
   - You are responsible for ensuring compliance with any legal constraints which apply to your activity.

3. CONDITIONS OF HIRE
   Who can apply?
   Applications will be accepted from organised community groups and social functions.
   Priority will be given to groups which reflect the needs of the local community.
   The Community Hall is not available for 18th or 21st birthday parties.

4. ENQUIRIES
   For information and availability please make enquiries by contacting the Community Hall via email at Broadheath@hotmail.co.uk or via the website www.broadheathcommunityhall.co.uk

5. GROUP LETTINGS
   Application forms are available by the email or website as outlined above.

6. SINGLE BOOKINGS can be made via the website booking system
   www.broadheathcommunityhall.co.uk

7. CONFIRMATION OF APPROVAL

   Approval of group letting will be confirmed via email or in writing outlining the costs.
   Approval of single bookings will be confirmed by email or by the automated system on the website.

8. OPENING TIMES
   Monday to Sunday 8.00am to 10.00pm also depending upon keyholder availability (includes set up and clean up time). All visitors and users must be ready to leave the hall by 10.00pm unless previously negotiated.

9. LETTING CONDITIONS
   These conditions together with the online booking application to hire Broadheath Community Hall, the conditional confirmation of booking and the receipted account for the hire, shall constitute the contract between BCA and the hirer(s).

   The booking calendar will be available on the website for a period of X months in advance. In some circumstances this maybe negotiable. Please contact the admin via Broadheath@hotmail.co.uk for more information.

10. HIRE CHARGES.

    The payment for single bookings will be required for the full hire amount plus a deposit/retainer.

    Group bookings will be invoiced monthly

	Main Hall 12 x 8 m	Meeting Room 4.75 x 5 m
Rate per hour	£20 per hour PLUS £50 refundable deposit, (increased to £75 for parties of 50 or more) Note – 30 minutes will be allowed both before and after booking time to allow set up and clean up time	£15

11. PAYMENT
    The full hire charge plus £50 (or £75 if numbers attending are in excess of 100), by way of deposit/retainer shall be paid at the point of booking and if BCA refuse the booking a full refund will be given to the hirer. Online hire charge payment will be required and deposit payment will need to be sent to the hall separately (cash or cheque)

12. ENTRY TO PREMISES- A Community Hall keyholder will meet you on site prior to the booking, a Health and Safety handover will be given along with a point of contact to use if necessary during the booking.

13. VACATING THE PREMISES- A Community Hall keyholder will meet you on site after your booking to complete a building check. The deposit/retainer will be refunded once the Community Hall keyholder has checked the room and subject to the following actions having been completed satisfactorily:-

- Sweep the floor and mop any spillages
- Spray and clean any tables used
- Return tables and chairs to the storeroom
- Flush toilets
- Take rubbish home

Please report any damage/wear and tear to the keyholder.

14. Additionally, there will be a further charge if the booking is not ready to finish on time. A charge of £10 will be made for every 15 minutes (or part thereof) over your booking time. This will be deducted from your deposit/retainer. This is to ensure a timely handover and that the hall is left in a clean and tidy condition and ready for the next hirer.

15. PUBLIC LIABILITY INSURANCE is included in the fee, although if you are using outside caterers, bouncy castle providers or entertainers, a copy of their insurance document must be provided a month in advance of the booking date.

    The hirer(s) agree to indemnify BCA against actions, proceedings, claims, damages, awards or cost in respect of loss, damage, death or personal injury occurring during the period of hire.

    The following indemnity is covered by Public Liability as part of your hire charge. The hirer(s) must adhere to the Community Hall's lettings conditions or risk the insurance being void.

    a) Public Liability cover of £5,000,000 including fire damage to the premises and contents.
    b) Accidental excess payable by the hirer(s).

16. CANCELLATION- by Broadheath Community Association.
    We reserve the right to cancel any hiring at any time without notice and without having to assign any reason, but would do so in a reasonable manner and will give as much notice as possible. In such circumstances BCA can accept no liability for loss incurred as a result of such cancellation. We would refund any payment made, or endeavour to rearrange the booking.
    BCA also reserve the right to censor and cancel without liability for loss incurred as a result of such censorship or cancellation, any stage play, sketch, lecture or other performance or event.

    CANCELLATION BY THE HIRER
    In the event of the hirer(s) wishing to cancel the booking the hire fee will be refunded and the deposit shall be forfeited.

17. REFUSAL OF ADMISSION
    BCA reserve the right to refuse admission or readmission to any person onto the premises and to require any person to leave the premises if asked by an authorised member of BCA.

18. SEATING CAPACITY AND ARRANGEMENTS

    We would ask the hirer to inform BCA at least 7 days prior to the date of hiring what seating and tables will be required which we will try to accommodate. Failing which, no responsibility will be accepted by the Community Hall Keyholder for any shortfall.
    It is the hirer(s) responsibility to set out and pack away the furniture.

    The maximum capacity of the hall is 100 people. We would ask that the hirer does not exceed the number of attendees stated on the application form.

    BOUNCY CASTLES are allowed if the supplier can show a copy of the public liability and personal injury insurance certificates. These must be provided at least one month in advance of the booking date. There must also be evidence that the hall floor/outside area will be adequately protected and any damage is to be paid for.

19. KITCHEN FACILITIES

    The kitchen facilities are available for use as part of the hiring. On occasion this may involve shared use with other users.
    FOOD HYGIENE If you are preparing food you are solely responsible for observing all relevant food, health and hygiene regulations including the Food Safety Act 990 and the Food Hygiene Regulations 2006.
    Please leave apparatus and kitchen in a clean tidy condition. A clean up schedule is located in the kitchen for you to follow. Please only use cleaning products outlined in the clean up schedule.
    Chopping Boards- In order to avoid cross contamination, please use the appropriate colour boards as stated. The wooden boards are for bread only. There is also a notice in the kitchen giving further details.
    A Digital Thermometer is kept in the fridge to ensure that the fridge is functioning at the correct constant temperature.

20. ALCOHOL

    The sale of alcohol is not permitted on the premises. Alcohol may be served at events. However the hirer is responsible for ensuring that this is managed by a responsible adult, and that consumption is within the constraints of relevant laws.

21. PERFORMING RIGHTS

    Any dramatic or musical work or lecture being performed, must have a copyright license which is to be produced to BCA before commencement of the hiring. Any charges or liability in respect of the Copyright Act shall be paid for by the hirer. The hirer shall indemnify BCA against any infringement copyright which may occur during the hiring.

22. LIGHTING

    Any use of stage lighting or other specialist equipment must not be used without the prior permission of BCA. Any such unauthorised installation or preparation may be removed by BCA. The cost of testing any installation shall be borne by the hirer(s).

23. ELECTRICAL APPLIANCES

    Any electrical appliances brought into the hall must be safe, in good working order, used in a safe manner have been properly tested in accordance with all relevant regulations.
    Highly inflammable substances are not to be brought into or used in the hall.

24. DAMAGE TO THE PREMISES

    It is the responsibility of the hirer(s) to protect and safeguard the premises during the period of hire and if any damage takes place or destruction occurs (other than that which could not have been reasonably prevented) the hirer shall forthwith indemnify BCA against the same.

    IN PARTICULAR- please ensure that no screws, nails etc are driven into any part of the premises.
    -No decorations, banners etc to be attached to the walls- these can be placed on the windows and doors using adhesive supplied by BCA.
    -No French Chalk, wax powder or crystals to be applied to any community hall's flooring.
    PLEASE DO NOT use any products on the hall surfaces other than that listed on the clean-up schedule available in the kitchen.

25. CAR PARKING

    A car park is available at the Hall. Designated disabled car parking is also available at the Hall. It is the hirer(s) responsibility to ensure that people attending the booking comply with the Community Hall's conditions as to car parking, so as not to cause inconvenience to others.