

# Stoke Mandeville Village Community Association

Eskdale Park, Eskdale Road, Stoke Mandeville, HP22 5UJ

REGISTERED CHARITY NUMBER 277618

Tel: 01296 615458 Email: [smvca@btconnect.com](mailto:smvca@btconnect.com)

## CONTRACT FOR HIRE OF THE COMMUNITY CENTRE

### CONDITIONS OF HIRE

For		Maximum Number of People
Main Hall	<input type="checkbox"/>	150 (includes committee room, if hired)
Kitchen	<input type="checkbox"/>	
Park Room	<input type="checkbox"/>	60
Committee Room	<input type="checkbox"/>	40 (if hired on its own)

Before signing, please read carefully. **You will be bound by these conditions and will lose your key deposit if they are not fulfilled.**

#### GENERAL

1. The Community Centre comprises the building, the patio and the path around the building. If required, for Bouncy Castles the Sports Field may be booked separately for a small additional fee. Please note this is a public area with a public footpath running alongside. If the field is required for exclusive use for events such as weddings, BBQ 's etc an area can be cordoned off and the footpath diverted - please enquire as to extra costs. Emergency evacuation procedures are shown on the wall beside all major exits and it is the hirer's responsibility to ensure he/she is familiar with this information. A £50 deposit is required at the time of booking for the Main Hall and Park Room, £20 for the Committee Room.

2. It is the hirer's responsibility to ensure that the venue is suitable for the proposed event. Please note that there is no hard-wired telephone available.

3. **The hirer must be present at all times during the event.** Accidents are to be recorded in the Accident Book provided and SMVCA informed within 24hrs of the incident.

4. No person under the age of 22 years will be permitted to hire the Hall. Hirers for children's (0-12) parties must have at least 2 responsible adults present at all times. For numbers above 30 then 3 adults and then a minimum of one adult for every additional 10 children

5. The outstanding balance and key security deposit **must** be paid 28 days prior to the hire date. No refund will be payable if cancellation takes place within 28 days of the event. The security deposit will be repaid within 28 days, provided there are no complaints or damage to the hall, fixture or fittings. See 22.

6. Gas cylinders, e.g. those used to inflate balloons, must not be placed in the skip. They are to be returned to the owner. Smoke machines are not to be used on the premises.

Balloons must be secured and not allowed to float to the ceiling of the main hall. It is highly dangerous for the balloons to become entangled in the ceiling fans. If this happens the fans **MUST BE TURNED OFF IMMEDIATELY and MUST remain switched off for the remaining hire period. The administrator must be informed before 9a.m. the following day either using the internal mail box (by the office door) or contact details as above. The cost of repair will be passed onto the hirer**

7. Chairs should be stacked at the side of the main hall no more than 6 high. **Tables** should be wiped clean **and left out**. Floors should be swept clean. If used ovens /microwaves to be cleaned. No food should be left in any of the fridges. All food and rubbish placed in black sacks and put inside the large bin outside the Centre. Any sacks that cannot be accommodated in the large bin should be securely fastened and left close to the bin. Tables in the **Park Room** if folded down must be put back as they were originally

8. No sellotape is to be used when putting up decorations only white tac

9. Hirers are responsible for turning off all fans and lights, including those in the toilets, and ensuring windows and fire exits are securely fastened. If lights etc are left on overnight or at weekends there will be a £20 surcharge deducted from the key deposit prior to a refund. The bolts on the front door must be secure before it is locked.

10. a) **The hirer is responsible** for familiarising themselves with the fire alarm system and the red call points. These are the red boxes mounted on the wall adjacent to all emergency exit doors within the area hired. **If fire or smoke is visible** these can be manually pushed which will activate the fire alarm throughout the Centre. **You are also responsible for ensuring that all your colleagues/guests are advised of the Fire Drill (copy attached)** to be followed in the event of the system being activated or fire detected.

If the fire alarm system is activated, with fire evident, the fire brigade **MUST** be called at once.

The fire alarm once activated will automatically telephone members of the SMVCA Committee (**but not the fire brigade**) who upon arrival at the Centre will manage the situation and deactivate/reset the system as necessary.

No one will be allowed to re-enter the Centre until the SMVCA Committee member in association with the fire brigade (if in attendance) has given authority to do so and the fire alarm system reset.

**Any proven misuse of the fire alarm system will incur a penalty payment of £50 which will be deducted from the damage deposit prior to refund.**

b) Misuse of fire appliance is a prevalent offence. The use of a fire extinguisher to retain open doors, or for any other use than it is designed for has a fine of up to £5,000. This fine and associated administrative cost would be passed onto the individual hirer concerned.

11. If all conditions are not strictly adhered-to, the Community Association has the right, at any time during the hire, to terminate the hire forthwith and the full hire charge will be forfeit & key deposit retained.

**Disclaimer:** No claims resulting from loss of the use of the facilities will be entered into by the Association or the Parish Council.

## BAR FACILITIES

12. If hirers require bar facilities, then a bar will be supplied. It is against the licensing law for drinks to be brought onto the premises at any time by individuals attending functions. Anyone doing so will be asked to leave, have drinks confiscated, and the bar will be closed. In this case the key deposit will be forfeited and a surcharge of £200 will be levied to compensate for bar costs

13 Hirers wishing to bring in alcohol for their own and their guests' use at **small** (45 attendees or less) private functions must seek written consent at the time of booking together with numbers expected and description of the event. If the committee agree to such a request it is on the understanding that no alcoholic drink's can be sold. (A fee is payable for this).

**Any attempt to procure alcohol for underage guests will result in bar closure and /or hire termination and a surcharge as above. This is a compulsory legal requirement for licensed premises whether bar is hired or not**

## STORAGE

14 Permission must be sought for storage of equipment overnight; items are left at owners' risk. Caterers are responsible for their own dishes etc and foodstuffs must be removed at the end of the hire period. Soiled dishes cutlery must be removed at the end of the hire period. The Community Association reserves the right to dispose of any items left without prior agreement.

## GOOD NEIGHBOURS POLICY

15. **The Community Centre is situated in a residential area and, at all times, hirers must keep in mind the need for quiet and decorum.**

16. All music is to stop by 2330hrs; the volume of music must at all times be kept to a reasonable level to avoid disturbing local residents. The Community Association will be the final arbiters regarding noise levels and **their decision is final**. The bar will close at 23.30hrs unless an extension has been requested and agreed in writing. (A fee is payable).

17. No one is to consume alcohol outside the building or congregate so as to cause a nuisance to local residents. Smoking is not permitted anywhere inside the premises. If smoking outside please use the cigarette bins supplied outside of the hall(s).

18. Cars parked in Eskdale Road must be kept clear of residents' driveways. All those attending the Community Centre must leave quietly to ensure the peace of local residents. Fire regulations dictate that the entrance to the Centre must not be obstructed at any time. Please note any cars parked in the car park the are done so at owners own risk.

## INSURANCE

19. Organisations hiring the facilities must have valid Public Liability Insurance and present the certificate for inspection **28** days before the event. Individual hirers are advised

that the Community Association's insurance does not cover consequential loss to third parties. Individual hirers are urged to seek their own insurance cover in this regard.

20. Discothèque operators and bands must hold appropriate Public Liability Insurance and the certificate must be available for inspection at the time of booking. In addition, a photocopy of the insurance certificate must be provided **28** days before the event. Moreover, all disco / electrical equipment must be PAT tested; evidence of which must be provided **28** days prior to the event.

21. Any hirer using professional services during the hire e.g. BBQ's Pig Roasts must only cook outdoors, if on the Patio area suitable non permeable material is used to protect the flooring /ground and any clearing up of residue overspills is the ultimate responsibility of the hirer. All including Bouncy Castles, Amusements etc must ensure that they hold public liability insurances and have the necessary documentation for their business whether food hygiene or maintenances certificates. Copies of which should be supplied with payment of balance.

22. Any use of candles **MUST** be strictly monitored and a risk assessment (see attached) must be completed and attached to the hire contract overleaf. Candles should be placed in appropriate fire resistant holders. A responsible person must monitor the candle(s) at all times.

#### INSPECTION, MISUSE AND DAMAGE

23. The facilities are checked by the Association's administrator after every hiring. The key deposit will be forfeit if there is any damage to the Hall, its contents or environs, any of the conditions of hire are broken or there are any complaints from local residents or the police

24. CHECKLIST copies to be supplied with outstanding balance 28 days prior to event  
Public Liability Insurance .....

Electrical PAT Certificate .....

**Note:-** a) When hiring either the main hall OR the committee room the kitchen and toilet facilities may need to be shared please respect others who could be using the facilities.

b) SMVCA reserve the right to use any photographs taken at the centre for advertising or promotional purposes.

Please sign the hire contract below and return this section (Page 5) with your deposit. A copy of the contract will be returned to you as confirmation of your booking.

Thank you

Steve Ezra  
Chair

Revised September 2011

Stoke Mandeville Village Community Association

Tel: 01296 615458 Email: [smvca@btconnect.com](mailto:smvca@btconnect.com)

**HIRE CONTRACT**

1. DATE OF HIRE ..... TIME: START..... FINISH.....
2. PURPOSE OF HIRE .....
3. NUMBER ATTENDING ..... BAR REQ'D FROM.....  
(to be confirmed 7 days prior to event)
4. CHARGES FOR HIRE  
Main Hall £ .....  
Park Room £ .....  
Committee Room £ .....
5. BAR & STAFF £ .....
6. KEY DEPOSIT (CHEQUE ONLY, REFUNDABLE WITHIN 28 DAYS) £ 150-00  
PARK ROOM and Children's Parties 0 – 12yrs £50-00

Total	£
-------	---

7. DEPOSIT Paid ..... Date ..... £
8. Outstanding balance payable on ..... £.....

**NB Key deposit & all outstanding charges payable 28 days prior to the event.**

**All cheques and cash will be banked**

9. RISK ASSESSMENT ATTACHED YES / NO

NAME OF APPLICANT .....

ADDRESS .....

..... POST CODE .....

PHONE NUMBER (Landline) ..... (Obligatory) Mobile .....

EMAIL ADDRESS .....

**I have read the conditions of hire and agree to abide by them should this application be granted. Furthermore, I understand the need for vigilance to minimise disturbance of neighbours and accept that I may lose my entire key deposit should any of the conditions be breached.**

SIGNATURE ..... Date .....

Name (Block Caps) .....

<b>Office use 1. Copy page 5 of contract and returned to hirer 2. Key safe code .....</b>
---

This contract is issued under the authority of:  
*The Chairperson,*  
Stoke Mandeville Village Community Association

Revision: Sept 2011 SMVCA file procedures