

## Clydach Community Council: Community Hall Vardre Road Clydach

### Terms and Conditions of Hall Hire

Please note that the Community Hall operates a NO SMOKING and zero tolerance of drugs and substance abuse policy which extends to both the Centre's building and its grounds.

The person named on the hall booking form shall be the hirer and shall be personally responsible for ensuring that the conditions set below are adhered to at all times whilst hiring and occupying the building.

#### THE HIRER UNDERSTANDS AND AGREES TO THE FOLLOWING:

1. To pay the full venue hire costs in **advance** of hire or in the case of an organisation to pay the balance within 14 days of receipt of the invoice **to the Clerk to the Community Council Mr Stewart McCulloch**.
2. To notify the Clerk either by letter, email or telephone no later than 24 hours prior to any changes to the original booking.
3. To ensure the Hall is **not used for any purpose other than stated on the booking form** and ensure all Hall policies are adhered to.
4. The hire must be a responsible adult and the hall will be let at the discretion of the Community Council.
5. The hirer or a representative of the organisation must be present throughout the period of hire, ensure that all group members have left the building following the activity and will be responsible for the Hall and its contents until handover takes place.
6. The hirer must not put posters or any advertising material on any wall or surfaces but for which a notice board will be provided.
7. To ensure the Hall, kitchen and facilities are left in the same clean condition as they were found prior to the activity.
8. The hirer will remove all rubbish and food waste from the premises after their individual activity. No food is to be left in the fridge.
9. Any damage caused to Council appliances, crockery, fixtures and fittings must be reported to Clerk or caretaker at the end of the hirer period. **Note: the Community Council may charge for replacements or repairs to council property.**

#### Health and Safety

- a) Following Health and Safety Regulations the hirer must sign the visitor's book (located in reception) and enter the group number present.
- b) To ensure that children are properly supervised at all times.**
- c) In the event of an accident it is the hirers' responsibility to complete the accident book provided, (located in the kitchen with the first aid box) and report the incident to the Clerk within 24 hours.
- d) The hirer is to ensure that all persons using the premises are aware of the fire procedures and location of the fire exits.

- e) In the event of a fire the hirer is responsible for directing all present to the emergency fire point at the rear of the car park. Calling the emergency services and when it is safe to do so informing the clerk.
- f) To ensure that the fire apparatus on the premises are not interfered with or obstructed in any way.
- g) To ensure that fire exits are not interfered with or obstructed in anyway.
- h) Please Note: Use of the kitchen to may require the provision of a Food Hygiene certificate.
- i) Please follow all risk assessment for Hall use and activities.

PLEASE NOTE THAT:

- 1. Evidence of public liability insurance, CRB checks (if necessary) and qualifications will be required prior to commencement of any new booking being accepted.
- 2. There will be a cancellation fee of the full hire costs unless a minimum of 24 hours notice is given.
- 3. The Community Hall is an emergency relocation point. Priority will be given to members of the community in the event of an emergency evacuation. In this instance the hirer will receive a full refund of the hire fee.

***Please read and sign below with your completed hire application form.***

I /we have read and understood the Terms and Conditions of Hire and agree to abide by the contents therein. I /we have also read and understood the Fire Safety procedures and will instruct my /our group of the procedures in the event of a fire.

NAME: .....

ACTIVITY/ORGANISATION:.....

SIGNED (The Hirer):..... DATE: .....

## CLYDACH COMMUNITY COUNCIL HALL BOOKING/REQUEST FORM

*Please complete and either email or post to the Clerk to the Community Council (contact details below)*

<b>Activity /Organisation</b>			
<b>Proposed use of the Hall</b> (meeting/party etc )			
<b>Date/s required</b>  Please use the space on the right to confirm your requirements.	<b>Please tick <input type="checkbox"/> box</b>		<b>Weekly</b>
	One Event	<b>Regular booking</b>	<input type="checkbox"/>
			<b>Monthly</b>
		<b>Other (please state)</b>	
<b>Please state Time/s required</b>	<b>START</b>		<b>FINISH</b>
	AM:		
	PM:		
Room set up (if appropriate) Chairs/ tables etc.	<i>Please state:</i>		
<b>Hirer contact details:</b>			
<i>Please note all invoices will be the responsibility of the hirer named here.</i>	<b>Name:</b>	Stewart McCulloch	
	<b>Address:</b>	Clydach Community Centre, Community Hall, Vardre Road, Clydach SA6 5LP	
	<b>Telephone:</b>	01792-845992	
	<b>Email:</b>	clydachcommunitycouncil@gmail.com	
<b>Payment method</b>	Cheque <input type="checkbox"/>	Cash <input type="checkbox"/>	Bacs <input type="checkbox"/>
<i>All cheques to made out to: Clydach Community Council</i>			
<b>Signed:</b> ..... <b>Date:</b> .....			
<b>Please return application form to:</b>	<b>Name:</b>		
	<b>Address:</b>		
	<b>Telephone:</b>		
	<b>Email:</b>		
<i>for office use only:</i>			
<b>Date Hall booking confirmed:</b>	<b>Invoice code:</b>	<b>Date Payment received:</b>	<b>Bank reference:</b>