

# HILLTOP COMMUNITY CENTRE – TERMS & CONDITIONS OF HIRE

## 1. Regulations and Condition of Letting

- (a) Bookings can only be considered from persons who are at least 18 years of age on the date of application.
- (b) Provisional Bookings will be held for 14 days only, pending receipt of the completed application form and booking deposit.
- (c) All preparation time must be booked (including time required by caterers, performers etc) Up to half an hour may be available after the finishing time for clearing up following an evening function. Time after this will be charged.
- (d) New users must discuss their booking with the Associations Bookings Officer before committing themselves to the arrangements
- (e) The hirer or his named representative must be present throughout the function.
- (f) ALWAYS CONTACT THE BOOKINGS OFFICE AT LEAST ONE WEEK PRIOR TO YOUR FUNCTION TO AGREE ARRANGEMENTS

## 2. Charges

The Association reserves the right to amend charges. The hirer will be given at least 30 days notice and then may, within 14 days of notification being sent, cancel the booking and receive a full refund. Charges are usually revised from 1 May each year and a final invoice will normally be sent at least one month before the event.

## 3. Payment

- (a) £100 minimum deposit on application.
- (b) The full hire charge must be paid at least 28 days in advance. An additional deposit against damage, howsoever caused, excess cleaning, loss, etc, is payable with this balance. The deposit will normally be returned by post one week after the event. The Association reserves the right to re-let the facility if payment is delayed and the hirer mat remain liable for full charges.
- (c) Any additional amounts must be paid within 30 days of invoicing.

## 4. Cancellation and Transfer Charges

Notices must be given in writing and the following scale may be applied: -

Notice received: -  
8 weeks – 12 weeks in advance – 25% of full hire charge payable  
4 weeks – 8 weeks in advance – 50% of full hire charge payable  
Less than 4 weeks in advance – full hire charge payable.

## 5. Conduct and Safety

The hirer must supply a minimum of three responsible persons to act as stewards during public bookings in the large and small halls.

- (a) All instructions issued by the Associations representative must be obeyed.
- (b) The premises must be left undamaged and in a reasonably clean and tidy condition. The hirer should ensure that caterers also leave the kitchen in a clean and tidy condition. Excessive cleaning, damage or loss must be paid for by the hirer within 30 days of invoicing. In the event of a dispute, the decision of the Association shall be final.
- (c) The Association cannot accept responsibility for goods, clothing, materials or other property brought into or left in the building.
- (d) The Association reserves the rights of admission / readmission.
- (e) Fixtures and fitting may not be tampered with. Nails, pins, tape etc must not be used on walls, doors etc.

## 6. Music Copyright

Unless the event is strictly private (e.g. wedding), a fee payable to the Performing Rights Society becomes due (if any music is played). When known, this fee will be included on the final invoice otherwise hirers must provide the Booking Office with a signed statement detailing the box office receipts with 7 days of relevant events to be determined and deducted from deposit monies held. Failure to do so will mean that the fee will be calculated on 75% of the money holding capacity of the premises. All fees are subject to a 10% surcharge to cover administrative costs.

Gramophone records, discs, and tapes may not be played at public functions unless a licence has been obtained from Phonographic Performance Limited, Ganton House, 14-22 Ganton Street, London W1V 1LB (Telephone 020 7534 1000).

## 7. Damage

The hirer is responsible for all damage to the premises including where applicable the entrances, passageways, kitchen, toilets, courtyard etc and any property in the premises occurring during the period of the hiring pr while persons are entering or leaving the premises pursuant to the event.

## 8. Indemnity

The hirer shall indemnify the Association against any claim for injury, damage, loss or expense arising from the letting (including breach of copyright) and is advised to insure against any such claim. The Association may require evidence of third party or other insurances in advance of certain bookings.

## 9. Access

The hirer must allow any authorised representative, Police or Fire Officer and members of the organisation free access at all times and ensure that any instructions they may issue are obeyed.

## 10. Fly Posting are Not Permitted

This will lead to automatic cancellation of the event. The hirer shall pay full charges and also for the removal of any publicity materials.

## 11. Capacity of the Halls

The hirer is under a legal duty to ensure that the permissible limit of people in each room is not exceeded. Dependent upon the event and the type of layout required the practical limit will frequently be less than the maximum permitted number.

## 12. Maximum permitted number of people, subject to terms of Public Entertainment Licence

Large Hall: 150 Small Hall: 50 Capacity for whole Centre: 200

The hirer shall ensure that evening events finish by 3.30am and that the hall is cleared by 4.00am.

- (i) an occasional Justices License has been granted in which cases the event shall finish 30 minutes after the time of the licence subject to the Association not requiring earlier closing as a result of other constraints.

## 13. Licensed Bar/Catering

No alcoholic drinks are permitted in the premises except during function where an occasional justices License has been granted or in other circumstances authorised by the Association in writing. Full details of the licensed bar arrangements including hours and licensee must be supplied at least one week before the booking.

## 14. Transfers

The premises must be used for the purpose stated. Lettings are not transferable.

## 15. Cancellation by the Association

The Association reserves the right to cancel any booking and to impose any further conditions considered necessary. The Association will not be liable for any loss caused by cancellation.

## 16. The Association reserves the right not to accept any booking.

## 17. The Association's Committee's interpretation of these Regulations shall be final.

## 18. The Association reserves the right to vary or amend these conditions from time to time.

## 19. Further information – if you require further information or guidance please do not hesitate to contact the Bookings Officer on 01494 522750 or mobile 07837 664792.