



QCCA LTD HALL HIRE - TERMS AND CONDITIONS

1: General

1.1 The Class Room, Hall One, Hall Two, IT Room, front foyer, rear foyer, conservatory, garden, kitchen, GYM, changing room, and the rear office (hereinafter called the "Queen's Crescent Community Centre or QCCC") are available for the presentation of concerts and other branches of the performing arts as well as for lectures, meetings, conventions and catered functions.

1.2 These Terms and Conditions of Hire represent the requirements of the Queen's Crescent Community Association Limited (hereinafter called "QCCA").

1.3 QCCA reserves the right to refuse any booking without the necessity to give reasons for such refusal to the Hirer.

1.4 QCCA must be informed of the purpose for which any function area is to be used at the time any booking is made.

1.5 QCCA does not warrant that the function area being hired to the Hirer is suitable for the type of function being undertaken by the Hirer.

1.6 The terms and conditions and hire fees and charges contained herein may vary from time to time but any such variation shall not negate this agreement and QCCA shall not be under any obligation to explain the reasons for any such changes.

1.7 We reserve the right to cancel the booking at anytime or refuse to open the centre if we find the application form incomplete, activities organised other than stated, failed to pay the fee/deposit in full prior to the booking, activities that undermines the association's policies, unauthorised activities, health and safety risks, activities that may be harmful/prejudice to the general society, booked by third a party and etc.

2 Tentative Bookings

Except at the discretion of QCCA, tentative bookings will be held for a maximum of ten (10) business days, without obligation, after which time the Hirer must confirm his/her intention to proceed with the booking with the deposit of £200. If the Hirer has not done so, QCCA reserves the right to cancel the booking.

3 Confirmed Bookings

3.1 On receipt of the Hirer's wish to confirm a booking, a Hiring Agreement will be forwarded to the Hirer stipulating the charges and non-refundable deposits payable.

3.2 For the booking to be confirmed, the Hiring Agreement must be signed and returned within ten (10) business days together with the deposits. The deposits may be paid by cash, or cheque. Cheques are to be made payable to the "QCCA Ltd" fourteen (14) business days before the date of function. See 7.1 for hire fee condition.

3.3 Receipt of the signed Hiring Agreement by QCCA confirms acceptance of these terms and conditions.

3.4 QCCA may disregard any booking that is not confirmed within the terms of this agreement and reserves the right to re-let unconfirmed bookings.

4 Cancellation of a Booking

In the situation that the Hirer cancels a booking after it has been confirmed written notification is required and the following cancellation fees will apply:

- If cancelled more than thirty (30) days prior, all deposits will be refunded but a 25% cancellation fee will apply.
- If cancelled thirty (30) days or less prior, the cancellation fee shall consist of all deposits.

5 Transfer of a Booking

Except at the discretion of QCCA, a Hirer wishing to transfer a confirmed booking to an alternate date remains liable for all charges due.

6 Final Details

6.1 To ensure the success of your function, the Hirer must complete the booking form in full and return to QCCA.

6.2 The Hirer must sign and return the Booking Form at least seven (14) business days prior to your function.

6.3 The information on your booking form will be considered final for invoicing purposes.

6.4 The Hirer is responsible for occupying and vacating the rooms within the times scheduled. Utilisation of space outside the times quoted will be subject to availability. Additional charges may apply, at QCCA's discretion, if functions extend beyond times agreed in writing.

6.5 The Hirer must leave the premises after the permitted hours and advise all guests to leave the area. Hirer and their guest are not permitted to loiter in the local vicinity; failing to do so may result to loss of deposit.

6.6 If the hirer fails to vacate the premises and the area when instructed to do so by the caretaker then the deposit will be forfeited and the police will be called.

7 Payments

7.1 Unless otherwise agreed to by QCCA and in addition to the deposits, full payment of hire must be forwarded to QCCA Five (5) business days prior to your function, either by cash, Or cheque fourteen (14) business days prior to our function.

7.2 Failure to remit the specified amount may result in the booking being cancelled and the appropriate cancellation fees will apply.

8 Rehearsals/Set ups/ Sound Checks

8.1 All technical set ups and rehearsals in the Hall must be supervised by a qualified technician.

8.2 All set ups and rehearsals in other areas must be under the supervision of a member of QCCA staff.

8.3 Bump in/setups before 10:00 am will incur extra costs.

9 Programmes, Publicity & Banners

9.1 There are limited areas available for programmes, displays and posters and the positioning of these must be approved by QCCA. All programmes and displays must be removed immediately after the function.

9.2 Freestanding banners are permitted in all areas of the venue and positioning must be approved by QCCA staff prior to your function.

10 Merchandise Sales

10.1 A Hirer shall not put on sale any items in the QCCC without having first obtained the approval of QCCA.

11 Performance Sound Levels

We reserve the right to control sound levels at your function. As this is a multi-use venue, sound levels cannot be guaranteed and no liability will be accepted.

12 Art Exhibition Programme

The Main front foyer, and rear foyer may be used from time to time for the display of art works. Art work will not be removed for any function except at the discretion of QCCA.

13 Deliveries, Storage & Removal

13.1 QCCC does not have storage facilities other than function spaces booked by the Hirer during the agreed function times.

13.2 The Hirer must advise QCCA of any deliveries in advance and mark all deliveries with the name, date and venue of the function.

13.3 QCCA will not accept any responsibility for damage or loss of goods left on the premises prior to, during, or after the function.

13.4 All goods must be removed at the conclusion of your function. Any goods left without prior arrangement will be deemed abandoned.

14 QCCA Directions

QCCA shall have the right to require any staff or volunteers engaged by the Hirer to carry out its reasonable directions in relation to the terms and conditions of hire.

15 Damage to the QCCC

15.1 The Hirer will not affix any matter or thing to, or hang any matter or thing from, any part of the QCCC or to or from any fixture or item of furniture therein without the prior consent of QCCA.

15.2 The Hirer is responsible for any damage to the building or property in the areas of the QCCC under hire, or damaged as a result of the hiring event and undertakes to promptly compensate QCCA upon request.

16 Conduct of Function

16.1 Hirer's shall conduct and manage the function/performance in a proper, orderly and lawful manner and shall not permit any act, matter or thing which may injure the reputation of the QCCC, and QCCA, including nuisance to people living in the area .

16.2 QCCA reserves the right to cease an event or remove a person/s without liability if behaviour is not considered Appropriate.

17 Smoking and Alcohol consumption

7.1 In the interest of public health, and in line with Government Regulations, QCCA is a smoke free venue.

7.2 Consumptions of alcohol directly outside the premises would result to immediate cancellation of the event and forfeit of deposit and the hire fee.

7.4 Alcohol consumption is only allowed with meals. If hirers are seen as misusing this, this would result to immediate cancellation of the event and forfeit of deposit and the hire fee.

7.3 Smoking is only permitted in the garden.

18 Prohibitions

18.1 Confetti, confetti substitutes or glitter are not permitted in any area of the QCCC. A cleaning fee will apply if these are used.

18.2 The use of special effects, including smoke and dry ice machines, are prohibited in all areas of the QCCC at all times.

18.3 Except with the prior approval of QCCA, the use of candles and candelabra are prohibited in the QCCC. Consideration for use of candles will only be given to oil-filled candles and a maximum of two (2) free-standing candelabra. Please note the use of wax candles, of any kind, is not permitted.

18.4 If approval is given for oil filled candles to be used, the Hirer must ensure that no flammable decorations or materials are placed next to the candles so as to create a fire hazard. Further, if any such decorations or materials are deemed unsafe by QCCA for any reason whatsoever (including fire risk) they shall be removed from the QCCC by the Hirer, at the Hirer's expense.

18.5 No flammable liquids or other dangerous substances shall be brought onto the premises.

18.6 No live ammunition, gun powder or fireworks used for special effects shall be brought onto the premises or used outside the premises without prior written approval from QCCA, and without the sighting of the appropriate licenses.
18.7 Consuming alcohol inside and outside the premises is prohibited if breached the deposit will be retained. See 17.1 and 17.2

19 Community Rate - Meeting Hall only

QCCA offers a discounted rate on Meeting Hall room hire for community based organisations or groups. Eligibility for this discount is decided on the following criteria:

- The Hirer must be a non-profit organisation or group registered with Charities Commission.

The Hirer must provide proof of their eligibility to QCCA i.e. charity registration number.

20 Indemnity to QCCA and Spotless

20.1 Liability for Damage to Property or Injury to Persons.

The Hirer must indemnify QCCA against any liability, loss, claim or proceeding arising under any statute or at common law in respect of injury, loss or damage to property, real or personal, including cash, owned by third party including QCCA s, or in respect of personal injury to, or death of, any person arising out of or in connection with the function where the injury, loss or damage arises out of or in connection with the function and is caused by any negligent act or omission or wilful misconduct or breach of statute, or any breach of this Agreement by the Hirer.

21 Insurance

21.1 The Hirer is responsible for the insurance of all musical instruments and other property, scenery, decorations, equipment and the like while it is in the QCCC.

22.2 The Hirer shall effect and keep effected for the period of hire a policy of insurance against risks to the Public.

22.3 The Hirer must immediately notify the relevant insurance and QCCA in writing of any occurrence or accident likely to give rise to a claim under the insurance policy and thereafter give all information and assistance as may be reasonably practicable in all the circumstances and give to QCCA (if required by QCCA) a statutory declaration as to any matters connected with such occurrence or accident.

22 Cleaning

22.1 The hirer is responsible for ensuring that the Centre is left in a clean and tidy condition.

22.2 Cleaning is to be completed directly after the function. Users are not permitted to clean up on the following day unless the time is booked and paid for in advance.

22.3 Remove bottles, cans, food scraps and all other rubbish from all areas of the Centre and place in the garden. Dispose of any unused food or drink - **do not leave in the fridge.**

22.4 The kitchen and toilets are to be left in a clean and tidy state. All surfaces are to be wiped clean and bins emptied. Any equipment used is to be cleaned and returned to shelves, storeroom etc.

22.5 Floors are to be vacuumed/ swept and cleared of any rubbish.

22.6 Please provide your own dishwashing/ cleaning products, dishcloths, tea towels, bin liners and vacuum cleaner

22.7 Failure to clean the premises to an appropriate standard will result in the forfeit of the deposit

23 Setting up and closing up

23.1 The time required for setting up, replacing furniture and cleaning the hall must be booked and paid for.

23.2 Furniture and fittings are not to be moved unless permission has been granted prior to the function and they must be returned directly after the function. If furniture's is permitted for use, they must be left as found, clean, replaced in the correct storage compartment.

24 Responsibility for the premises

24.1. QCCA staff will be on duty at all times during the hire period. Hirers must at all times comply with their instructions. Failure to do so may result in the police being called.



QCCA

Hall/Room Hire Request Form

THIS FORM MUST BE FULLY COMPLETED AND SIGNED.

Third party booking is not permissible

The centre is hired out for private functions on Saturdays, from 3pm to 11pm, and Sundays from 1pm to 10pm subject to availability. A minimum of 5 hours needs to be booked during weekends only.

Discounted rates for local residents only.

FEE'S: £40 ph for full or part of the Hall (minimum 5hrs)

Tick here to hire

£20 per hour for the Class Room

Tick here to hire

£30 per hour for the Multimedia Class Room

Tick here to hire

DEPOSIT: £200

Cleaning fee (not including the kitchen) £75. (Minimum)

Tick here to request

£50 Kitchen Hire in conjunction with hall hire only:

Tick here to hire

Additional 20% charge applies to private businesses or residents outside QCCA's catchment area.

Start time End time Date Required

Name of Applicant: Position (Org only)

Type of Function: please circle

Wedding party

Christening

Mehendi Party

Birthday Party

Religious Event

Political Event

Training Programme

Cultural Event

Other _____

If your event is political or religious or if requested by QCCA: please provide full details of the event on a separate paper including names of speakers, party, group, details of subject/topic, aims of the event etc. Religious groups would need to be registered with Charities Commission.

Name of Organisation (if applicable):

Your Full Address

..... Post Code

All Contact Telephone Numbers: (land & Mob)

Email address

Is the hirer an incorporated body? YES/NO If yes, company number _____

Is the hirer a registered charity? YES/NO If yes, charity number _____

Do you have Public Liability Insurance cover? YES/NO If yes, to what value £ _____

Will alcohol be present? YES/NO

Will live or recorded music be used? Please give details _____

Approximate number of people: _____

Please note the centre can accommodate 250 people only. If the event is open to public/local residents that exceed 100 people then you will need to inform the Police. You will need to produce evidence or information to confirm you have notified the police and that they are aware of your activity in the centre.

I have fully read the terms and conditions of hire attached on this form. I agree to abide by them, failing to do so I will lose my deposit or refused entry on the day of hire.

Signature of Hirer:Date.....

Full Name in block capital letters. _____

You will receive a receipt to confirm your booking is accepted.