



# Hire terms & conditions

Queen's Crescent Community Association

**Definitions:** Queen's Crescent Community Centre, The Dome and Peggy Jay Centre hereinafter will be called the "Hired Facilities". QCCA Ltd will be referred to as "we/us/our" and The Hirer will be referred to as "You"

## General

- Receipt of the signed Booking Form confirms that you accept these terms and conditions
- We reserve the right to refuse any booking, cancel the booking anytime or refuse to open the centre if the proposed hire is in breach of our terms & conditions or company policies
- We do not warrant that the premises are suitable for the type of function being undertaken
- The terms and conditions and charges contained herein may vary from time to time

## Bookings & Payment

- The minimum length of hire for QCCC & The Dome is 1 hour and for the Peggy Jay Centre 3 hours
- Any enquiry will be noted and kept on record for 5 working days
- **The booking is only confirmed:**
  - On receipt of a completed Booking Form
  - On receipt of a £200 deposit
  - On receipt of full payment for the booking

If any of these are not received **14 days** before the date of the hire it will be cancelled

- On-Going bookings require four weeks hire fees paid in advance
- If the function extends beyond the booking period, additional charges will be applied in 30 minute increments
- Payment can be made by cash, credit or debit card, or by direct bank transfer

## Cancellation

- Written notification must be received confirming that you wish to cancel the booking.
- On-going bookings require one month notice that the hire is to be cancelled.
- If the booking is cancelled **more than 30 days** prior to the hire date, all deposits and fees will be refunded minus a £50 cancellation fee. If the booking is cancelled **within 30 days** of the hire date the £200 deposit will be retained.
- Transfer of a confirmed booking to an alternate date will be considered as a separate booking and you will remain liable for all charges due on the original booking.

## Hire General

- Access to park outside the community centre is not available.
- The time required for setting up and tidying must be included within the hire period.
- Any food served from the kitchen and consumed must be cleaned, bagged up and any utensils & crockery washed up, leaving all areas clear by the end of the hire period.
- On arrival you are required to liaise with the Duty Officer. A member of our staff will be on duty at all times during the hire period. The Hirer must adhere to any instructions given by the Duty Officer.
- Guests attending the hire will not exceed the pre-agreed number.
- We reserve the right of entry at all times to any of the hired facilities. Only Staff employed by QCCA have the authority to allow entry.
- Any equipment or furniture made available by us for you to use should be returned in the condition given at the start of the hire.
- You will not affix or hang any object to any part of the hired facilities without our prior consent.
- You are responsible for any damage to the building or property in the areas under hire. If any damage occurs the Hirer undertakes to compensate us promptly upon request.

## **Hire Conduct**

- You are required to conduct and manage the function in a proper, orderly and lawful manner.
- You shall not permit any act that may harm the reputation of QCCA Ltd, including nuisance to local residents.
- We reserve the right to cease an event or remove any persons from the premises if their behaviour is considered inappropriate.
- Sound levels should be kept at a reasonable level and we reserve the right to control them if required.
- You should ensure that their guests leave at the specified time and are respectful of local residents.
- **Smoking is not permitted in any part of the hired facilities.**
- **Consuming alcohol on the hired premises and directly outside is strictly prohibited.**
- **The provision, supply or use of illegal substances in or around the hired premises is strictly prohibited.**

**Breach of the above could lead to immediate cancellation of the event, forfeit of the deposit and the hire fees and potential police involvement.**

## **Health & Safety**

- It is your responsibility that the Hired Facilities' fire exits and escape routes are kept clear and unobstructed. You are responsible for the health & safety of your guests.
- A first aid box is located at reception in the event of any accidents.
- No changes to the structure or fixtures & fittings may be made to the Hired Facilities.
- The use of special effects, including smoke and dry ice machines, fireworks and live ammunition, are prohibited in all areas of the hired facilities at all times.
- No flammable liquids or other dangerous substances shall be brought onto the premises.

## **Deliveries, Storage & Removal**

- You must advise us of any deliveries in advance and mark all deliveries with the name, date and venue of the function.
- All your items must be removed at the end of the function.
- We will not accept any responsibility for the damage or loss of goods left on the premises prior to, during, or after the function.

## **Publicity & Insurance**

- The use of our name or logo on any promotional material is strictly forbidden
- The use of any displays, posters or free-standing banners must have prior approval
- You are not allowed to conduct any trading activity on the premises
- You are responsible for insurance to cover the hire period. This includes all equipment and any other liability, including Public Liability
- You must immediately notify us in writing of any occurrence or accident likely to give rise to a claim under an insurance policy

## **Indemnity**

You indemnify us and our staff against any liability, loss or claim arising under any statute or at common law in respect of injury, loss or damage to property, or in respect of personal injury to, or death of, any person arising out of or in connection with the function.

## **Compliance with Status, Licensing and Regulations**

You will be required to have the appropriate licence/s from licensing authorities or the local council. For example Music licences (PPL and PRS) if recorded music or live music is played. We will not be liable for any fees payable for licences or any costs incurred by the hirer if a license is not obtained.