

OLD FELIXSTOWE COMMUNITY CENTRE

CONDITIONS OF LETTING – ALL HIRERS

GENERAL ADMINISTRATION MATTERS

1. **HIRING**: The Management Committee ('The Committee') reserves the right to reject any application to hire any part of the Centre. Whilst present at the Centre the hirer is responsible for the terms and conditions of the Premises Licence which is on display at the Centre. Please note that Old Felixstowe Community Association has imposed its own limits on the permitted hours of use. The main conditions of the Licence are outlined in this summary. The hirer must not sub-let any part of the premises. The name of the hirer must be shown on any promotional material for the event and only the accommodation booked and paid for may be used. Hirers should be aware of OFCA Policies regarding Equal Opportunity and Health and Safety which are on display in the Centre.

2. **LOSS OR THEFT OF PROPERTY OR PERSONAL INJURY/BREAKDOWNS**: The Committee shall not be responsible for any injury, loss of, or damage to, property resulting from or occurring during the hiring; or for any loss due to the breakdown of machinery, failure of utilities, fire, Government restriction or Act of God which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled. The hirer shall indemnify the Committee against any claim in respect of any loss, damage, or injury which may arise out of the hiring or which may be made by any person resorting to the premises during the hiring.

3. **RIGHT OF INTERVENTION**: The Committee reserves the right to intervene if it believes these conditions of letting or the conditions of our Public Entertainment Licence are not being complied with. The decision of the Committee shall be final at the time of the incident, but any particular point of dispute may be referred to it within 72 hours. Authorised representatives of the local authority, police and fire service have the right to enter and, if necessary, inspect the premises at any time and shall be enabled to do so.

PAYMENT

4. **HIRING FEE/DEPOSIT**: The hiring fee for casual hirers is payable at the time of booking. A refundable deposit of £50 (fifty pounds) is payable with, and in addition to, the hiring fee. We must inform you that the Committee may have to withhold part or all of your deposit for a number of reasons:

- a) If damage has been caused by the hirer during the period of occupation.
- b) If the rooms have been left in a dirty or untidy state. All users are asked to leave the premises in good order, clean and with all tables and chairs returned to their correct positions.
- c) If the lights or hot water urn have been left on.
- d) If parking or noise complaints are received from local residents.
- e) If the key has not been returned to the key box immediately following the hire.

The deposit may therefore be retained until after the Committee meeting following the hire. For most hirers none of these circumstances apply and we do hope that your hire takes place without any difficulty.

Regular hirers who are invoiced for their hiring charges must pay within 14 days of the receipt of the invoice.

5. **CANCELLATION BY HIRER**: Notice of cancellation of a casual booking should be given in writing, or by email, to the Administrator at least 28 days before the booking. If less notice is given the Committee will retain the hiring fee and return the deposit.

Regular hirers are requested to give us much notice of cancellation as possible. If less than 7 days' notice is given, we may retain the booking fee.

THE FACILITIES WE OFFER

6. There are three rooms available for hire: the Main Hall, the Margaret White Hall and the Coffee Lounge. Please see our hiring leaflet for pictures. A kitchen is available for all hirers on a shared basis, otherwise please do not use a room that you have not booked.

7. NUMBERS: The maximum number of persons to use the premises shall not exceed:

	<u>MAIN HALL</u>	<u>MARGARET WHITE HALL</u>
Seated at tables	110	74
Mixed occupancy (tables & dancing)	160	110
Dancing only	220	120
Closely seated audience	200	120

The maximum in the Coffee Lounge is 35.

Seating should be so arranged in the Main Hall and the Margaret White Hall as to provide gangways of no less than 1.1 metres in width which must lead to and connect with the exits. No seat shall be more than 3.6 metres from the gangway measured along the row of seating.

8. PA/MUSIC SYSTEM: A Public Address system is available operating from the Main Hall with the facility to relay into the other two rooms. It is currently not possible to have separate PA facilities in the Margaret White Hall or Coffee Lounge. The public address system should be used only by a responsible person with knowledge of the equipment. The hirer must obtain the appropriate licence if live or recorded music is to be played. Please advise the Administrator if you wish to use the equipment so that a key can be arranged.

9. HIRING TIMES: Please allow time for setting up your event and to clear up afterwards. The latest permitted finishing time is 11.15pm. The premises must be vacated by 11.30pm.

WHEN YOU ARE IN THE CENTRE PLEASE OBSERVE THESE POINTS

10. SMOKING: Smoking is not allowed anywhere in the Centre.

11. FOOTWEAR: Suitable footwear must be worn to avoid damage to the floors.

12. DECORATIONS: If you wish to put up decorations, please consult with the Administrator beforehand.

13. SAFETY/ SECURITY: All exit doors must be kept clear so as to be immediately and easily opened from within. All corridors, passageways and gangways must also be kept clear. The hirer shall make himself aware of the position of the exits and firefighting equipment in the event of an emergency. The Committee would prefer that whenever possible that external doors are locked when the event takes place (emergency exit is not compromised as all doors have 'push-bar' facilities). However, it is recognised that such locking may be inconvenient so if this is the case the hirer is required to monitor who enters to ensure that no unauthorised person(s) enter the premises during the occupation by the hirer.

14. LIGHTING: All parts of the building being used, accessible passages and corridors must be illuminated by the general Centre lighting during the hours of darkness, and also as otherwise appropriate.

15. INCIDENT/ACCIDENTS: Any significant incident (such as damage to the building, the flooring or fixtures and fittings, or breakages of crockery etc.) must be recorded in the incident and accident book located in the kitchen and reported as soon as possible to the Centre Administrator. Any serious accident must be recorded in the incident and accident book and reported immediately to the Chairman or Secretary.

16. CONSUMPTION OF ALCOHOL: Alcohol may be consumed on the premises only with the prior written approval of the Committee. Under no circumstances may alcohol be sold (this includes selling tickets for an event at which alcohol will be served).

17. CONSIDERATION FOR NEARBY RESIDENTS: Please note that from time to time OFCA receives complaints from local residents concerning thoughtless car parking and noise. If valid complaints are received after a booking the Committee will consider withholding the deposit.

a) Parked vehicles must not impede or prevent escape from the Centre or access to it or to nearby properties. The corner with St Georges Road can be particularly dangerous and hirers are reminded of the Highway Code which states that vehicles should not be parked less than 10 metres from a junction. If necessary cones (available within the Centre) should be placed to enforce this.

b) The hirer shall ensure good order and decent behaviour during the hiring, and that any noise emanating from the premises remains at a reasonable level and prevent annoyance to others using the Centre or living nearby. Please ensure that there is no noise nuisance caused by guests when they leave the Centre.

18. PREPARATION OF FOOD IN THE CENTRE KITCHEN: _

a) OFCA kitchen is not licensed for food preparation. This means that any food to be consumed at an event should primarily be prepared off site.

b) Use of the kitchen for laying out of prepared food, tea, coffee etc is on a shared basis and the usual courtesies should be extended to other users.

c) The hirer is required to ensure that the kitchen, cooker and fridge are left clean and in a fit state for use by subsequent users.

AFTER YOUR EVENT

19. ON LEAVING THE CENTRE: The Centre must be left in a reasonable state fit for use by others. Chairs must be stacked as indicated, cloakrooms and toilets checked, windows closed, urn and cookers turned off, heating controls returned to correct setting and lights extinguished. All doors to be locked. Please ensure that the heating controls are turned to the 'on' position (maximum anti-clockwise). Hirers are to insist that when leaving the premises all guests leave quietly. As soon as the event is over and the Centre made tidy and secure, the door key should be returned to the key box. Delay in doing this could affect the return of the deposit.