



The Hanover Community Association is a Registered Charity No 272127
 and a member of the National Federation of Community Organisations

Agreement for Hire of the Hanover Community Centre

This agreement is made between _____ and the Hanover Community Association (the HCA).

The HCA agrees to permit the hirer to use part of the Hanover Community Centre for the following purpose: _____.

The room, hire dates, times and fees are detailed in the attached statement and invoice.

The hirer agrees to pay the hire fee of £_____

I have read and understood the conditions of hire, and I agree to comply with them. I also agree to comply with any particular conditions imposed on this hire, and to comply with any general notices posted in the community centre.

I understand that my deposit may be forfeited if I fail to comply with these conditions or fail to return any keys issued to me within a reasonable time.

I understand that I may be required to pay for any loss or damage to the Hanover Community Centre for which I am responsible.

Signed:		Date:	
Address:			
Telephone:		Email:	

How to pay us – by cheque payable to Hanover Community Association, or by BACS transfer to 08-92-99 a/c 65115671. Please use the invoice number as a reference so that we can trace your payment.

How we refund your deposit – by cheque or by BACS transfer (the payment will appear on your statement as 'Hanover Centre').

DEPOSIT RETURN DETAILS	----- For BACS only -----	
Account Name – for cheque or BACS	Sort Code:	Account number:

Hanover Community Centre - Conditions of Hire

1) Payment

- a) Payment of a refundable deposit and a hire fee is required for all bookings.
- b) The booking will not be confirmed until the deposit payment has been received.
- c) Payments (for deposit and hire fees) must be received by us:
 - i) No later than 14 days before the date of the event if paid in cash or by BACS transfer, or
 - ii) No later than 21 days before the date of the event if paid by cheque. Payments by cheque must be supported by a guarantee card.
- d) If your booking is made at short notice (within 14 days of the event) we may require payment in cash.

2) Retention of Deposits

- a) We may retain all or part of your deposit if we suffer losses or damage for which you are responsible. If our losses exceed the amount of your deposit, we may demand additional compensation.
- b) We may retain all or part of your deposit if you fail to return keys within a reasonable time.

3) Cancellation

- a) Cancellations should be notified to us at least 28 days in advance. If less than 28 days' notice of cancellation is given, any refund is entirely at the discretion of the management committee.
- b) We reserve the right to cancel any booking in order to carry out essential repairs or maintenance; in this event any payments will be refunded.

4) Liability for Loss or Damage

- a) You are responsible for any loss or damage suffered by the Hanover Community Association as a consequence of your activities as a hirer. This includes (but is not restricted to) damage to the premises, garden, fixtures, fittings, furniture and equipment, call-out fees for false fire alarms, and loss of income.
- b) You are responsible for the actions of people you admit to the centre as part of your booking, or who gain access to the centre because you fail to control access properly.

5) Keys

- a) Keys must be collected before the activity begins, ideally in the previous week. It is your responsibility to contact the office and arrange to collect the keys. You will also require an access code for the entrance system. You must keep this code confidential.
- b) Keys must be returned as soon as practicable after the end of the activity.

6) Fire Precautions

- a) You must read and comply with the fire notices posted throughout the building. A copy of the standard notice will be supplied to you on request. You should familiarise yourself with the fire alarm points in each room, the location of extinguishers and the available escape routes.
- b) You must not prop any fire doors open, obstruct any fire doors or escape routes, damage any fire safety equipment, cause any dangerous accumulations of combustible materials to occur, or do anything likely to cause a fire risk.
- c) In the event of a fire, your primary responsibility is to ensure the rapid and safe evacuation of the building.
- d) If you know that a false alarm has been raised (for example, because a member of your group has accidentally triggered the alarm) you may cancel it by following the instructions by the alarm panel in the front lobby. You should only do this if you are certain that there is no fire.
- e) You must contact us using one of the emergency numbers on the fire notices if there has been a fire alarm, even if it was a false alarm (the building may not be properly protected until we have completely re-set the system).

- f) You must inform the office of any of the fire extinguishers has been used, whether deliberately or accidentally.

7) **Security**

- a) You must not copy any keys loaned to you, nor pass on the door code to anyone else without our agreement.
- b) **You must not leave the front door open.** You must tell members of your group to ring the door buzzer for your room. You may attach a notice to the glass pane next to the buzzers. There is a door control phone in each room so you can admit members of your group conveniently.
- c) When you leave, you must check that all members of your group have left the building and close and lock all doors behind you.

8) **Alcohol**

- a) You must tell us if you intend to provide alcohol on the premises. We will not permit the sale or provision of alcohol if it is not properly licensed, or breaches our licence, or if in our view it would not be desirable.

9) **Illegal Drugs**

- a) You must not allow illegal drugs on the premises.

10) **Noise**

- a) All bookings must end by 11pm (Mondays to Thursdays), 11.30pm (Fridays and Saturdays) or 10.30pm (Sundays). You must ensure that members of your group leave the premises quietly in the evening.
- b) The downstairs hall is fitted with a noise limiter. You must not damage this equipment or attempt to interfere with its operation.
- c) You must ensure that the fire escape doors into the garden are not left open or opened frequently if there is a noisy activity going on in the lower hall. Animated conversation can be loud enough to cause a nuisance to neighbours in the evening if doors are open.

11) **Heating**

- a) The heaters in the main halls are controlled by thermostats on the end walls (a separate thermostat for each heater). You must turn the thermostats back down when you leave the premises. You must follow the instructions for the heaters, which are displayed next to the thermostats.
- b) The heater in the small meeting room is controlled by a thermostat on the heater. You must follow the instructions posted by the heater.

12) **Garden**

- a) The garden is an escape route from the building. You must not obstruct any fire escape routes with vehicles or any other obstructions.
- b) You must not lock or obstruct the garden gates – we do not normally grant you exclusive use of the garden. In exceptional circumstances we may allow exclusive use but only after a careful risk assessment and guarantees that you will enforce any additional conditions we require as a consequence of the assessment.
- c) You must not let off fireworks or operate a barbeque in the garden.

13) **Parking and Vehicle Access**

- a) Parking on Southover Street is limited, but is generally unrestricted on neighbouring side streets. You may bring a vehicle into the garden area in order to unload or load equipment needed for your activity.
- b) Children play in the garden. You must exercise extreme care when manoeuvring in this limited space.

14) **Smoking**

- a) It is illegal to smoke in the building. It is a condition of hire that members of your group do not smoke in the garden. Smokers must go into Southover Street.

15) Your Equipment and Decorations

- a) You must obtain our agreement in advance if you intend to introduce any materials or equipment into the premises (including the garden) that might introduce a safety hazard, cleaning problems or inconvenience to other users; for example straw, hay, sawdust, flammable drapes, glues, paints or cooking equipment. We may refuse permission to introduce these items or impose additional conditions on your hire to mitigate hazards.
- b) Smoke machines trigger our fire alarm system. You must not use smoke machines in the premises.
- c) If you intend to introduce decorations or signs into the building, you must tell us about this.
- d) You may attach decorations to the hook fittings that you will find about 2 metres above floor level around the walls. In the lower hall they are positioned between the acoustic drapes.
- e) Any other decorations must use temporary fittings; for example 'BluTack' or masking tape, and you must remove them at the end of your booking.
- f) **You must not use permanent or semi-permanent fittings, for example nails, screws and staples. You must not use drawing pins for any purposes – they are easily lost and are dangerous to small children.**
- g) **You must not attach anything to the acoustic drapes in the lower hall.**
- h) **You must not attach anything to electrical wires, gas or water pipes, or electric, gas or water fittings.**

16) Insurance

- a) The centre is insured for Hanover Community Association's public liabilities. You may inspect our certificate of insurance on request.
- b) We do not insure our users against risks resulting from the activities they undertake – it is your responsibility to insure against these risks.

17) Health & Safety

- a) You must ensure that your activities, levels of supervision, working practices and equipment comply with current health and safety legislation and guidance.
- b) You must take reasonable care at all times for the safety of yourself and all others who might be affected by your actions.

18) Accidents

- a) All accidents or near-accidents must be notified to the office so that we can try to prevent any re-occurrence.
- b) There is a first-aid box in the kitchen. You must notify the office if you use any supplies so that we can re-stock.
- c) If there is no member of staff available, you should post a note of the accident and/or use of first-aid supplies through the office door letterbox.

19) Afterwards

- a) Furniture
 - i) After use, furniture must be returned to its proper place. If you have used furniture from another room, it must be returned to its proper place in that room.
 - ii) You must observe any notices regarding the placement of furniture and how it should be stacked.
- b) Cleaning and Tidying
 - i) We clean the building overnight. You must ensure that the rooms you have used are left clean enough for the next hirer.
 - ii) Floors should be swept (and mopped if there were any spillages). Brooms, mops, buckets, dustpans, etc are kept next to the kitchen and in cupboards under the sink.
 - iii) All rubbish must be taken away, or put in the industrial bin in the garden if there is room. You must not pile rubbish up by the bin.
 - iv) You must check the toilets and clean them if necessary.
 - v) If we have allowed you to store equipment on the premises, whether in a store room or elsewhere, you must ensure that it is stored safely and tidily so that it does not

constitute a fire risk or any other hazard to anyone. You must remove stored equipment promptly when required to do so.