

Terms and Conditions of Hire

- 1) All functions require a fully completed booking form and a minimum deposit of £50.00 per room to confirm the hire and is non-refundable.
- 2) Booking times must include the time it takes for you to set out and pack away your room including cleaning and removal of any rubbish. Please supply your own bin bags etc.
- 3) Any outstanding balance must be paid at least 30 days before the hire date.
- 4) Wedding receptions will require a non-refundable £100.00 deposit.
- 5) We will also require, at least 30 days before hire date, an 'Incidental Costs Deposit' of £50.00 per room hired to cover possibilities such as damage, breakages, non-removal of rubbish, exceeding hire times, and cleaning. Assuming there are no issues then the I.C.D. will be refunded within 7 days of the hire date.
- 6) Hirers are advised that they are responsible for the safety of their guests to ensure there are no accidents or injury and to ensure the premises are suitable for the purpose for which they intend to use them. Any accidents or damage must be reported to a member of staff immediately.
- 7) Smoking and/or vaping is prohibited anywhere on the premises.
- 8) Care should be taken when using the Main Hall where tap dancing, stiletto heels, heavy boots, are not permitted.
- 9) The use of Sellotape, drawing pins, or any other fixings other than Blu Tack or similar must not be used to secure items to the walls, doors, floors, or ceilings.
- 10) Hirers are required to report anything that they consider a Health & Safety issue to a member of staff immediately.
- 11) Any inappropriate or abusive behaviour towards any persons including staff will not be tolerated.
- 12) Hirers are advised that we do not permit animals on site except assistance dogs or similar.
- 13) **The following items are not permitted under any circumstances: - Candles, naked flames, gas table lamps, chaffing dishes, smoke machines, bubble machines, haze machines, fake snow machines. If the fire alarm is activated by the hirer then the hire will cease immediately and there will be no refund of hire charges.**
- 14) Should you (the hirer) hire in any providers of external entertainment or services then details must be provided on your booking form, and it is the hirers responsibility to provide us with a copy of the current Public Liability Insurance.
- 15) Bouncy castles, inflatables, or any similar device will require Public Liability Insurance to the value of £10,000,000.
- 16) All others including soft play, magicians, entertainers, D.J.'s, etc. will require Public Liability Insurance of not less than £5,000,000.
- 17) The hirer shall not permit the cooking or heating of food unless a responsible person with a Food Hygiene Licence (Level 2) is in attendance. A copy of the said licence must be supplied at least 30 days prior to the hire date.
- 18) Whilst we do allow you to bring in your own alcohol you are not permitted to sell alcohol unless you obtain a 'Temporary event Licence' by applying to Fareham Borough Council.
- 19) It is the hirers responsibility to ensure that their guests behave in a responsible and acceptable manner and are respectful to and follow any instructions given by our staff on duty. Failure to comply with any request or instructions may lead to termination of the event and the forfeit of all monies paid.
- 20) The hirer shall insure that there is no contravention of the law relating to gaming, betting, and lotteries.
- 21) Any electrical appliances brought onto the premises by the hirer, or by those employed by the hirer, shall be safe and in good working order and used in a safe manner. A P.A.T. test certificate may be required.
- 22) The hirer is responsible to ensure that good order is maintained during the period of hire where sound amplification is used so as not to cause complaint from other hirers or our neighbours.

- 23) The Main Hall is fitted with a noise limiter; This will cut the power if the noise goes above the accepted level.
- 24) The hirer shall indemnify the Centre Management/Trustees for the cost of repair for any damage done to any part of the property or contents of the building including the immediate surroundings.
- 25) An accident book is maintained at the Centre and is kept at reception for hirers to record any injury or use of first aid supplies. A first aid kit is held at reception.

Booking Refusal and Cancellations

- 1) The Centre Management reserves the right to cancel this hiring in which case the hirer shall be entitled to a refund of any monies paid to us.
- 2) In the event of the building or any part thereof being rendered unfit for the use for which it has been hired the Centre Management shall not be liable to the hirer for any resulting loss or damage whatsoever.
- 3) The Centre Management reserve the right to refuse a booking without notice.
- 4) The Centre Management reserve the right to amend the booking terms and conditions as the need arises.

Fire Evacuation Policy

In the unlikely event of the 'Fire Alarm' sounding please ensure the following: -

- As the Hirer you are responsible to ensure that all your guests evacuate the premises immediately via the fire exits in your room.
- Do not stop to gather possessions etc. – Evacuate.
- Do not attempt to fight the fire - Evacuate
- Do not go to reception – Evacuate.
- Ensure your guests assemble at the muster point which is at the opposite side of the car park adjacent to the park and gardens.
- All of our staff are fully trained in fire evacuation procedures, please obey any instructions you may be given.

General Data Regulation

To enable Portchester Community Centre to process your booking we will collect and store the following information: -

- Your name and contact information including email address.
- Your postal address.
- Booking forms containing this data are destroyed within three months of your booking.
- No information is stored for advertising purposes.

At the end of the Hiring.

- 1) The hirer is responsible for cleaning and packing away the tables in the storage cupboards or trolley provided. Antibacterial spray is available for you to wipe the tables.**
- 2) Chairs are to be stacked in 10's and stored in the room cupboards.**
- 3) Any cups, crockery, or utensils used must be washed, dried, and put away as you found them.**
- 4) The floor is to be swept, and any spillages cleaned up with the brooms and mops supplied.**
- 5) Property of the hirer must be removed from the premises on completion of hire unless other arrangements have been made in advance.**
- 6) The Centre Management/Trustees accept no responsibility for any property left on the premises. Regular users are advised to seek separate insurance to cover their members activities and any property stored on the premises.**
- 7) A reminder that the hirer is to remove all rubbish, including bottles, cans, packaging, food waste from the premises at the end of the hire.**

