

Weekend Terms and Conditions of Hire at The Boiler House Community Space Building(s) Hire Agreement

Terms:

Hirer – The person or persons and guests hiring our space as per the above time and date.

BHS – Boiler House Spaces.

1. The Hirer

1.1 The Hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public is present and for ensuring that all conditions, under this Agreement, relating to management and supervision of the premises are met.

1.2 The hirer must be at the venue at the start of the booking to sign the contract and at the end of the hire to go through building checks.

2. Booking start and finish times

2.1 When booking the hirer must include the time required to set up, pack away and clean in the booking times. For example; 12:00 – 18:00, access will be given between those times.

2.2 If the hirer requires additional time (before or after) this must be agreed by BHS and paid for in advance of the date.

2.3 We are unable to give access the night before to decorate the venue.

2.4 The hirer is required to be at the venue at the start of the hire to sign the contract, they must also be present at the end of the hire to go over building checks. We do not provide keys; the centre must not be left unattended at any time.

2.5 If the hirer and guests have not vacated the building by the end of the agreed time this will result in potential loss of deposit. Anything over 15 minutes past the hire time will be an automatic retainment of the deposit.

2.6 If the Hirer arrives late this will not be added to the end of the booking.

2.7 All music must be turned off by the end of the hire.

3. Cleaning

3.1 We do not offer a cleaning service; the venue is expected to be left how it was found.

3.2 All tables and chairs must be returned to their original locations

3.3 All bins must be emptied in the communal bin areas located opposite the venue entrance.

3.4 All spillages must be mopped up.

3.5 All decorations must be removed.

3.6 Please ensure tables are wiped down after use.

3.7 Any mess as a result of your hire and in the vicinity of the venue be cleaned up.

3.8 Please do not use party cannons outside our buildings.

3.9 Please ensure the toilets are left clean.

3.10 Please check that nothing has been left onsite before you leave including the fridge.

4. Noise, music & Conduct

4.1 No DJs or personal announcement systems are permitted at any of our sites. There is a speaker that can be borrowed on request at the Boiler House.

4.2 Music volume must be kept at a reasonable level. If you can hear your music and the bass outside the building, then it is too loud. We will advise the hirer of any complaints and expect them to be responded to. If we receive repeated complaints, you risk the deposit being retained.

4.3 Keep doors and windows closed to minimize noise in respect for residents living close by.

4.4 When the key holder arrives at the end of the hire, they will be ready to go over building checks and lock the building up. Therefore, we expect that the guests will have vacated and the venue to be clean and tidy at this time. Any overrun of 15 minutes or more will result in the deposit being retained.

4.5 We do not manage the outside space; the hirer is hiring the inside hall only. We expect the event to be held inside the building.

4.6 NO PARKING ANYWHERE ON THE ESTATE. This includes in front of the community center, we have been instructed by the housing association TO KEEP YOUR DEPOSIT if this happens. Free parking is available on all of the surrounding roads around the estate.

4.7 Please leave quickly & quietly, respecting others living nearby. Do not congregate outside the building after the hire.

4.8 The Boiler House Community Space charity has a zero-tolerance policy and we take it very seriously if any of our staff is treated in an abusive or violent way. Aggressive behaviour, be it violent or abusive, will not be tolerated and may result in the perpetrator being removed from the building and the Police being called

4.9 If there are repeated complaints or poor behaviour, we reserve the right to cancel the booking immediately and request that you and your guests vacate the building.

5. Cancellations

5.1 Cancellations of less than 1 month will incur a partial or full retention of payment as follows:

- A. If 1 calendar month or less, 50% of the hire fee, admin fee plus booking deposit.
- B. If 3 weeks or less, 60% of the hire fee, admin fee plus booking deposit.
- C. If 2 weeks or less, 80% of the hire fee, admin fee plus booking deposit.
- D. If 1 week or less, 100% of the hire fee, admin fee plus booking deposit.

5.2 All cancellations will result in the booking deposit (£45) being retained, regardless of notice provided.

6. Operating Procedures

6.1 BHCS is not liable for damage to or loss of equipment or belongings of the hirer and their guests.

The Hirer must ensure that:

6.2 No lights or lighting fixtures are interfered with in any way.

6.3 All decorations including flowers and all equipment other than equipment provided by the centre must be removed by the end of the event unless an arrangement has been made with Centre Management Staff before the booking.

6.4 If you are decorating the hall, do not use Sellotape (or similar) on any of the surfaces or hang anything on the curtain rail or curtains. They break easily.

6.5 No damage is caused to the building or any property, equipment, fixtures, fittings and artwork contained within the building.

6.6 The Hirer must treat other Centre users with respect including others' equipment and belongings. This includes not moving any furniture or equipment without prior agreement.

6.7 The Hirer must promptly report all breakages and damage to Centre Management Staff so that repairs/replacements can be made.

6.8 Compensation for damage or loss caused by a hire will be required.

6.9 Children must be supervised by an adult at all times while in the facility.

6.10 All emergency exit doors and passageways MUST be left clear at ALL times.

6.11 No drugs or illegal substances are to be consumed or brought onto the premises. Anyone found to be using such substances or conducting illicit activities will be removed from the facility, lose their deposit and booking fees, and be reported to the Police.

6.12 No food or drink may be taken out of the premises to consume outside in the estate.

6.13 No fireworks.

6.14 No BBQ's.

6.15 Any damage caused will be deducted from your deposit, you may also incur additional charges which you will be billed for.

7. Loss and damage to property

7.1 The BHCS does not accept responsibility for the loss or damage to the Hirer's and their guests' property.

7.2 Loss or damage to the Centre's property including any artwork, caused by the Hirer and/ or guest must be paid for by the person or organisation concerned.

8. Bouncy Castle & Inflatables

8.1 No bouncy castles at The Boiler House site.

8.2 No Inflatables at The Boiler House site.

9. Contract and Damage Deposit

9.1 We retain the right to withhold the Damage & Contract deposit for any breaches of the terms and conditions of this contract.

9.2 We will request that any breach of contract or complaint is addressed immediately, if it isn't or you have to be notified again this may result in the deposit being retained and /or you and your guests being asked to leave immediately.

9.3 The contract and damage deposit is usually returned within 7 days of hire.

10. Fire Safety Procedure

In the unlikely event of a fire, please follow the procedure below:

- (1) On Discovering a fire, please inform a member of staff or the event holder.
- (2) Inform everyone in the building in a calm and sensitive manner.
- (3) Leave the building calmly through the nearest signposted fire exit.
- (4) Once safely outside the building please congregate in the turning circle area, or a good distance away from the building.
- (5) Dial 999.
- (6) Call the on-duty centre lead.

Feb 2024