

Sprotbrough & Cusworth Parish Council

Goldsmith Centre, 259 Sprotbrough Road, Doncaster DN5 8BP

Telephone: (01302) 788093 | Email address: sprotcuspc@btconnect.com | Website: www.sc-pc.co.uk

GOLDSMITH CENTRE – General Conditions of Hire – October 2020

1. APPLICATIONS FOR HIRE

- 1.1 All applications for hire of the Goldsmith Centre or part thereof (the 'Community Centre') must be in writing on the attached form and forwarded **TOGETHER WITH THE REQUIRED FEE** to;

Mr. T.B. Hinds, Goldsmith Centre, 259 Sprotbrough Road, Sprotbrough, Doncaster, DN5 8BP.

Cheques are payable to 'Sprotbrough and Cusworth Parish Council'.

Bank transfers can be made to the following;

Sort Code:

Account Number:

Please state your name and date of hire on the transaction and email depclerkscpc@btconnect.com to confirm the transfer has taken place.

2. AGE OF HIRERS

- 2.1 All hirers must be over the age of 18 years at the date of application to hire the Community Centre.

3. SUB-LETTING

- 3.1 The Hirer should not sub-let the Community Centre or any part thereof.

4. DAMAGE AND LOSS TO HIRED PREMISES

- 4.1 The Hirer shall take good care of and shall not cause any damage or loss or allow any damage or loss to be done to any furniture, fittings, equipment, crockery, cutlery or other property and shall make good and pay for any damage or loss (including accidental damage) caused by the Hirer or any person resorting to the Community Centre by reason of the use of the Community Centre by the Hirer. The Hirer shall not allow the entry to the

Community Centre of any persons whose footwear may cause damage to the floors of the building.

5. NON-LIABILITY OF COUNCILS FOR LOSS

- 5.1 Under no circumstances will responsibility be taken for the loss of property or damage to any goods or things placed or deposited in the community centre by reason of the use of the Community Centre by the hirer.

6. INJURIES TO PERSONS

- 6.1 The Hirer shall be liable and indemnify the Council in respect of any loss, damage or injury which may be incurred by or done or happen to the Hirer of any persons employed by the Hirer resorting to the Community Centre by reason of use of the hired premises by the Hirer.

7. RIGHT OF ENTRY

- 7.1 The right of entry to the hired premises is reserved to employees of the Parish Council, their agent or employee of the emergency services at any time during the hiring.

8. SUPERVISION OF HIRED PREMISES DURING HIRE

- 8.1 The Hirer shall be responsible for the efficient supervision of the Community Centre premises including the effective control of children and the orderly and safe admission and departure from the Community Centre including safe clearance in case of emergency.
- 8.2 The Hirer must ensure the safety of the Community Centre and the preservation of good order and decency in order that no nuisance is caused to any persons.
- 8.3 The Hirer must ensure that all doors in the Community Centre are kept unobstructed to allow exit from the hired premises.
- 8.4 The cloakroom will be in the care and custody of the Hirer who must provide attendance OR be responsible for any mistakes or loss that may occur.

9. PROHIBITION OF NAILS, PLACARDS, POSTERS ETC.

- 9.1 No nails, tacks or screws or any other objects may be driven into any part of the Community Centre.

9.2 No posters may be displayed inside or outside on any part of the Community Centre without permission of the Parish Council.

10. ADMISSION

10.1 No admission or re-admission to any function shall be allowed after 10pm.

10.2 For the duration of the hiring no rooms or their necessary approaches other than those authorised may be entered or used.

10.3 The Hirer shall not without previous consent of the Parish Council use the Community Centre premises for any other purpose than that mentioned on the application form.

10.4 If the Parish Council consider it appropriate, they may set an upper limit on the maximum number of persons to be admitted to any function and the Hirer shall ensure the limits are not exceeded. Maximum numbers for dancing and parties are shown on the Application for Hire form.

11. SMOKING

11.1 Smoking shall NOT be permitted inside the Community Centre.

12. INSURANCE

12.1 The Hirer will, if so required, effect a policy of insurance covering all liabilities under these conditions of hire with a company to be approved by the Parish Council.

13. CANCELLATION OF HIRE (BY THE HIRER)

13.1 Should the Hirer cancel their booking of the Community Centre they will be required to pay such sums (not exceeding those laid out in the Scale of Charges) as the Parish Council may deem reasonable (if less than 21 days prior to the booking, no refund will be made).

13.2 The Parish Council reserve the right to cancel any booking at any time should the use of the premises in any emergency be required and in the event of such cancellations will not be liable to pay compensation to any persons in respect of the cancelled letting.

14. SALE OF ALCOHOL

14.1 The premises are not licenced for the sale of alcohol and any bar must be arranged with the licensee currently approved by the Parish Council.

(see booking form for current licensee).

14.2 The bar must close thirty minutes before the end of the hiring and, in any case, no later than 11.00pm., in order to allow time for the removal and clearing from the Community Centre. The Hirer shall be responsible for enforcing this condition.

16. MUSIC

16.1 No copyright or musical work shall be performed without licence of the owner of the copyright. The Parish Council holds a licence for the performance of copyright material owned by persons whose agent is the Performing Rights Society. For the purpose of the Licence the Hirer shall on demand within 7 days from the date of hiring supply the Clerk with titles, composers and artists of any copyright material performed live or by recorded methods. Hirers shall indemnify the Parish Council against infringement which may occur during the hiring.

16.2 Paragraph 16.1 does not apply to music played at private functions.

16.3 No decorations or musical instruments requiring circuits (including microphones) may be brought into the Community Centre without prior permission (application through the Clerk).

16.4 All discos must be turned down after 11.00pm in order not to cause nuisance to adjacent residents. Time must be allowed for clearing equipment from the premises and therefore all music must end twenty minutes before the end of hire and no later than 11.40pm.

17. ENTRY INTO THE COMMUNITY CENTRE

17.1 The hiring does not entitle the Hirer to use or enter at any other time than the specific hours for which the premises are hired unless prior arrangements have been made with the Clerk.

17.2 The Hirer shall during the hiring comply with all reasonable requirements of the employees of the Parish Council.

17.3 The Hirer shall ensure that persons leaving the premises late at night do so quietly in order not to cause any nuisance to adjacent residents. (This is a Condition of the Community Centre Public Entertainments Licence which could be refused at a future time if this Condition is not adhered to.

18. HOURS OF USE

- 18.1 No time is allowed for preparation and the hours of hiring must be paid for from entry to the hired premises to leaving.
- 18.2 All functions must conclude in sufficient time for the Community Centre to be vacated and cleared by midnight.
- 18.3 Should the hirer fail to vacate the premises at the time stated on the application form, a minimum of one hour will be charged at double the normal fee per hour. This condition does not imply that additional time can be arranged with the caretaker's approval. Failure to comply may lead to future booking of the premises being refused.
- 18.4 The hirer must not leave the hired premises unattended during the period of the hire and, should the booking finish earlier than stated, the caretaker on duty must be contacted and asked to lock and secure the premises.

19. ANIMALS

- 19.1 All animals are prohibited, except with the consent of the Parish Council. (Applications through the Clerk).
- 19.2 Paragraph 19.1 does not include assistance animals, which are allowed at all times.

20. COMPLAINTS

- 20.1 Any complaints arising from the hire must be made in writing to the Clerk of the Council within three days of the occasion of the complaint. Under no circumstances must site supervisors be engaged in dispute.

21. PORTABLE ELECTRICAL EQUIPMENT

- 21.1 Where portable electrical equipment is being used on the premises, it is the responsibility of the Hirer to ensure that this equipment has the necessary Portable Electrical Test Certificate. No portable televisions are to be used in the Community Centre except when showing pre-recorded videos.

22. CENTRE SECURITY

- 22.1 To prevent access into the premises by unauthorised persons the Hirer shall be responsible for locking the main entrance doors by means of the drop latch on the door during the period of hire. If this is not possible during certain periods of the hire then the Hirer shall ensure that the main entrance area is monitored. Any damage caused, due to failure to comply with this requirement, shall be the responsibility of the Hirer.

I confirm I have read the above conditions of hire.

Signed.....

Name.....

Company/ group.....

Date.....