

# ST ANNES NEIGHBOURHOOD CENTRE

## CONDITIONS OF HIRE

1. BACA hereby nominates the HIRER as the person responsible for being in charge of, and on the premises, during the term of this letting.
2. **Smoking is not allowed anywhere in the building.**
3. **Nothing is to be stuck to any walls anywhere in the building.** If you wish to display anything please ask first.
4. All areas must be left clean and tidy after use. Equipment can be found in the disabled toilet. If extra cleaning is incurred we reserve the right to charge. Unless otherwise arranged all chairs, tables and other equipment should be returned to their place of storage. **All rubbish must be taken away from the premises and users should provide their own refuse bags for this purpose.**
5. Kitchen – To be maintained in a clean state and left in as good a condition as when taken over. The cooker must be cleaned after use and all surfaces wiped to remove spills etc. Any crockery and cutlery must be washed up after use. If crockery or equipment is damaged BACA should be informed. All Hirers using the kitchen facilities for the sale of food must confirm with the basic health and hygiene criteria as set down by the Environmental Health Authority. The person responsible for the kitchen will be expected to hold a current Food Hygiene Certificate.
6. Cancellation – If this happens less than 14 days before the date 50% of the charge will be payable. If the room is re-let this will be refunded. BACA may with reasonable cause and at any time, cancel the booking or provide alternative accommodation in which event the booking fee may be refunded or varied.
7. Procedure on Leaving the Building – With the exception of emergency lights **all lights must be turned** off on leaving the building. Check that all windows and doors are closed and where necessary locked. Particular care must be taken to ensure that the cooker and other kitchen equipment are not left on. The dishwasher should be drained and the door left ajar. Arrangements for entry and exit must be made with the Booking Secretary prior to your event.
8. The total hire charge is to be paid 14 days prior to the event.

Butts Ash Community Association, St Annes Neighbourhood Centre, Warrys Close, Hythe,  
Southampton SO45 3QR

Email : [baca.stannes@gmail.com](mailto:baca.stannes@gmail.com)

Reg Charity No 1003285

9. Any area which is hired for public events, dances or other social functions a deposit of £50 will be required and this must be paid at the time of booking. The deposit will be refunded after the event, subject to any deductions for damages, breakages or any additional cleaning found necessary.
  
10. The Hirer is reminded that he/she is responsible for making any arrangements necessary to insure against 3<sup>rd</sup> party claims which may lie against him/her or his/her organisation whilst using the building. BACA is insured against any claims arising out of its own negligence. It is the responsibility of the Hirer to carry out appropriate risk assessments prior to each event. When an event involves children or vulnerable adults the organiser must ensure that DBS (formerly CRB & ISA) or other checks are carried out as required by current legislation.
  
11. Safety
  - a. Maximum room occupancy numbers must not be exceeded. A head count should be taken at each meeting so that all attendees can be accounted for in the event of fire. (BACA recommend that a register is taken at the beginning of the meeting). **Hirers must ensure that all doors are at all times kept free from any form of obstruction. Exit doors must NOT be locked, bolted or blocked in any way, event for short periods, while the room is in use – there are NO exceptions to this rule.**
  - b. All portable electrical appliances/equipment must be PAT tested before being used at the Centre.
  - c. The name of the person in charge of safety arrangements must be given to the Booking Secretary before the event. At the commencement of the event this person must ensure all present are made aware of the location of fire exits and of any other safety measures. Fire alarm and information points are located next to the exit doors. If you discover a fire raise the alarm immediately by operating the nearest fire alarm and then call the fire service. (Dial 999 and give this address : St Annes Neighbourhood Centre, Warrys Close, Hythe SO45 3QR). In the event of fire, nominated safety person or persons in charge must instruct all persons present to leave the building immediately, without stopping to collect belongings, using the nearest available exits. No-one should be allowed to re-enter the building for any reason until told that it is safe to do so. The fire assembly point is at the front of the building.
  
12. Licensing Regulations. The Centre's premises license does NOT cover the sale of alcohol. Licensing at NFDC will be able to answer any questions. If you are intending to apply for a temporary event notice please inform us before any application is made.
  
13. Flyposting. Please note that this contravenes local bylaws and that the District Council operates a zero tolerance policy. Posters attached to lamp posts or other street furniture are likely to be removed by the Council and those posting them may be liable to a penalty. Banners and other advertising material may be displayed at the Centre subject to prior agreement..

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CONDITIONS OF HIRE

**Please complete this form and return to :**

...Mrs Yvonne Mooney.....

...46 Cedar Road.....

... Hythe.....

...Southampton.....SO45 3PT.....

I/We understand that the Butts Ash Community Association (BACA) may, with reasonable cause and at any time, cancel the booking or provide alternative accommodation, in which event the booking fee may be refunded or varied.

I/We confirm that we have read BACA's conditions of hire as amended on 1<sup>st</sup> February 2016 and that we accept the said conditions.

Please state the name of the person responsible for safety on behalf of your Group :

.....  
(If this person is not present at any meeting, please ensure that a substitute is nominated and that the Booking Secretary is informed of this).

Signed : .....

Print Name : .....

On behalf of (Name of Organisation) : .....

Date : .....

**NB : Hirers will not be permitted to hold events at St Annes Neighbourhood Centre unless this form is signed and returned to the address above.**

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