



## Conditions of Hire

### Summary Sheet

This summary highlights key responsibilities, restrictions, and safety requirements for hirers of Elsea Park Community Centre.

#### Key Responsibilities

- Ensure supervision and safety of all attendees and premises.
- Leave the premises clean, tidy, and secure after use.
- Comply with all fire safety, health and safety, and safeguarding regulations.

#### Restrictions

- No sub-hiring or unlawful activities.
- No alcohol without written permission and approved licensed provider.
- No fly posting or unauthorised advertising.
- No alterations to premises without approval.

#### Safety Requirements

- Evacuate immediately in case of fire and call 999.
- Ensure fire exits are unlocked and escape routes are clear.
- Follow safeguarding protocols for children and vulnerable adults.

#### Standard Conditions of Hire

These conditions apply to all bookings of the Centre. If the Hirer has any questions or is unsure about any part of the following, they should contact the Trust Office immediately.

#### Special Requirements

Inflatables (e.g., Bouncy Castles): It is the hirer's responsibility to ensure the Trust receives the provider's liability insurance, equipment test certificate, and written confirmation of supervision.

Alcohol at Events: Hirers are not permitted to bring their own alcohol. Licensed bar providers must be approved by the Trust and a copy of the TENS submitted.

## **General Conditions**

The Hirer must be at least 18 years old and accepts full responsibility for the premises and attendees.

Drunk and disorderly behaviour and illegal drugs are prohibited.

Smoking is not permitted in accordance with the Health Act 2006.

The Hirer must comply with all public safety regulations and the Trust's health and safety policy.

Safeguarding protocols must be followed for activities involving children and vulnerable adults.

## **Fire Safety and Emergency Procedures**

Call 999 for any outbreak of fire. Evacuate to the assembly point in the car park and do not re-enter until directed.

Hirer must check fire exits, escape routes, and ensure fire doors are not wedged open.

## **Stage Area and Working at Height**

Stage access is restricted. Barriers must remain unless prior approval is given.

Hirer must complete a risk assessment.

## **Use of Premises**

Premises must only be used for the agreed purpose. Sub-hiring and unlawful activities are prohibited.

Maximum Capacity including Organisers and performers is 180 for the whole hall.

Check legality of gaming, betting, or lottery activities.

Ensure appropriate licences for music, media, and performances.

Dangerous or sexually explicit performances are prohibited.

Food preparation must comply with hygiene regulations. Refrigeration is available.

## **Fly Posting**

Fly posting and unauthorised advertising are prohibited. Breaches may result in prosecution.

## **Cancellation**

Refunds are subject to deduction of payment processing fees.

The Trust may cancel bookings under specific circumstances including emergencies or legal concerns.

## **End of Hire**

Premises must be left clean, tidy, and secure. Additional charges may apply for non-compliance.

## **Noise**

Minimise noise during arrival and departure. Use noise limitation devices if provided.

## **Stored Equipment**

The Trust is not responsible for stored equipment. Items must be removed after hire or fees will apply.

## **Alterations**

No alterations or fixtures without approval. Decorations must use designated hooks or cork tiles.