

# Conditions of Hire for Private Hire



Middleton St George Community Centre, Station Road, Middleton St George, DL2 1JG.  
Tel: 01325 520702 E: msgcommunitycentre@gmail.com  
Registered Charity Number 506724

## Your responsibilities (The Hirer)

For the purposes of these conditions, the term HIRER shall mean an individual hirer or, where the Hirer is an organisation or group, the authorised representative. The HIRER will be over 18 years of age. The term MSGCC shall mean the Middleton St George Community Centre.

1. For the conduct of all persons using the facilities during the hire period.
2. With the exception of private parties, where events are organised for children, the Hirer will have a valid certificate from the Disclosure and Barring Service. This certificate must also cover person/s that are engaged by the Hirer with the child-minding responsibilities.
3. To be responsible for any loss or injury that is incurred from the event hired for any person using the facilities during the hire period. This to include insurance cover against any third-party claims which may lie against them (or the organisation if acting as a representative) whilst using the premises.
4. Will be responsible for the full cost of any damage that may occur to the fixtures, fittings and equipment during the period of hire.
5. The Hirer, or his/her agent, shall be responsible for obtaining the necessary licences for any activities to be carried out during the hire period.
6. The Hirer may not make or permit anyone else to make copies of any of the Hall keys.
7. Any accident occurring in the Hall, the grounds and car park during the hire period must be recorded in the Accident Book located in the kitchen next to the First Aid box. All accidents must be reported to the Booking Secretary.
8. The Hirer must leave the facilities in a clean and tidy condition. A vacuum cleaner can be found in the chairs/table room along with large floor broom. The labour element of any remedial cleaning, tidying and/ or repair work will be charged at £12 per hour.

### **Note: A "clean and tidy condition" means**

- (a) All furniture wiped down where necessary and equipment returned to its normal positions (not against radiators or mirrors)
- (b) Kitchen floor washed and the Main Hall swept.
- (c) All kitchen utensils washed, dried and put away in the appropriate draws and cupboards
- (d) Kitchen surfaces wiped down
- (e) All decorations removed
- (f) All rubbish taken home
- (g) The thermostat is turned down (if applicable)
- (h) All lights and electrical equipment are switched off
- (i) All windows and external doors (including fire escape doors) are closed and secured
- (j) All taps (including those in the toilets) are turned off
- (k) Toilet bins are emptied and the facilities checked and left as found
- (l) Any mirrors used are to be cleaned and the blinds to be pulled into the "closed" position

If there is any doubt as to how the facilities should be left at the end of the hire period, the Hirer should discuss this beforehand with the Booking Secretary.

9. Should a confirmed booking be cancelled by the Hirer, the Hirer will remain liable for charges as follows:  
Cancellation less than 1 month before the date of the booking - 100% of the hire charge.
10. The Hirer shall not use the premises for any purpose other than that advised at the time of booking.

### **Restrictions**

1. MSGCC is a NO SMOKING building. The Hirer must not allow anyone attending the event to smoke in the building, at any time, during the hire period.
2. The Main Hall is licensed for 100 persons and the Meeting Room 15. These numbers cannot be exceeded.

3. No animals are permitted in the Community Centre except Guide Dogs.
4. Any outside electricity use must be via the RCD plug socket in the kitchen.
5. No Ball Games or Ball parties are permitted in the Hall. One Bouncy castle or inflatable item is permitted for use per event. If the Hirer has ordered a Bouncy Castle/inflatable for use in the main hall or outside in the grounds of the Community Centre, then an up to date copy of the bouncy castle hire companies public liability insurance must be emailed to: [msgcommunitycentre@gmail.com](mailto:msgcommunitycentre@gmail.com) prior to the hire. The hirer must make sure the area is safe from wires that can cause accident or injuries and must be correctly covered.
6. Community Centre equipment or furniture may not be used outside the Hall unless prior permission has been obtained from the Booking Secretary or member of the Management Committee. Any equipment or furniture used must be wiped down and cleaned where necessary.
7. There shall be a minimum of three competent persons over 18 years of age to supervise all children's events. Children are not allowed in the Hall unaccompanied.
8. Where the event is predominantly for children under the age of 16 years there shall be additional adult supervision. For more information: [www.nspcc.org.uk](http://www.nspcc.org.uk)
9. Under the Fire Safety Order 2006 hirers of premises such as Village Halls bear the responsibility for fire safety for the duration of their hire. As a hirer of MSGCC you are responsible for:
  - Being familiar with the layout of the building and escape routes as indicated by the green 'running man' signs and ensure that these routes are kept free from obstruction.
  - Being familiar with the contents of the Fire Action Notices located at various points throughout the building, which inform you what to do in the event of a fire.
  - Not using unauthorised heating appliances or highly flammable substances.
  - Calling the Fire Brigade to all fires no matter how small and informing the Booking Secretary.
10. Alcohol may only be sold if the Hirer, or his or her agent, has either (a) applied for and been granted a Function Licence under Middleton St George Community Centre's Premises Licence or (b) issued a Temporary Event Notice (TEN) to the Licensing Authority. The Hirer must not issue a TEN to the Licensing Authority without the written consent of the Middleton St George Community Centre Management Committee.

### **Important Notes**

1. A booking will only become firm after the signed form has been received by the Booking Secretary at Hills News Londis, The Post Office, 5 The Square. MSG. DL2 1EG. Upon approval you will receive a text message confirming your booking and that the paperwork is ready for collection.
2. The full hire charge must be paid before the beginning of the hire period.
3. Middleton St George Community Association reserves the right for any of its Committee Members to have full access to the Hall during the hire period.
4. Middleton St George Community Association has the right to cancel any bookings in the public interest without compensation.
5. If there are any problems with the Hall facilities or equipment during the hire period, the hirer should contact the Booking Secretary or a Committee Member and report the problem/s encountered.
6. The thermostat for the Hall and Meeting room can be found at the bottom left hand side of the hall, on top of the P/A equipment. (Please return this to the original setting after use).
7. Unless otherwise agreed by the Booking Secretary, all of the Hirers' property must be removed from the Hall promptly at the end of the hire period.

### **ALL MAIN HALL HIRERS**

**Please be aware to un-bolt the FIRE Exit Door before use and close when leaving. (This door is located through the door at the bottom of the main hall on the left-hand side)**