

MAYFAIR COMMUNITY CENTRE
CONDITIONS OF HIRING
(PLEASE RETAIN FOR REFERENCE)

BOOKINGS

All bookings and enquiries regarding the hiring of the Centre must be made with the Booking Officer.

- **All Accidents & Incidents must be reported** to reception or caretakers (evening) for the appropriate forms to be completed.
- **Important evening hire security information.** Please lock the inside doors, (Downstairs in reception and for upstairs by the lift ground floor.) once your entire group have arrived. The doorbell in the front lobby can be used for late arrivals; the bell can be heard upstairs and downstairs.
- **The premises will be left in the same order as found.**
- **Kitchen hire, it is essential that you familiarise yourself with the kitchen prior to hire. It is the hirer's responsibility to ensure their staffs are food hygiene trained. All kitchen equipment must be cleaned and returned to the correct place.**
- **All users' equipment and litter is removed from the Centre.**
- **Sub-letting is forbidden.**
- **The meeting or function shall close no later than 11.00pm unless special permission has been obtained from the Strettons Mayfair Trust beforehand.**
- The caretaker will be responsible for the opening of the Centre for the hiring and for locking up after the hiring has finished. NOTE: the Centre will not necessarily be unlocked at times when there is no scheduled booking, and so access will not be possible unless hiring times, as shown on the hiring form, are adhered to. ANY EXCESS TIME USED WILL BE CHARGED FOR.
- The person signing the Booking Form **shall not leave the building until the caretaker is on the premises to secure the building.** The caretaker will arrive at the finishing time stated in the booking form.
- The Strettons Mayfair Trust has the right to refuse a booking.
- Only the rooms officially hired may be used and for the period of time stated on the hiring form.
- The hiring form MUST show the actual period of hiring, which must include time for all other preparation and clearing up after a meeting. It is essential that the times of entry and departure are strictly observed.
- Detailed arrangements for the use of the premises shall be made by the organiser with the Booking Officer.
- **INSURANCE:**
 - **a) The hirers shall be held responsible for any claim for personal injury except where this is due to negligence by the Strettons Mayfair Trust** or its employees.
 - b) No liability shall attach to the Strettons Mayfair Trust for the loss of personal belongings or for injuries sustained during the hired period and users will be expected to take out such insurance cover as appropriate.
- No item of any description shall be stuck, tacked or nailed to the walls or paintwork of the building by

any means whatsoever. Displays must be freestanding or the notice boards provided used, with permission.

The hirer(s) shall be responsible for any damage caused to the room(s) hired and to the communal facilities of the Centre such as the toilets and entrance vestibule, and to any furniture and fittings or other objects therein used by the hirer(s). Any damage must be reported to the Booking Officer immediately.

IF ANY OF THE FOREGOING CONDITIONS ARE NOT COMPLIED WITH, THE TRUST MAY AT ANY TIME CANCEL BOOKING.

- **CANCELLATION PROCEDURE:** We require 48 hours' notice for room bookings to avoid a cancellation fee.

Booking(s) will be invoiced from information provided on the Booking form. All invoices not paid within 28 days will incur a 10% surcharge.

BLOCK BOOKINGS

Applications for block bookings may be made for a maximum of twelve months in advance by agreement with the Centre Coordinator. Repeat block bookings will be given first priority, but it is hoped that should the facilities be required by another party for an isolated booking, the hirer will view the request sympathetically.

- Charges will be as currently published by the Strettons Mayfair Trust.
- Except where special arrangements are made by the Trust, all sums due shall be notified at the time of the booking and shall be due for payment upon presentation of the invoice. In the case of block bookings for less than three months duration, an account will be rendered for the whole of the first quarter at the time of booking and shall be payable upon presentation of the invoice, with each subsequent quarter charged for in advance and payable upon presentation of the invoice. Receipts will be issued on request.
- Upon the discretion of the Booking Officer a payment on deposit of an advanced bond in case of damage occurring during a booking may be required before a booking is accepted. This will be refunded after the booking has been completed if not required to cover the cost of repair or reinstatement. This sum shall not be considered as a limitation on the sum charged for damages.
- In the event of a cancellation of a booking, whether block or otherwise, no monies already paid will be refunded, except where one calendar month's booking fee shall be retained by the Strettons Mayfair Trust. In the event of a hirer standing down in favour of another hirer or upon request by the Trust, for whatever reason, monies paid will be credited to the next account. Block bookings will be terminated by written notice of one calendar month on either side, with monies refunded as described above.

ENTERTAINMENTS

If the premises are required for concerts or for dramatic, musical or film entertainment or if optical film projection or video of any kind is used, the Organiser must guarantee that:

- a) Permission has been obtained, where necessary, from copyright holders for the public performance of plays, music, songs, records, CDs, DVDs etc.
- b) The requirements of the Licensing Authorities, where necessary, have been met.
- c) Where necessary, licences for performance by children have been obtained in accordance with the provisions of the Children and Young Persons Act 1963.
- d) No function shall be organised by persons under the age of 21 unless supervised and endorsed by a responsible adult, and approved by the Strettons Mayfair Trust.
- e) Functions which include dancing must have in attendance at least one adult representative of the organisation for every thirty members of the public present.

- f) Noise: if music is to be played, the level of noise must not be such as to be a nuisance to neighbouring properties.
- g) If any portable electrical equipment is to be used it must be tested before use by an approved electrical contractor who shall be a member of the National Inspection Council of Electrical Installation Contractors or the Electrical Contractors Association. The production of a valid certificate may be requested by the Strettons Mayfair Trust at any time.

FIRE PRECAUTIONS

For any public entertainment the organiser will be responsible for the prevention of overcrowding which would endanger public safety and for keeping clear all gangways, passages and exits. The number of persons admitted to the premises shall not exceed:

- Jubilee Room 40-60 (60 includes ante-room)
- Dining Room 40
- Whole centre 200 100 per floor
- Activities Room 100
- Community Room HWBC 30

At all times when the building is open to the public there shall be in attendance at least one **adult representative** of the organisation for every thirty members of the public present. **These attendants shall make themselves aware of the routine to be followed in case of FIRE, including the operation of the fire-fighting equipment provided and the evacuation of the public in an emergency. The locations of the fire extinguishers and exits MUST be noted by the organisers. SEE ATTACHED MAP.**

Before any event this representative must ensure all attenders are aware of exits and meeting point in the event of fire.

Mayfair - Meeting point is Tenants' car park opposite the Co-op goods entrance. (SEE MAP)

HWBC - Meeting point is the HWB car park right hand corner by railings. (SEE MAP)

- One person shall be nominated to notify the Fire Service immediately should any incident of fire occur.
- Extinguishers must not be interfered with except in need.

a) Explosives, flammable liquids, flammable gases or highly flammable articles shall not be brought into any portion of the premises.

b) The Strettons Mayfair Trust has a no smoking policy with which hirers are expected to comply.

PLEASE NOTE: NO SMOKING is allowed anywhere in the building.

- **Alcohol may not be sold or supplied on the premises.** If it is wished to do this, then the hirer must obtain a Temporary Events Licence.
- The parking of motorcycles, cars, lorries etc. on the Trust's premises, where suitable space is available, shall be permitted only on condition that people bringing such vehicles onto the premise do so at their own risk, and that they accept responsibility for any damage or injury to the property or to any person.

EVENT PROMOTION

Should your event be 'public access' (of interest to Mayfair users and the community), we can make positive suggestions on event promotion, as well as promote the event via Mayfair's social media accounts and have a supply of posters and leaflets on display in Mayfair's reception. We can also add the information to our information screen in reception. Please speak to Booking Officer for further information.

