



**THE HIRER** agrees to observe and perform the provisions and stipulations contained or referred to in the Association's Standard Conditions of Hire for the time being in force and as set out below, and in the rules governing the use of the Community Centre.

**ALTON COMMUNITY ASSOCIATION CIO**  
**Standard Conditions of Hire of the Community Centre**

1. THE HIRER shall pay as deposit at least one third of the cost of his or her booking. Such deposit shall normally only be refundable to the hirer in the event of the Community Association CIO cancelling the booking, for whatever reason.
2. THE HIRER shall pay the balance of fees due before the conclusion of the booking as may be directed by the Association Manager. If the hirer wishes to cancel the booking and the Community Association CIO is unable to conclude a replacement booking the question of the repayment of fees (less the deposit) shall be in the discretion of the Community Association CIO. In the event of the Community Association CIO cancelling the booking, for whatever reason, all fees (including deposit) paid by the hirer shall be refunded to him/her.
3. THE HIRER shall ensure that the General Rules governing the use of the Community Centre, eg smoking, alcohol, fire regulations etc are complied with.
4. THE HIRER shall, on making the booking, inform the appropriate persons of his/her requirements as to the provision of refreshments or of catering facilities, and shall be responsible for any extra charges thereby incurred.
5. THE HIRER shall, during the period of hiring, be responsible for supervision of the premises, protection of the fabric and content, safety from damage, however slight, or change of any sort, and the behaviour of all persons using the premises, whatever their capacity, including proper supervision of car-parking arrangements so as to avoid obstruction of the highway. He/she should also ensure that no person attending the hiring parks in the loading/unloading bay.
6. THE HIRER shall be responsible for obtaining any licences necessary in connection with the booking, other than those already held by the Community Association CIO.
7. THE HIRER shall be responsible for making arrangements to insure against any third party claims which may lie against him/his organisation whilst using the Community Centre. (The Association is insured against claims arising out of its own negligence).
8. THE HIRER shall be responsible for the observance of all regulations appertaining to the premises stipulated by the Licensing Justices, the Fire Authority in accordance with Rule 6, the Local Authority or otherwise.
9. THE HIRER shall not sub-let or use the premises for any unlawful purpose or in any unlawful way nor do anything nor bring onto the premises any thing which may endanger the premises, their users, or any insurance policies relating thereto.
10. THE HIRER shall indemnify the Community Association CIO for the cost of any repair of any damage done to any part of the property including the curtilage thereof or the contents of the building during, or as a result of, a booking.
11. THE HIRER shall, if selling goods on the Centre premises, comply with Fair Trading laws and any local code of practice issued in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organisers name and address, and that any discounts offered are based only on Manufacturers' Recommended retail prices.
12. THE HIRER will pay a deposit of £100 against cleaning or damage for all Party Bookings.
13. THE HIRER shall be responsible for returning the Centre to a clean and tidy state and for the collection of the cleaning deposit within seven days of the function. Deposit returns will not be dealt with after this time. Deposits will not be returned until clarification of the state of the premises has been received from the bar and caretaking staff. (Chairs not to be stacked more than 7 high.)
14. **THE HIRER is responsible for ensuring that no drinks, including soft drinks are brought onto, or consumed on, the premises other than that purchased from, The Lounge Bar, the ACA bar.**
15. THE HIRER is only permitted into the rooms hired between the times booked, if set up is required, this should be included in the booking. Extra time will be recorded and charged.
16. Abuse of staff, centre users or premises will not be tolerated and will result in termination of bookings.
17. Alton Community Association CIO reserves the right to refuse booking requests or cancel bookings at their discretion.
18. **THE HIRER SHALL NOMINATE ONE ADULT PERSON TO BE RESPONSIBLE FOR ALL SAFETY ARRANGEMENTS FOR THE DURATION OF THE BOOKING. THAT PERSON SHALL FAMILIARISE HIM/HERSELF WITH THE ACTION TO BE TAKEN ON DISCOVERING A FIRE, INCLUDING THE LOCATION AND USE OF FIREFIGHTING EQUIPMENT, THE LOCATION OF EXITS, ESCAPE ROUTES FROM THE PREMISES AND MEETING POINT. THE NOMINATED PERSON SHOULD MAKE A NOTE OF NAMES AND NUMBERS OF ATTENDEES AND IS RESPONSIBLE FOR ACCOUNTING FOR ALL PEOPLE WITHIN THE GROUP. EVACUATION PROCEDURES ARE POSTED IN ALL ROOMS AND ESCAPE ROUTES AND EMERGENCY EXITS ARE CLEARLY MARKED.**

**SIGNATURE BELOW CONFIRMS YOUR UNDERSTANDING OF THESE CONDITIONS**

AS WITNESS THE HAND OF THE PARTIES HERETO:

**SIGNED on behalf of the Community Association CIO**.....

**SIGNED by the person as, or on behalf of, the hirer**:.....

PLEASE NOTE: THIS BOOKING SHALL BE RESERVED FOR 48 HRS ONLY FROM INITIAL ENQUIRY. IF THIS SIGNED AGREEMENT HAS NOT BEEN RETURNED IN THAT TIME, THEN THIS BOOKING BECOMES INVALID. PLEASE RETURN SIGNED AGREEMENT ASAP, TO AVOID DISAPPOINTMENT

**PLEASE NOTE THAT IT IS ILLEGAL TO SMOKE/VAPE INSIDE ALTON COMMUNITY CENTRE.**