

## **NORTH EAST MITCHAM COMMUNITY ASSOCIATION**

**CONTACT CENTRE MANAGER - 020 8685 9452**

### **Times for lettings**

Saturday and Sunday. Community Centre main building 9am – 6pm

Hirers are reminded to allow for setting up, clearing away and cleaning time

### **REGULATIONS AND CONDITIONS FOR LETTINGS**

1. Applications for a letting of the Community Centre/Worley Hall must be made in writing on forms provided, upon request, to the Centre Manager and when completed, returned to the Centre Manager at the Community Centre.

2. The Community Centre Management reserves the right to refuse a letting to any applicants without reason stated.

3. In an emergency situation the Community Centre reserves the right to cancel a letting, eg. power failure.

4. For Insurance reasons we are not allowed to have more than 60 people in the main building and 40 people in Worley hall for a let. If this number is exceeded we are not covered by our insurance. For this reason, if anyone exceeds the limit the event will be closed down forthwith and deposit will be forfeited.

5. These numbers (including children) must not be exceeded in any circumstances:

- a. Community Centre main building 60
- b. Worley hall 40

6. After function, all rubbish must be removed from site. All bins, including those in the toilet, must be emptied. Rubbish must not be put in the Association's paladin bin situated in the car park at the side of the Centre or left at the side of the bin.

### **7. LETTING CHARGES**

#### **COMMUNITY CENTRE**

Non-members £42.50 per hour

Members £37.50 per hour

#### **CHILDREN'S BIRTHDAY PARTIES UP TO 6.00pm**

**A 3-hour package to include ½ hour setting up time, ½ hour clearing up time and two hours for party.**

**Rate: Non members £100.00**

### **Members £90.00**

8. A deposit of one hundred pounds (£100.00) (£50.00 for children's parties) is to accompany the return of the booking form to the Centre Manager. If a Minimum of four weeks notice of cancellation is given 50% of the deposit is returnable, otherwise the deposit is forfeited. The full letting fee is then payable at least four weeks in advance of the letting. *If for any reason payment is made less than 4 weeks prior to the booking payment for booking and deposit must be made in cash.*

The said deposit is a separate payment. It will be retained against any loss or damage to the premises or fittings and furniture during the letting. Floors must be swept clean of any debris, any spilt liquid must be mopped clean, and surfaces must be left clean and the kitchen and toilets left tidy.

In addition to the above, the hirer is hereby put on notice that the deposit will be forfeited if the premises are not left in a clean and tidy state. The Community Centre Management decision will be final if any issue should arise as to the condition of the premises.

9. **Equipment:** An urn and kettle are available in the kitchen. 7 tables and 60 chairs are also available. Any unused equipment, i.e., surplus tables and chairs may be moved to a more convenient position (**this does not mean outside the building**) on the understanding that they are returned to the original position before leaving the building. Crockery, glasses, cutlery and any other required equipment must be supplied by the hirer, unloaded by him/her and removed by the end of the letting.

10. The premises are not let for commercial purposes. Alcohol may be consumed but not sold on the premises. **The Community Centre is not licensed and persons hiring the hall are not licensed to sell Alcohol. Any breach will result in the loss of your deposit and the possibility of legal action taken by the Local Authority.**

11. The Community Centre Management is anxious at all times to act as good neighbours to the surrounding community and, with this in mind, the risk of undue noise or disturbance from a letting will be borne in mind when considering applications.

12. The hirer is reminded that all music must cease by 6pm. Any over-run will result in the deposit being forfeited and future requests for hire will be refused.

NO SPEAKERS ARE ALLOWED IN THE GARDEN OR POSITIONED BY THE DOOR FACING THE GARDEN OR PARK

**The use of microphones is not allowed**  
**Amplified music is not allowed**  
**DJs are not allowed**

13. The premises will be opened to the hirer by our caretaker at the time of the agreed booking.

**The Caretaker will wait no longer than 20 minutes. If the hirer has not arrived for their booking he/she will leave the building and no refunds will be made.**

*If the hirer is going to be late you can call the community centre and request that the caretaker stays longer but you will be charged for the additional cost of staffing, minimum of one hour for any time after the first 20 minutes (£15.00)*

*The caretaker may call in or stay for the complete duration of your hire and the hall must be open to him/her at any time.*

14. Hirers should ensure that the premises and garden area are left undamaged and clean and tidy. This condition will be taken into account in considering the return of the deposit in part or in whole. The decision of the Community Centre Management is final.

15. DO NOT HAMMER ANY NAILS OR ATTACH ANY SCREWS TO THE WALLS OR WOODWORK - TO CAUSE ANY DAMAGE IN THIS WAY WOULD FORFEIT YOUR DEPOSIT, PLUS ANY EXTRA CHARGES FOR REPAIRS.

16. **THE USE OF SELLOTAPE IS NOT PERMITTED WHEN DECORATING THE HALLS.** Use only blue-tac.

17. ANY POSTERS, ART WORK, OR NOTICES BELONGING TO THE CENTRE ARE TO BE LEFT IN PLACE, **NOT** REMOVED, DAMAGED OR DEFACED IN ANY WAY.

18. The Management shall not be liable to the hirer for any closure of the premises or interruption of the letting due to any breakdown, fire, leakage or accident.

19. The hirer undertakes to indemnify the Community Association in full against any damage done to the Community Centre Buildings, ie: fittings and furniture arising out of the letting. The hirer must also indemnify the Community Association against any claims, proceedings, costs, damages or expenses made, brought or suffered by any person admitted during the letting to the premises

20. The person/persons signing the form of application shall be deemed to be and is/are known as "The Hirer". The Hirer accepts full responsibility for the due observations in all respects of these rules and conditions and for the payment in due time of all sums due to the Community Association.

21. The hirer has access to the community centre garden. It is the hirer's responsibility to ensure all rubbish is removed from the garden.

It is not the responsibility of the cleaner to clean and tidy the garden. The hirer must leave the garden as they find it. If Playgroup staff have to clear garden of any rubbish on Monday morning the deposit will be forfeited.

## **BBQ coal must not be left in the garden.**

22. **Hirers may use the slide** in the garden but are responsible for leaving this equipment clean and tidy. If sticky drinks and other debris are left on the slide resulting in complaints from centre's groups, your deposit will be forfeited for centre staff time to clean the slide.

23. **The playhouse and sand pit are not available for use. Any use or damage will result in loss of deposit. Playgroup equipment is not available for use by hirers.**

24. **Bouncy castles-** are not permitted in the building. If you are using a bouncy castle you may use the garden if you have the correct insurance. Nemca does not provide insurance for the use of bouncy castles on their site. Hires Are required to provide their own insurance cover

24. **Licences** - If licences are required in respect of any activity in NEMCA's Hall the Hirer should ensure that they hold the relevant licence.

25. **Public Safety Compliance** - The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, in the following matters: The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.

- The location and use of fire equipment.
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.

(b) In advance of an entertainment or play the Hirer shall check the following items:

- That all fire exits are unlocked and panic bolts in good working order.
- That all escape routes are free of obstruction and can be safely used.
- That any fire doors are not wedged open.
- That there are no obvious fire hazards on the premises.

26. **Means of Escape** - All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.

27. **Outbreaks of Fire** - The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the Caretaker.

28. Collection of deposits - available on the Thursday or Friday after your booking date.

**In particular I/ we certify that I/we agree to the forfeiture of the deposit if one or more of the following occur;  
(please tick box)**

- the letting time is exceeded for any reason
- the hall capacity of 60 people is exceeded
- the premises are not left in a clean and tidy state
- all bins (including toilet bins) are not emptied
- all rubbish is not taken removed from the premises
- rubbish is left outside the building or on the street
- nails, screws or sellotape are used on walls or woodwork or any part of the premises
- any posters, artwork or notices belonging to the community centre are removed or damaged
- the garden is not left clear of rubbish or any bbq coals

**We further understand and agree that:**

- the caretaker will wait no longer than 20 minutes from the start of our hire term
- the caretaker will return at the end of the booking time and that all guests must have left so the caretaker can lock up
- it is my responsibility to ensure my guests have vacated the premises by the end of my booking time

**Hirer:** .....

**Date:** .....

# NORTH EAST MITCHAM COMMUNITY ASSOCIATION

WOODLAND WAY, MITCHAM SURREY CR4 2DZ

## APPLICATION FOR HIRE OF PREMISES

I/We .....

Organisation (if any) .....

Address.....

Tel: No: ..... Email: .....

Hereby apply for the use of the Community Centre building

on \* ..... (\*day) Date .....

from ..... to ..... for the purpose  
of

.....

The numbers attending the function will be approx. .... (60 Community Centre)

I/We undertake to pay the prescribed charges and confirm we have read, understood, signed and agree to conform to the attached Rules and Conditions in all respects should this Application be granted and that this Application and the said Rules and Conditions shall be deemed to be a contract between myself/ourselves and the Community Association as soon as this Application is accepted. One hundred pounds/fifty pounds deposit enclosed herewith

Signature of person responsible for the hire .....

Address .....

Tel: No: ..... Date: .....

### COMMUNITY ASSOCIATION USE ONLY:

Acceptance/Rejection notified date .....

Deposit £100/£50 Date paid ..... Receipt No: .....

Full letting charge £ ..... Date due .....

DATE PAID ..... Receipt No: .....

Deposit returned ..... Date sent .....

**If deposit paid in cash you will need to come into the Centre to collect. Thursdays or Fridays only  
Received by ..... Date .....**

**NOTE: THE WHOLE OF THIS COMPLETED FORM MUST BE RETURNED TO AND BE RETAINED BY THE  
CENTRE MANAGER c/o THE COMMUNITY CENTRE**