

NORTH EAST MITCHAM COMMUNITY ASSOCIATION

CONTACT CENTRE MANAGER - 020 8685 9452

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. i.e. 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 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 the 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 £49.50 per hour

Members £44.00 per hour

Children's Birthday parties

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

Rate: Non members £110.00 Members £100.00

8. All bookings are not secure until the Centre Manager has receipt of hire deposit and completed hire agreement.

9. DEPOSIT

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.

If a booking is made with less than four weeks' time frame and then cancelled, we consider the cancellation to have been made with less than four weeks' notice and the full deposit will be forfeited

The said deposit is a separate payment. It will be retained against any loss or damage to the premises of fittings and furniture during letting.

Floors must be swept and clean of debris, any spilt liquid must be mopped clean, and surfaces must be left clean and the kitchen and toilets left tidy.

If the oven, hob or microwave are used, they should be left clean.

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.

10. HIRE FEE

If your booking is cancelled with less than two weeks' notice (14days) 50% of your hire fee will be forfeited, less than one weeks' notice (7days) the whole hire fee will be forfeited

11. INSURANCE

We recommend taking additional insurance to cover the cost of your booking should you have to cancel due to Unexpected situations such as illness, including covid, as the Regulations and Conditions still apply and your deposit and Hire Fee will be forfeited in line with those Regulations.

12. EQUIPMENT

An urn, kettle and microwave are available in the kitchen. Seven tables and sixty chairs are also available. Any unused equipment.

Tables and chair may be moved to the garden, but not outside the Community Centre building, on the understanding they are returned the original position before leaving the building

Crockery, glasses, cutlery, and all other equipment must be supplied by the hirer, uploaded by them and removed by the end of the letting.

13. The premises are not let for commercial purposes. Alcohol may be consumed but not sold on the premises. The community center 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.

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

15. The hirer is reminded any over-run will result in the deposit being forfeited and future requests for hire will be refused.

SPEAKERS ARE NOT 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

DJ'S ARE NOT ALLOWED

BOUNCY CASTLES ARE NOT PERMITTED INSIDE THE BUILDING

16. ACCESS AND CLOSURE TO THE BUILDING

The Caretaker will be opened to the hirer by our caretaker at the time of the agreed booking only. The caretaker take will return to close the build at the time your booking ends.

17. LATE ARRIVAL.

The caretaker will wait no longer than 20 minutes from the start of your hirer time for you to arrive. If the hirer has not arrived the caretaker will leave the building and no refunds will be made.

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

19. GARDEN

The hirer has access to the community Centre garden. It is the hirers responsibility to ensure all rubbish is removed from the garden

BBQ'S and their coal must be removed from the premises by the hirer before departure .

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 in the slide, your deposit may be forfeited.

The playhouse and sandpit are not available for use.

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

20. Do not hammer nails or attach any screws to the walls or woodwork- to cause damage in this way would forfeit your deposit, plus any extra charges for repairs.
21. The use of sellotape is not permitted when decorating the halls. Only use blue tac.
22. Any posters. Artwork, or notices belonging to the Centre are to be left in place, not removed, damaged or defaced in any way.
23. 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.
24. The hirer undertakes to indemnify the Community Association in full against damage done to the community Centre buildings, i.e 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.
25. 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

26. LICENCES

If license's are required in respect of any activity in The NEMCA's Hall the Hirer should ensure that they hold the relevant license or

27. PUBLIC SAFTEY 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.

28. MEANS OF ESCAPE

All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.

29. OUTBREAK OF FIRE

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

31. COLLECTIONS 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)

- ☐ I/we exceed the letting time for any reason.
- ☐ I/we do not leave the premises in a clean and tidy state
- ☐ I/we do not empty all the bins including the bins in the toilet.
- ☐ I/we do not take all our rubbish away
- ☐ I/we leave rubbish outside the building or on the street.
- ☐ I/we hammer nails or attach screws to the walls and wood work or use sellotape.
- ☐ I/we remove/damage posters, art work or notices belonging to the community centre
- ☐ I/we do not leave the garden clear of rubbish and do not remove bbq coals.
- ☐ I further understand that the caretaker will wait no longer than 20 minutes from the start of your hire time (see condition 12)
- ☐ I understand that the caretaker will return at the end of my booking time, that my guest must have left and the caretaker can lock up
- ☐ I understand it is my responsibility to ensure my guests have left by the end of my booking time
- ☐ I/we fail to meet the requirements of the Regulations and Conditions for lettings

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. _____ Email _____

On* _____ (*day) Date _____

From _____ To _____

For the purpose of _____

The numbers attending the function will be approx. _____ (60 max community center)

I/We undertake to pay the prescribes charges and confirm we have read, understood, signed and agree to conform to the attached Rules and Conditions an 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's soon as this application is accepted.

One hundred pounds/ fifty pounds deposit enclosed herewith

Signature of person responsible for the hire _____

Address _____

Tel _____ EMAIL _____

Date _____

NOTE THE WHOLE OF THIS COMPLETED FORM MUST BE RETURNED TO AND BE RETAINED BY THE CENTRE MANAGER C/O THE COMMUNITY CENTRE__