

TIPTREE COMMUNITY CENTRE
TERMS AND CONDITIONS OF HIRE

1. Making a one-off booking

- a) **The completed booking form should be returned to the Parish Council Office, Mynott Court, Church Road, Tiptree CO5 0UP or email bookings@TiptreeParishCouncil.gov.uk**

together with a non-refundable deposit of 50% of the total hiring fee, with the balance being paid no later than 28 days prior to the event. If a booking is cancelled after the fee has been paid, it will only be refunded if the Parish Council is able to re-let the venue. If it is possible to re-let the venue, the Parish Council reserve the right to retain 25% of the total fee for administrative costs. If your booking is within the next 28 days the full hiring fee should be paid. If the total fee is less than £100, the whole amount should accompany the booking form. Payments cannot be made by debit/credit cards. We generally require 7 working days notice to process a booking. No bookings will be accepted without booking form, hire fee, damage deposit fee and copy of valid public liability insurance (if applicable).

Bank details are as follows

Tiptree Parish Council Sort code 60-83-01 Account No 20420822

- b) **There is also a damage deposit fee of either £250 (Webb Hall or Elliott Hall) or £100 (Meeting Room) which in all instances must be paid at the time of booking.** For any booking where alcohol is to be bought onto the premises, a damage deposit of £400 is required. This will be banked approx. 7 -10 days before the hire date and used to offset any costs incurred by the Parish Council in the event of damage, loss, additional cleaning or caretaker hours. For any bookings where alcohol is not brought onto the premises, a damage deposit of £250 is required. This will not be banked unless the Parish Council incur any additional costs as listed above. Damage deposits will be returned within 14 days of the hire subject to no damage or any additional costs. Hirers should be aware that where any incidents of major damage or vandalism exceeds the level of the damage deposit, they will also be responsible for any excess imposed by the parish council's insurers.

c) Businesses, clubs and organisations should have their own public liability insurance in place and the Parish Council need to see evidence of this before a booking is made.

2. Regular Hirers

- a) Applications for block bookings should be accompanied by payment of the first months hire charge. If the booking is subsequently cancelled before the commencement of the block booking, payment will not be refunded.
- b) For block bookings, after the first month's hire, organisations will be invoiced electronically on the 15th of each month for the following months hire. This must be paid by the end of the month in which the invoice is sent. Late payment will result in

a £25 admin fee being charged for the first month. If payment is still not paid after the first month, the booking will be cancelled with immediate effect. Please note our caretakers are not permitted to accept payments, these must either be paid at the office or by bank transfer. We cannot accept payment by credit or debit card

- a) A minimum of **28 days** notice is required to cancel a block booking
- b) Block bookings of more than 38 sessions per year will be eligible for 10% discount after completion of three months hire.
- c) Any regular hirer who doesn't book weekly can only book six months in advance
- d) Businesses, clubs and organisations should have their own public liability insurance in place of at least five million pound and the Parish Council need to see evidence of this before a booking is made

General

1. No booking will be accepted from hirers under the age of 21 and bookings will not be accepted for 18th or 21st birthday parties.
2. There is a maximum number of people allowed in each venue and hirers should adhere strictly to this, as follows;

Webb Hall – Maximum 23 tables – 138 people

Maximum 18 tables if stage booked - 108 people

159 seated for a theatre style event

Please let us know if you require more than 17 tables when booking

Elliott Hall – 50 persons. Maximum 8 tables – 48 people

Mike Robinson Meeting Room – 30 persons (meeting use only permitted)

Please note that tables in the meeting room should not be moved or rearranged under any circumstances. Please note there are no kitchen facilities with the meeting room

3. The building must be vacated by 11pm Sunday to Thursday and by 11.30pm Friday and Saturday. All entertainment should cease 15 minutes prior to the building closing.
4. The hirer agrees to leave the building in a clean and tidy condition and should be the last person in the group to leave the building. All furniture must be returned to designated areas and any kitchen equipment used, washed and put away. All rubbish must be bagged up and placed in the bins provided at the side of the building.
5. Hirers using outside services ie: discos, live bands etc should ensure that all electrical equipment to be used has a current PAT Certificate. The Parish Council reserves the right to see a copy of the Certificates. Any bouncy castles or such like being brought onto the premises will need a copy of public liability insurance from the provider and must be sent to the office at least 7 days before the hire takes place.
6. A decibel meter has been installed in the Webb Hall, this will give a warning if the noise level exceeds the set limit, if the noise is not reduced, the power to the sockets will

automatically shut off. Hirers should be aware that this could cause damage to equipment for which the Parish Council will not be responsible.

7. No doors or windows shall be opened (except for access) after 9pm where amplified music is being played.
8. The Community Centre has a Premises Licence that allows the consumption of alcohol. Any hirers intending to sell alcohol will need to obtain a Temporary Event Licence from Colchester Borough Council. A copy of the licence must be forwarded to the Parish Council and Essex Police no later than 10 days prior to the event. Your event will be cancelled with no refund if this requirement is not adhered to.
9. Hirers should familiarize themselves with the location of fire exits and fire alarm points. In the event of a fire the building must be evacuated, the meeting point is Caxton Close play area.
10. It is the responsibility of the hirer to ensure that no fire exits are obstructed at any time.
11. Any costs incurred by the Parish Council as a result of the fire alarms being activated maliciously during a hire will be deducted from the damage deposit.
12. The use of fireworks or Chinese Lanterns within the building or within the perimeter of the centre is strictly forbidden
13. Hirers must be present throughout the hire and the premises must not be left unattended at any time. The hirer is responsible for the conduct and behaviour of all persons attending the event.
14. Hirers should not attach any decoration to the fabric of the premises.
15. Smoking is not permitted anywhere in the building.
16. No open stoves/Gas stoves/barbecues are allowed in the building.
17. To avoid causing damage to the wooden floor, the wearing of stiletto heels in the premises is not permitted in the Webb Hall.
18. **Parking at the Centre – Signage has been installed and you should only use the space allocated to the part of the building you are occupying.** Hirers of the Webb Hall will be allocated 3 parking spaces, hirers of the Elliott Hall will be allocated 2 parking spaces and hirers of the Meeting Room will be allocated 1 parking space. There are 30 community spaces available in the Tesco Car Park. In consideration of our neighbours we would ask that users of the Community Centre do not leave vehicles in Caxton Close, and encourage your guest/members to leave the building quietly and promptly. Please note there are no additional spaces under any circumstances and no parking is permitted in front of the emergency exit in the Main Hall or the Main Front doors.
19. If the stage is required in the Webb Hall this must be booked in advance and will incur an extra fee of £50
20. In the unlikely event of a booking being cancelled by the Parish Council all monies paid will be returned but the Parish Council will accept no responsibility for any other loss to the hirer.
21. No animals are allowed in the building at any time (except guide dogs)
22. Tiptree Parish Council reserve the right to amend or change these conditions at any time.

Mar 2020