

## **TIPTREE COMMUNITY CENTRE**

### **TERMS AND CONDITIONS OF HIRE**

#### **1. Making a one-off booking**

- a) **The completed booking form should be returned to the  
The Community Centre, 1a Caxton Close, Tiptree CO5  
OHA or bookings@tiptreeparishcouncil.gov.uk**
- b) For hirings with a total fee of £120 or more there is a minimum non-refundable deposit of 50% of the total hiring fee, with the balance being paid no later than 28 days prior to the events. Please note there is no reminder sent
- c) If the total fee is less than £120, the whole amount should accompany the booking form.
- d) 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.

Payments cannot be made by debit/credit cards or cheques and need to be paid by bank transfer. No bookings will be accepted without the 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

- e) There are two types of damage deposit for the Webb or Elliott Hall- £100 for non alcoholic events and £250 for alcoholic events. This will be used to offset any costs incurred by the Parish Council in the event of damage, loss, additional cleaning or caretaker hours. Damage deposits will be returned normally within 28 working days of the hire subject to no damage or any additional costs and us having your bank details to make the payment. 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.

Bank transfers must be paid no later than 14 days before your event and marked damage deposit.

The damage deposit for the meeting room is £50

Businesses, clubs and organisations should have their own public liability insurance in place of at least 5 million 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 from the 1st of each month for the following months hire which must be paid by bank transfer. 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. Sorry we cannot accept payment by credit or debit card.
- c) A minimum of **28 days** notice is required to cancel a block booking.
- d) Block bookings of more than 44 sessions per year will be eligible for 10% discount after completion of three months hire.
- e) Any regular hirer who doesn't book weekly can have their bookings terminated should another hire wish to book weekly. In these cases, we will give three months notice and the new incoming hirer will pay three months hire fee in advance.
- f) 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.
- g) If hirers are in possession of a PPL Licence this should be stated on your booking form and a copy sent to us.
- h) If you use the kitchen please ensure that no food is left between hirers
- i) If you bring alcohol onto the premises we need to be advised.

## **General**

1. No booking will be accepted from hirers under the age of 21 and bookings will not be accepted for 18<sup>th</sup> or 21<sup>st</sup> 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 and carry the correct certification. 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. Any personal electrical items brought onto the premises should be suitably tested and carry the correct certification.
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. Please do not wedge open fire doors during your hire.
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 in the Tesco Car Park which can be used subject to availability. 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 and no parking is permitted in front of the emergency exit in the Main Hall or the Main Front doors under any circumstances.

19. If the stage is required in the Webb Hall this must be booked in advance and will incur an extra fee of £75
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.
23. Please note that the Centre does not hold a TV Licence, therefore TV viewing is not permitted under any circumstance
24. Please note that the Council have the right to refuse any booking without reason.
25. Booking fees are renewed every year, normally in Oct to take effect from Jan of the following year
26. Please note that hirers are responsible for their own First Aid provisions whilst on site.
27. Please do not fly-post your event around the village, we can advertise your event for you in our noticeboards, website and social media if you forward a poster maximum A4 size to [bookings@tiptreeparishcouncil.gov.uk](mailto:bookings@tiptreeparishcouncil.gov.uk). **Flyposting can carry heavy fines for yourself and us as the venue**