



Information – relating to the hire and usage of Thornton Community Centre

- ✚ **Request to hire TCC** – An application must be completed digitally on Hallmaster.
<https://www.hallmaster.co.uk/>
- ✚ **Deposit** - 20% of hire charge payable on booking. Non-refundable.
- ✚ **Admission** - There must be no admission charge for a private booking or children’s party.
- ✚ **Alcohol** - May only be sold if the Trustees permission is given and a Temporary Events Notice (TEN) has been obtained from the local council (HBBC). <https://www.hinckley-bosworth.gov.uk/temporareventnotice>
- ✚ **Agreement** - The Hirer, and/or other person nominated in advance by the Hirer and acceptable to the Trustees, must be present during the hiring and must perform the provisions and stipulations in the General Conditions of hire provided with this agreement.
- ✚ **Responsibility** - The Hirer, must be 18 years or over, and whether present or not, remains responsible for all aspects of the hire in accordance with the General Conditions.
- ✚ **Entertainment** - Do you intend to provide entertainment? If yes please give details on your application.
- ✚ **Food/Hygiene** - A red folder in the kitchen contains relevant information on food hygiene and regulations should you intend to prepare or serve food.
- ✚ **First Aid Box** - is located in each kitchen.
- ✚ **First Aid cover** - at an event is the hirer’s responsibility.
- ✚ **Electrical items** – the hirer must ensure that no electrical item is brought to the centre unless it has a valid P.A.T. certificate.
- ✚ **Fire** – all hirers must familiarise themselves with fire exit routes and the position of fire extinguishers. A diagram showing this information is on the Meeting room wall. In the event of a fire, evacuate the building and call 999.
- ✚ **Preparation of rooms** - The Hirer is responsible for the preparation and the proper use of the rooms.
- ✚ **Departure** - Hirers must leave the centre clean and tidy. Ensure all lights switched off and that the thermostats in the Main Hall and the Meeting room are turned down to 0c. Ensure all doors and windows are locked. Also ensure that the water heater in the main kitchen is switched off.
- ✚ **Cleaning equipment** - (mop, bucket, brush dustpan etc) is kept in the cupboard in the gents’ toilet.
- ✚ **Furniture** - Must be returned to the store room and stacked correctly.
- ✚ **Picture/posters** - are not to be attached to the walls except to the picture frame wires in the main hall.
- ✚ **Ball games** - strictly no ball games or bouncy castles in the Main Hall.

- ✚ **Bouncy castles** – are only allowed in the Sports Hall, under no circumstances must they be used in the Main Hall or car park. Please ensure that the 'Bouncy Castle' company are aware of the height of the Sports hall before booking them.
- ✚ **Barbecues/marquees/gazebos** – May be allowed by the Trustees (book the outdoor space and request permission for these at time of booking). If you are organising an outdoor event requiring several marquees/gazebos – there may be a separate charge for this. Each event will be discussed and agreed upon by the trustees and if a charge is to be made.
- ✚ **Ladders** - Use of ladders by hirers is entirely at their own risk.
- ✚ **Stage** – the stage is not to be used without express permission of the trustees.

www.thorntonvillage.org

General Conditions of hire

- ✚ **Provisional bookings** - will be held open for 2 weeks from the date of enquiry. If an application form and appropriate deposit are not received within that period, the booking will be considered void.
- ✚ **Right to refuse hire** - The Trustees reserve the right to refuse an application for hiring and to refuse admission to any person, without giving any reason.
- ✚ **Long term / regular bookings** - the Trustees reserve the right to cancel a hiring agreement at any time either before or during the term of the agreement upon giving 7 days' notice in writing to the hirer. The hirer shall be entitled upon such notice to reimbursement of such monies including the deposit, or a proportion of the same as have been paid by the hirer to the Trustees, but the Trustees shall not be liable to make any further payment to the hirer. The Trustees reserve the right to change the hiring fee at any time subject to giving the hirer a minimum of 12 weeks' notice.
- ✚ **Special Cancellation Clause** -The Trustees shall have the right to cancel a booking if the Trustees know, or have good cause to believe, that such booking will lead to a breach of the licensing conditions, if applicable, or other legal or statutory requirements. In the event of a cancellation under this clause, the Trustees shall refund to the hirer any deposit or booking fee already paid, but shall not be liable for any other costs whatsoever incurred by either the hirer or their agent(s).
- ✚ **Hirer cancellation** – if the hirer wishes to cancel the booking before the date of the event and the Trustees are unable to conclude a replacement booking, the repayment of the booking fee shall be at the Trustees' discretion.
- ✚ **Centre unfit for use** – in the event of the Community Centre or any part thereof being rendered unfit for the use for which it has been hired, the Trustees shall not be liable to the hirer for any resulting loss or damage whatsoever.
- ✚ **Right of entry to the TCC** - Members of the Trustees or its appointed agents have the right of entry to any part of the premises, at any time.
- ✚ **Store rooms (adjacent to Main Hall and next to the Sports hall)** – must not be used for any purpose other than the storage of furniture and sports equipment. No equipment other than tables and chairs to be used by the hirer.
- ✚ **Centre's facilities** - use of the Centre's facilities is to be confined to the areas specified when a booking is made.
- ✚ **Use of Kitchen facilities** – Main Hall kitchen has a hot water boiler, fridge, freezer, dishwasher, microwave, double oven, halogen hob. Crockery and cutlery are available in the kitchen, free of charge. Disposable gloves and aprons are also available in the kitchen, together with tea towels
- ✚ **Hirer's responsibility** - The hirer, will, during the period of hiring, be responsible for the supervision of the premises, and the behaviour of all persons using the premises, including proper supervision of car-parking arrangements, so as to avoid obstruction of the Community Centre entrance/exit driveway.
- ✚ **Damage** - the hirer is responsible for any damage to the building, its contents and fittings and any loss or breakages and shall indemnify the Trustees for the cost of repairs / replacements. All damages/loss/breakages, however trivial, must be immediately reported.
- ✚ **Hiring agreement** - The hirer shall not use the premises for any purpose other than that described in the hiring agreement. The Hirer shall not sub-hire or use the premises or allow the premises to be used in any unlawful way nor do anything or bring on to the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.

- ✚ **Vulnerable adults and children** - The hirer shall ensure that any activities for children or vulnerable adults comply with the requirements of current legislation regarding DBS checks.
- ✚ **Unauthorised performances** - the hirer shall indemnify the Trustees against any consequences arising from unauthorised performances of copyright work during the period of hire.
- ✚ **Noise** - when entering and leaving the premises, and during the period of hire, the hirer must control the level of noise, to minimise disturbance to neighbours.
- ✚ **Owners/hirers risk** - vehicles and all property are brought on to the Community Centre car park or premises at the owner's risk and the Trustees will not be responsible for any loss or damage.
- ✚ **Gaming, Betting and Lotteries** - The hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
- ✚ **Maximum occupancy** - It is a condition of our Premises Licence that the maximum occupancy of the whole premises must not exceed 220 (two hundred and twenty) people at any time. The maximum occupancy of the Main Hall, Meeting Room and Kitchen must not exceed 120 or other lower limit as specified by the Trustees.
- ✚ **Public Liability insurance** - No one, other than competent tradesmen having their own Public Liability Insurance, should carry out work at heights. Hirers must not carry out any repair works. All defects should be reported to the Centre trustees. The Centre's Public Liability Insurance does not cover the usage of equipment (e.g. Bouncy Castle, Disco Equipment etc.) brought into the Centre. It is the hirer's responsibility to ensure that the provider of such equipment holds the necessary insurance cover. NO Bouncy Castle allowed in Main Hall.
- ✚ **Temporary events Notices (TEN) & Special Conditions** - Premises Licence, HB/PRM0143, allows the Community Centre (buildings only) to be used for public entertainment and theatre productions in accordance with the conditions attached to the licence. A copy of the licence and conditions is available for inspection.
- ✚ **Alcohol** - If alcohol is to be sold at an event, a TEN is required to be obtained, by the hirer, from the Licensing Section at Hinckley & Bosworth Borough Council (H&BBC). Approval of the booking will not be finalised until a copy of the TEN, acknowledged by H&BBC, is deposited with the booking clerk. If alcohol is also to be taken outside the premises this must have been agreed beforehand by the trustees, and the TEN must indicate this requirement. Any licensing hours stipulated on the TEN must be strictly observed but in any event the bar must close no later than 11pm.
- ✚ **TEN** - a TEN will be required if an admission charge is made for an entertainment taking place, (with the Trustees' permission), on Centre grounds. The person making the application becomes the 'user' in respect of the TEN and is legally responsible for all activities relating to the TEN. However, the hirer is deemed by the Trustees to be responsible for all aspects of the event.