



# Dilhorne Recreation & Community Centre Trust

New Road, Dilhorne, Stoke-on-Trent, ST10 2PQ

Registered Charity No. 522635

## TERMS AND CONDITIONS OF HIRE

PLEASE ENSURE THAT YOU HAVE READ THROUGH THIS DOCUMENT THOROUGHLY BEFORE SIGNING AND SUBMITTING THE BOOKING FORM.

### **1. General Booking Conditions**

- (i) These terms and conditions form the basis of the Booking between the Hirer and Dilhorne Recreation Centre (the Venue). The Venue will not enter into, accept or sign any third party's terms and conditions. The Terms and Conditions will not be varied except in writing and agreed by both parties.
- (ii) The Venue reserves the right to decline this and any Booking or part thereof at any time without liability.
- (iii) All Bookings must be made by an eligible Hirer (aged 21 or over) who shall be the contracting party for the purposes of the Booking made with the Venue.
- (iv) All Bookings are provisional until confirmed by receipt of an agreed upon deposit AND signed Booking Form agreeing to these Terms and Condition of Hire from the Venue, on or before the due date, as agreed.
- (v) The Hirer will be responsible for ensuring that the building is vacated at the time agreed on the Booking Form (1am at the latest). There will be a charge of £25 per 30 minutes or part of for failure to vacate the premises by this deadline.
- (vi) The Hirer shall not use the Venue for any purpose other than that described on the booking form, shall not sub-hire the Venue or allow it to be used for any unlawful purpose.
- (vii) The Hirer is required to adhere to the maximum numbers stated on the Booking Form. If the maximum numbers are exceeded The Venue reserves the right to close and evacuate the premises as necessary to ensure that all Health & Safety obligations are observed.
- (viii) Hirers must strictly observe rules for public safety. Fire and safety equipment must not be misused or removed from its designated location. Fire and other exits must not be obstructed. Hirers should be made aware of the Venue's Health & Safety Policy, including the Fire/Evacuation Procedure, which is available electronically if required and a hard copy kept within the Centre at all times.
- (ix) As a condition of the Booking, the Hirer has an obligation to tell all guests/delegates about these terms and conditions, provide details, and ensure compliance to these conditions.
- (x) Dilhorne Recreation & Community Centre Trust is a charitable organisation run solely by volunteers. Without volunteers it would not exist in its current format. This includes the

management of the hall for external customers who wish to hire it. Regretfully, the hire of the Venue cannot be discounted for any other charity. It is the opinion of the Management Committee that a very good, reasonable, rate of hire is provided and that hirers will have an excellent event.

## 2. Use and care of the Venue premises and property

- (i) Dilhorne Recreation & Community Centre
- (ii) The Hirer will be responsible for defraying the cost of any damage to the Centre, its fittings or equipment, and for any loss of property from the Venue
- (iii) The Hirer will be responsible for preventing damage to the wooden floor by not dragging objects such as chairs, tables or sound equipment across it. Particular care should be taken when using the trolley holding stacked tables, making sure the brake is off before moving.
- (iv) The Hirer must not interfere in any way with the heating, electrical or alarm systems.
- (v) The Venue is unable to allow the use of Fireworks in the Centre grounds under any circumstances. The Hirer is responsible for adhering to the conditions of the Premises License with respect to music, entertainment etc.
- (vi) The Hirer is responsible for ensuring all vehicles are parked in a sensible manner and do not block access to the Venue in any way for the Emergency Services.
- (vii) The Venue is unable to accept responsibility for damage or loss to any property brought onto the premises or left on the premises. Any property not removed at the end of the Hire Period may be disposed of as deemed appropriate after a 7-day period. All belongings MUST be removed from the premises at the end of the agreed Hire Period unless organised by prior arrangement. A £10 call out fee will be charged if you/or an affiliate of your event require access to the hall in the days following.
- (viii) The Hirer will be responsible for removing all food and other waste to the outside bin; it is recommended that black bin liners are brought to the venue for this purpose. The Hirer will also be responsible for cleaning the venue, which involves cleaning tables, putting away tables and chairs at the end of the event, sweeping the floor, cleaning the kitchen (where part of the booking), leaving the Centre in a tidy, clean condition. The Venue insists that no food waste is left out at the end of the hire, either in or outside the door, and any receptacles containing food waste are placed in the outside bin provided.

*Please note that a Cleaning Fee can be paid, and the Venue's cleaners will clean tables, stack tables and chairs, sweep up. This Cleaning Fee will be agreed with the Booking Secretary, at the time of booking, and will be paid in advance.*

## 3. Hirer/Guest Conduct

- (i) The Hirer will return provide all necessary supervision to maintain order.
- (ii) Drunk and disorderly behaviour shall not be tolerated. Any persons believed to be acting in this way will be refused service and asked to leave the premises. Alcohol will not be served to persons under the age of 18, the Venue operates a ID 21 policy.

- (iii) The Hirer must report any accidents involving injury to the public to a member of The Committee or Bar Staff immediately and fill in the Accident Book as necessary.

#### 4. The Kitchen

The kitchen in the village hall is available for the Hirer and/or guests to use. The kitchen has the following facilities:

- domestic oven
- large fridge
- microwave
- hob
- some crockery and cutlery

It should be noted that the cooker is only a domestic one, that although there are plates and cutlery, this is not a full range; where it is needed, it is recommended that hirers or their caterers provide a full service, along with all other materials for cleaning and collecting rubbish.

The Hirer is responsible for ensuring that any food prepared on the premises, including that prepared by Hired Caterers, adheres to current Food Safety regulations.

This includes ensuring that Hired Caterers are fully compliant with UK and European Community law by fulfilling the following criteria:

- Caterers have an effective food safety management system in place;
- Caterers should use only adequately trained food handlers;
- Caterers should be committed to maintaining high standards of hygiene.

If the hirer is unsure whether their Caterer meets current regulations or has the appropriate certification, advice should be sought from the Food Safety Team at Staffordshire Moorlands District Council.

Guidance from and contact information for the Food Safety Team can be found here -

<http://www.staffsmoorlands.gov.uk/sm/council-services/environmental-health/food-safety-0>

The kitchen must be left as it was found, with no food waste, and all facilities clean and tidy, including a clean cooker, hob, sink and fridge, dustbins emptied and rubbish removed.

#### 5. The Bar

The Venue has a fully stocked and functioning bar, and the Bar Manager will be happy to discuss any particular requirements you may have for your event. (For weddings, see the separate Wedding Packages on the website.)

Alcohol must not be brought onto the Centre's Licensed Premises unless prearranged with the Booking Secretary and taking into account current legislation. The sale of alcohol within the Venue is only permissible by a valid License Holder.

There is a charge for the hire of the bar, and the booking form reflects the standard rate. The Venue reserves the right to renegotiate this rate where bar staff is required for longer periods of time during the event, or where the event is on a bank holiday.



#### 4. Amendment, Cancellation and Termination of Hire

- (i) In the event of a cancellation the following will apply:
  - *Within 6 weeks of the event the deposit will not be returned;*
  - *More than 6 weeks prior to the event the deposit will be returned minus a £20 administration fee.*
- (ii) The Booking Secretary must be notified of any amendments to the hire with as much prior notice as possible and an updated Booking Form will be supplied if necessary.

#### 6. Complaints and disputes

In the first instance, any problems or complaints relating to the Venue, additional services or these terms and conditions should be referred to the Venue, to the Venue Representative during the event and followed up by correspondence to the Booking Secretary in the first instance. The Hirer/guest/delegate may be required to make a formal written report prior to any formal investigation. The Management Committee will investigate all complaints and disputes.