

WATCHET COMMUNITY CENTRE WELCOME PACK
CONDITIONS OF HIRE

Any person wishing to hire the Watchet Community Centre must be at least 18 years of age and shall complete a 'HIRING AGREEMENT' between Watchet Community Centre Management Committee and the Hirer, in the form prescribed. The Hirer is to be aware that these Conditions of Hire and User Guide place certain responsibilities on the Hirer including adhering to Fire Regulations and attention is drawn to the Watchet Community Centre User Guide which sets out instructions for using the facilities of the Hall and details surcharges that may be applied where necessary.

The Hiring Agreement, which must be signed by the Hirer and the Watchet Community Centre Committee Clerk, confirms that the Committee agrees to permit the Hirer to use the premises for the purpose and period(s) stated, subject to the conditions set out below:

Financial:

For Casual Bookings:

Casual Bookings will be invoiced for the hire and charged a £30.00 deposit prior to the commencement of the hire which will be returned after the session minus any surcharge deductions made in line with the User Guide. Payment for the hire must be received by the Committee Clerk two working days before the commencement of the hire.

For Regular Bookings:

Regular bookings will be invoiced a month in arrears and any surcharges will be listed on the next invoice in line with the User Guide. Invoices are to be paid within 30 days of the hire.

Cancellations:

All cancellations must be received into the Council's office 3 working days prior to the commencement of the booking, except for in extenuating circumstances which are at the Committee Clerk's discretion to accept. In the event of a cancellation being accepted by the Committee Clerk, a credit or refund will be issued as appropriate.

1. The Hirer shall, during the period of the hire, be responsible for the supervision and care of the Watchet Community Centre, the fabric and contents, ensuring safety from damage or from change of any sort and the behaviour of all persons using the premises, whatever their capacity, including supervision of car parking arrangements, so as to avoid obstruction of the highway or access to other properties.
2. The Hirer shall not use the premises (including the car park and grounds) for any purpose other than that described in the Hiring Agreement and shall not sub-hire the centre or use the premises, or allow the premises to be used for any unlawful purpose, or in any unlawful way, nor do anything to bring on to the premises anything that might endanger the same or any insurance policies in respect thereof. The Hirer must ensure that smoking is not permitted anywhere inside the Watchet Community Centre.
3. The Hirer shall inform the Committee Clerk before completing the Hire Agreement if any alcohol is to be sold on the premises during the booking event. The Hirer will be responsible for obtaining a 'Temporary Event Notice' (TEN) from West Somerset Council. A copy of the 'TEN' should be provided to the Committee Clerk.
4. The Hirer should be aware that the Watchet Community Centre is only licensed for music, dancing, plays, films and other entertainments until 11pm Sunday to Thursday and 11:30pm on Friday and Saturday. Any entertainment after this time will require obtaining a TEN from the local council. Whenever amplified sound is played after 10:30pm, the Hirer shall ensure that all windows and doors are kept closed.
5. The Hirer shall comply with all terms and conditions and regulations made in respect of the premises by the Fire Authority and Local Authority as follows: At all times during the period of the hire the Hirer shall ensure all main exit doors are unlocked, push bar mechanism tested and in good working order, fire extinguishers are in place and unobstructed and all escape routes are free of obstruction and can safely be used for instant exit. In the event of a fire, the Hall must be evacuated in an orderly manner using the appropriate illuminated exits and the Fire Service called by dialling 999. Please note that the telephone is located in the store room.
6. The Hirer shall indemnify the Committee for the cost of any damage done to any part of the property, including the outside areas, or the contents of the building which may occur during the period of the hire and as a result of the hiring.
7. The Hirer, at the end of the hire, shall be responsible for leaving the Watchet Community Centre in a clean, tidy and safe condition, with all doors, windows and fire exits properly locked and secured. Also, any contents temporarily removed from their normal positions are to be properly replaced, all lights, internal and external, switched off, and all rubbish removed from the premises. The Committee reserves the right to impose relevant surcharges, as specified in the Watchet Community Centre User Guide should items be broken or, lights left on, or rubbish not taken away.
8. In the event of the Watchet Community Centre or any part of it being rendered unfit for the use for which it has been hired, the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.

PLEASE BE AWARE THAT APPLYING FOR A 'TEN' LICENCE CAN TAKE SOME TIME TO PROCESS

WATCHET COMMUNITY CENTRE WELCOME PACK
USER GUIDE

1. Unlocking:

- **Regular users:** The Hirer will be issued with a set of keys. A £20 refundable deposit will be held by Watchet Town Council and returned upon return of the keys to the Council.
- **Casual Bookings:** A member of Watchet Town Council will be available to open and close the building for your hire.

2. Heating:

Heating is timed and set by the grounds maintenance staff. There is a 'heating required' section on the application form, please indicate here if heating is required and the staff will ensure it is set for hire

3. Fire Procedures:

Please familiarise yourself and other users with the FIRE procedures. There is a copy of the full fire risk assessment, full fire instructions, and itemised list of firefighting apparatus in the 'Welcome' pack situated in the lobby. There are also Fire Instruction notices and apparatus around the building.

4. Tables & Chairs

All tables and chairs are kept in the right hand store cupboard of the main hall. At end of session please ensure only the PADDED blue chairs remain in the main hall. The remainder of the chairs and all tables should be put away in the store cupboard (please see 'Furniture Storage Plan').

5. Surcharges:

For Casual Bookings:

Please ensure that all lights in main hall, store, toilets and kitchen are switched OFF before leaving the building. Failure to do so will incur a £10 surcharge that will be deducted from your deposit.

Please ensure that all taps, faucets, shower fittings etc. in the toilets and kitchen are OFF before leaving the building. Failure to do so will incur a £10 surcharge that will be deducted from your deposit.

It is the Hirer's responsibility to remove all rubbish from the site and ensure that the Centre is fit for future use. Failure to do so will incur a £10 surcharge that will be deducted from your deposit

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