

Rosendale Allotments (RAA) Community Building hire of premises agreement and terms and conditions

Hirers and those who use the RAA Community Building under this hire contract are requested to treat the officers of the RAA with respect and courtesy. Aggressive and disrespectful behaviour will result in hire agreements being refused or withdrawn without notice.

No booking will be accepted from youth organisations unless an adult is present and officially responsible.

This agreement comes into effect as of payment.

Equipment

Tables and chairs available at no extra cost. The hirer should liaise with the RAA concerning any other requirement (please refer to other related clauses).

The kitchen is available for light refreshments only i.e. beverages, biscuits, potato crisps, confectionery, sandwiches or other similar dry products and pre-prepared buffet food.

The warming up of food is allowed. Cooking food is NOT allowed and no other microwave, portable cooker or toaster is to be brought into the building and used in that room. The kitchen may be used to cook for members of the RAA and can be hired separately.

If providing any refreshments, the hirer takes full responsibility for ensuring that any food or drink meets the full requirements of the current food safety legislation, ie. is safe and prepared under strict hygienic conditions. The RAA will not be liable for any claims arising out of failure to observe these requirements. Selling of food is NOT permitted.

Mis-use of premises

The hirer may not use bolts, nails tacks, pins, screws and other such objects. White tack may be used only with prior consent from a Site officer or committee member. The hirer is not permitted to use any of the equipment belonging to project or the RAA committee, unless otherwise agreed with an RAA officer (please refer to other related clauses).

The hirer is requested to ensure that good order is kept in the premises at all times during the hiring. The RAA reserves the right to halt any function not properly conducted.

The hirer will not bring into, set up in or attach to the premises, any fittings, decorations, furnishing, equipment, electrical appliances or additional lights, nor make an extensions to the electrical installations of the premises, without prior consent of the RAA (please refer to other related clauses). Any such additions to facilities must be made safe in all aspects.

Alcohol is not to be brought onto, or consumed on the premises without express permission from the RAA (please refer to other related clauses). No alcohol to be sold on the premises. Smoking is not permitted anywhere in the building.

The RAA will not undertake to advertise or supply advertising for any event held under this hire agreement nor will it sell or supply any merchandise. No posters or advertising may be placed anywhere on the premises without the express permission of the RAA. Posters and advertising placed without permission will be removed.

Safety and security

The hirer will be responsible for:

The security of the building during the hire period.

Ensuring that only authorised persons are allowed access to the building.

The orderly and safe admission and departure of all guests and the efficient supervision of the premises during the function.

Providing suitable numbers of Stewards as may be necessary, in the opinion of RAA, to man the doors and for ensuring that assistance is available at all times for those attending, particularly disabled persons.

Ensuring that all exit doors from the premises are kept unfastened and exit routes left unobstructed during the function. Internal doors are not to be wedged open.

Ensuring that responsible persons are instructed and available at all times to man the fire alarm system and the fire extinguishers.

Guests must not be permitted to walk around the allotments. The deposit will not be returned if this is found to have happened.

Supervision of children at all times by an appropriate adult (maximum booking of 25 children with minimum of five supervising adults for children's parties).

Ensuring guests keep to the building surrounds only and do not trespass on individuals RAA members plots.

Fire and emergency procedures

If a fire is discovered, immediately operate the nearest fire alarm and evacuate the building to assembly points at a safe distance from the premises. An emergency call to the fire authority should be made. If there is sufficient time an RAA officer should also be notified immediately. All exits to be kept clear and all fire regulations to be observed at all times.

The maximum number of persons allowed in the building is 50 standing and 30 seated.

To evacuate the building

- Leave by the nearest convenient exit.
- Do not stop to collect personal belongings.
- Do not re-enter the building until informed that you may do so by the fire brigade or by the police.

The hirer is requested to visit the premises prior to the hire date, to see fire alarm points. Fire exits and fire extinguishers in the area of hire.

Parking

There is no onsite parking at the RAA. There is limited street parking. Please do not block any of our neighbours' driveways.

Bookings

Bookings will only be confirmed on receipt of the payment of hire cost. The hirer shall pay for all damage (eg. building and equipment) resulting from negligence or mis-use on the part of the hirer. NB: any damage must be reported at the end of the hire.

Every reasonable effort will be made to ensure that the area of premises booked is available on the day and between the hours requested. However, the RAA does reserve the right to cancel the booking without notice if unforeseen circumstances arise or in the event of an emergency. In that event, any payment and/or hire fee will be returned and the RAA will be under no further liability to the hirer.

The use of the premises must not be transferred by the hirer to a third party. The hirer must at all times observe the wishes and comments of the officer who is representing the RAA.

Electric light fittings must not be removed or covered. Sockets are available to enable extra lighting to be provided if required, but any additional lighting is subject to the consent of the RAA officer (please refer to other related clauses). The RAA must be informed of any other electrical equipment to be used, excluding that provided in the agreement. No electric or gas fires or heating equipment of any description is allowed into the building.

The premises must not be used by non-members for any dance or entertainment or for any other purposes for which a licence is required unless the consent of the RAA is obtained at the time of booking (please refer to other related clauses). Unless such consent is given, hirers shall undertake to maintain the private character of their entertainment and to that end shall ensure that members of the public are not admitted.

Liability and conditions

Licences are required for any copyright material used. They are also required for dramatic performances, dances and musical entertainment where any charge, direct or indirect, is made for admission and to which members of the public are admitted. If tickets are sold or the event advertised to the public, obtaining of the requisite licence, is the responsibility of the hirer and the hirer shall indemnify the RAA in relation to any liability in this respect.

The RAA does not accept responsibility or liability for any equipment, articles of clothing, personal belongings or any other articles/materials used or left in the premises.

All music is to be kept to a reasonable volume and should not cause nuisance or disturbance to local residents.

No music, speech or other sound system that is amplified may be used.

Times of hire must be adhered to.

The building must be vacated before 10pm Sunday to Thursday and 11pm on Fridays and Saturday on which days a member of the RAA must be present between 10pm and 11pm.

All windows to be closed and all hall doors to be locked prior to departure from the buildings except by prior arrangement with an RAA officer. The hirer shall be responsible for leaving the premises in a clean and tidy condition. All rubbish must be cleared and put into plastic sacks provided by the Hirer and removed and taken away from the premises.

Unsatisfactory cleaning by the hirer will necessitate the RAA employing a cleaner and the cost will be deducted from the deposit/invoiced for if no deposit was taken. All equipment must be restored to its original position at the end of the hire period, after cleaning has been completed.

Should it be necessary for the RAA to make a key of the premises available to the hirer, such key will be handed to the hirer on the date and time agreed between the hirer and the RAA officer. The hirer must agree to return the key after use of the premises, as instructed by the RAA officer.

Payment

Payment can be made either via BACS or cheque and must be made in full a minimum of one week prior to the booked event.

In the event that a hirer has to cancel a confirmed booking, a percentage refund of any upfront payment that has been made will be paid in accordance with the following timescales:

- Cancellation more than one month before the booked date – 50%.
- Cancellation less than one month before the booked date – 25%.