

TERMS & CONDITIONS FOR THE USE OF THE CENTRE

(REVISED 20/9/18)

1. USE OF CENTRE

The Heene is to be used to advance education and to provide facilities in the interest of social welfare, for recreation and leisure-time occupation, with the object of improving the quality of life, as may be beneficial to the inhabitants without distinction of sex, political, religious or other opinions.

2. FORM OF APPLICATION FOR HIRING

Application for hiring of the rooms and/or catering facilities at The Heene must be made in writing on the "Booking Form" attached, such application to be completed by duly authorised persons and to be construed as a person undertaking on behalf of the organisation concerned, to conform to these regulations.

3. NOTICE OF HIRING

Applications in accordance with the preceding regulations must be completed and delivered to The Heene, not less than seven days before the date required. Late applications may be refused. All bookings are made at the discretion of the Management, subject to availability.

4. REFUSAL OF APPLICATION FOR HIRING

The Management reserve the right to refuse any application, which is not in conformity with the regulations governing the use of the Centre.

5. PAYMENT OF FEES

Single Room Hire All fees are payable at the time of booking, in order to secure the room. Cheques will only be accepted, if over 28 days ahead of booking date. Time for set-up and take down must be included in your booking time.

In the event of a cancellation, payment is non-refundable.

Regular Groups using our Payment Grid All Room Hire fees for weekly/monthly regular classes are payable one month in advance and include all charges for that month. Signature on the payment grid will be required. Time for set-up and take down has to be included in your booking time. There will be a setting-fee of £15.00 for new regular hirers. Any changes thereafter will be subject to an additional admin fee.

In the event of a cancellation, two month's notice, in writing, must be given; otherwise, a 100% charge of the total booking cost, will be made.

6. CLOSING OF CENTRE

No lettings on Good Friday to Easter Monday, Christmas Day, Boxing Day, New Year's Day and all Bank Holidays. All lettings are to terminate by 10.00pm, (other than by special permission of the Management). Building to be clear by 10.00pm PROMPT, unless agreed by Management prior to your booking.

7. INSURANCE

Hirers must have their own Public Liability Insurance. Copies of renewals should be sent to us promptly.

8. SERVICES PROVIDED

Services provided include lighting, tables and seating. All rooms **must be left clean and tidy and furniture left as found**. If refreshments are supplied, all cups and saucers must be washed up and put away in kitchenettes after use, and hot water flasks and any other equipment must be returned to the office or caretaker on duty. All breakages must be paid for.

If you require cold water for your party or event, we have a small kitchenette where you can fill up your containers or you can ask to borrow a water flask, which must be returned to the office or caretaker on duty. Cups and saucers can be used from the small kitchenette, by the stairs, but must be washed up and put away afterwards.

Please ensure windows and doors are firmly secured and closed when leaving. Washroom usage should be monitored for children's parties and children's activities, and taps turned off to prevent water wastage.

The Management reserves the right to make additional deductions for caretaking services if the rooms you have used are not left clean and tidy and furniture returned to its original position. The hirer shall be responsible for the cost of making good or replacing any fabric, paint work or equipment damaged or lost in the course of use.

9. SAFETY PROVISIONS

All passages must be kept clear from obstructions, and the premises shall not be used in any way to jeopardise the insurance of the building or its contents against loss or damage by fire. Hirers are responsible for supplying their own first aid kit and staff qualified in "First Aid At Work" according to Health & Safety (First Aid) Regulations 1981.

10. NO SMOKING

No smoking allowed in the whole building or gardens. Smoking is **ONLY** allowed in the designated area on the far side of the car park, opposite the main entrance, under the trees.

11. FIRE REGULATIONS

To ensure compliance with the 'Regulatory Reform (Fire Safety) Order 2005' and in interest of safety, hirers must read and comply with these site-specific fire regulations. See attached Fire Instructions sheet.

Please ensure you take a register of everyone present in your group/party/room and use this named list to ensure everyone is present in the event of a fire. If you require a blank register list, please ask for one in the office.

12. NAKED FLAMES

In the interest of health and safety; and to comply with fire regulations; naked flames such as candles, tea-lights, fireworks, smoke machines, sparklers and barbeques, are all **strictly forbidden** and anyone using these will be barred from the Centre.

13. PARTY OR EVENT BOOKINGS

Cash Liability Deposits We require a £50 Cash Liability Deposit for daytime bookings or £100 Cash Liability Deposit for an evening party booking. This money must be paid at the same time as payment for room hire and return of your completed booking forms. The Cash Liability Deposit must be paid **IN CASH** directly to the office at the Centre. Please keep the receipt for collection.

Cash Liability Deposit Returns This will be returned to you after the party, when you collect it from the office, during office hours; weekdays between the hours of 9am - 4.30pm and Saturday 9am – 12pm. The Cash Liability Deposit will be held in the office for 1 month after your booking. After this time, the cash liability deposit will be banked and a refund will be made, by Bacs, once we have received your bank details.

Cash Liability Deposit Deductions Money will be deducted from the deposit, if there are any damages to the room/s or equipment or if the room/s has been left untidy. Management also reserves the right to make additional deductions if extra rooms, not originally included in your booking, are used.

Noise Control Hirers must be respectful to other hirers in the building and the neighbours and local residents regarding noise. If loud music is played in the Shakespeare Hall, the windows and doors must be closed and the air-conditioning unit to be switched on by the caretaker on duty. Please note, that the caretaker shall have the absolute discretion to request the noise level is adjusted, if they feel it is too noisy. In the event of failure to comply with the regulations in any respect, the Management may terminate the booking.

Extra Rooms The Chaucer Room with kitchen facilities can be hired out for an extra fee, please ask for prices. The café area is available to hire for an extra charge. When the café is closed, the garden area is available to hire for an extra charge per session, if also booking the Shelley Room, café area or the Shakespeare Hall.

Furniture When tidying up, please note, all furniture **must be returned** to its usual place. The furniture in the café area and garden must not be moved. This is a permanent set up. Only the blue plastic chairs are allowed to be used in the garden areas.

14. REMOVAL OF HIRER'S EQUIPMENT

Any equipment brought into the Centre by the Hirer shall be removed at the end of the booking period. If this is not done, the Management Committee may, at their discretion, make a charge for the removal of the equipment and charging the cost to the Hirer.

15. MUSICAL AND PERFORMING RIGHTS LICENCES

The Shakespeare Hall and other rooms are licensed for Music and Dancing. The Performing Rights fees for music will be assessed and charged on the booking. All other licences and the payment of any copyright fees are the responsibility of the Hirer.

16. MIS-USE OF THE DAMAGE TO PROPERTY

The hirer shall be responsible for the proper and orderly use of the premises and for the cost of making good any damage to the building and surrounding open space, furnishings and equipment arising out of the hiring.

The interference with electric or other lighting or the erection of scenery or decorations without the written permission is not allowed. No nails, screws or drawing pins may be driven into the walls, floors and ceilings. Sellotape, Blu tack and similar material must not be used except on Notice Boards.

Any equipment brought into the rooms must be free standing. **If we find there is damage to the building and/or equipment, we reserve the right to withhold all or part of the deposit money to cover our expenses.** The cost of any damage will be assessed by the Surveyor to the Borough Council whose decision shall be final, and the account will be due within seven days of receipt.

Hirers are responsible for ensuring that the room is left tidy, clean and must ensure there is **NO** damage to the walls or flooring after their session. **Heels or stilettos are NOT to be worn in the Shelley Room (Room 4).**

17. RIGHT OF ACCESS

The Management shall have free access to all parts of the Centre at all times for the purpose of ensuring that the provisions of the regulation are being complied with. The Management shall have absolute discretion to refuse admission to any person to the Centre, and where any person already on the premises, who in the opinion of the Management is liable to cause a nuisance to others using the premises, to require him or her to leave the premises as soon as possible.

18. INTOXICATING LIQUORS, FOOD ETC

No intoxicating liquors shall be sold on the premises.

Due to Health and Safety requirements, **NO HOT FOOD** should be brought onto, cooked or re-heated on the premises by the Hirers. Hot and cold food can be provided by the Café by special arrangement. All rubbish must be placed in black bags and disposed of in the correct rubbish bins.

Do not put food waste in the blue top recycled bins. Chewing gum is strictly prohibited and should be discarded prior to entering the building.

19. CHARGES FOR ADMISSION

Charge for admission shall be made only by voluntary organisations for the funds of that organisation or for the purpose approved by the Association.

20. SUB-LETTING

Sub-letting is strictly forbidden.

21. ROOM EXCHANGE

It may on certain occasions be necessary to move hirers and/or groups to a room other than the rooms booked. For example, to reduce noise or interference or to provide a room better suitable for both parties. We reserve the right to use our discretion in dealing with this matter. In these circumstances, if the hirer is not satisfied, they have the option to cancel without charge.

22. POWER TO REFUSE BOOKINGS

In the event of failure to comply with the preceding regulations in any respect, the Committee may refuse further bookings. In the event of the rooms being used for a purpose other than that for which they were booked, the Management shall, at their absolute discretion, have the power to terminate proceedings.

23. THE OFFICE

Providing there are staff available, the office will be open for the receipt of the correspondence, booking fees and enquires each weekday from 9am – 4.30pm and Saturday 9am – 12pm. At all other times, correspondence and fees should be left in the letterbox provided. All cheques should be made payable to **Heene Community Association**.

24. DUE DILIGENCE

It is the responsibility of you, the hirer and not our staff, to perform whatever due diligence you may require to ascertain the suitability of the room you may be hiring for your use.

25. CODE OF CONDUCT

Heene Community Association believes that any act of violence, threatening behaviour or abuse against staff / volunteers and other members is totally unacceptable and will not be tolerated. Whenever any such behaviour occurs, the Management will take reasonable and appropriate action.

When leaving the premises, please would you ensure that everyone is as quiet as possible, so as not to disturb the local residents, especially during the weekends and evenings.

26. GARDEN AREA

The hirer shall be responsible for the proper and orderly use of the garden area, ensuring that all children and also adults with learning disabilities are supervised at all times. As a hirer, you are responsible for any accidents or incidents that happen involving your group whilst you are in the Centre. Heene Community Association accepts no responsibility for accidents or injuries due to unsupervised children at the Centre.

Please be aware that the wooden blocks in the garden are for sitting on only and must not be stood on or to be used as stepping stones. Please do not move them around the garden. There are two blackboards in the south side of the garden for the use of the Pre-School children only. These boards are to be wiped clean after use. No chalking is permitted on the wood, posts or furniture in the garden areas. If there has been any chalking found after a party / event, there may be an extra charge for caretaking costs.

27. ADVERTISING

At our discretion, we will display posters and leaflets, supplied by you, advertising your event at Heene Community Centre. We accept no responsibility for these posters or leaflets. Also, at our discretion, we may advertise your event on our website and Facebook page. Please ensure the information supplied is correct as Heene Community Association accepts no responsibility for any losses.

28. LIVESTOCK

No animals are allowed in any part of the building or garden area, with the exception of Guide Dogs.

FIRE INSTRUCTIONS

To ensure compliance with the 'Regulatory Reform' (Fire Safety) Order 2005' and in the interest of safety, hirers must read and comply with these site-specific fire instructions.

If you have any queries, please ask for advice from the Centre Manager or Caretaker on duty.

There are FIRE DETECTORS in Zone 1 Front Extension Area, Zone 2 Ground Floor and Zone 3 First Floor.

FIRE OFFICERS

All Heene Groups and anyone who hires a room/s at Heene Community Centre are required to provide a Fire Officer for their event/s. They must be over 21 years of age and be present for the entire duration of the hire.

MARKETS OR SIMILAR EVENTS

Individual stall holders at markets, fairs, etc are required to comply with these instructions and are responsible for their own safety and the safety of other users/visitors. They must be familiar with our site-specific Emergency Evacuation Procedures.

EMERGENCY EVACUATION

Should a fire break out the alarm should be raised immediately by activation of the nearest break glass call point. Upon activation of the fire alarm the designated Fire Officer/s must immediately proceed to their allocated fire exit. They must ensure that no one re-enters the building. Once everyone has evacuated the building they should exit the building themselves, taking the attendance register with them and closing the door/s behind them. Do not stop for personal belongings.

REMEMBER TO CALL 999

The Heene Community Centre is not connected to the Fire Station's main call centre.

Our address is:

The Heene Community Centre 122 Heene Road, Worthing BN11 4PL

(Corner of Heene Road and Winchester Road)

Liase with Fire Service upon their arrival.

EVACUATION ASSEMBLY POINT

Proceed to the nearest designated Assembly points indicated on room plans.

THESE PROCEDURES ARE TO BE USED AT ALL TIMES WHETHER OR NOT THE OFFICE IS OPEN