

Addendum 1

Hiring Agreement

Community Centre Yorkley Terms and Conditions of Hire

Care of People and the Facilities

1. Any loss or damages shall be paid for by the Hirer.
2. The Hirer agrees to leave the hall in a clean and tidy state and will remove any leftover food or food waste, unwanted items or rubbish that may arise from this event. Any broken glass shall be reported to the key holder on duty and such glass shall be removed by the hirer
3. All windows, doors and the main gate must be locked on leaving.
4. Nothing shall be used that is likely to trigger the smoke detectors or the fire alarms.
5. The Hirer shall ensure that the numbers within the hired facility do not exceed the facility's licensed capacity of 140 people standing or 120 people seated.
6. Use of personal electrical equipment. The hirer shall bring for use to the centre only electrical equipment which is in a safe condition and where appropriate has current P.A.T certification. The Centre will accept no responsibility whatsoever for personal injuries or damage caused by using personal equipment in the centre.
7. The Hirer undertakes to become fully aware of the Fire Regulations and will ensure that Emergency exits are kept clear in accordance with the Health & Safety Policy. For large events (over 80 people), the event organiser shall appoint a Fire Marshal.
8. The Hirer must ensure adequate supervision by mature adults at parties of persons aged 25 or under and that any high- risk events should be risk assessed and non-drinking adults (over 25) should be responsible for the event in terms of supervision.
9. **The Hirer undertakes the responsibility for ascertaining whether DBS certificates are required for adults supervising children during the hire and ensures that they are in place if required. Hirers organising children's parties should adhere to the guidance on adult to child ratio. This is: 5 years and under = 1 adult: 5 children. 5 years and over = 1 adult: 10 children.**
10. The Hirer must be over 25 years of age and accept responsibility for being in charge and present for the duration of the hire when the public are present and for ensuring all conditions of the Premises License are complied with. Persons wishing to book the Centre who are unknown to the Trustees will need to meet with the Treasurer or her representative before the booking is accepted.

11. No intoxicating liquor is permitted to be sold, bought or consumed on the premises without the prior permission of the Trustees. The Hirer undertakes the responsibility to ensure that no alcohol is to be sold to any person under the age of 18 years old or alcohol given to any person under the age of 18.
12. The Hirer to consider the use of wristbands and id verification for under-age/high risk events to enable age verification and avoid gate-crashes.
13. The Hirer **MUST** ensure that during an event a responsible person will do periodic outside checks to help prevent any anti-social behaviour/noise issues
14. Children must be adequately supervised at all times, especially with regards to the Kitchen area where children are not permitted
15. We do not allow anything whatsoever to be attached to the walls of the Centre. If you wish to hang decorations or other items, contact us in advance and we will loan you special hooks.
16. Hirers should note that the Centre must be vacated and locked up by midnight to meet the requirements of the Premises Licence. Events should finish by 11.00pm to ensure that adequate time is given to clearing and cleaning the Centre by midnight
17. Accidents should be entered in the Accident Book which is located in the kitchen.
18. Any shortfalls in the provision of the centre, its facilities or equipment that that come to light and presents a risk to hirers or their guests/clients must be recorded in the Incident Book.
19. Where an accident or incident require hospitalisation then hirers **must** complete an incident report (book kept alongside the Accident Book in the kitchen)

Payment and Cancellation - Individual Hire

1. The Hirer agrees to pay the appropriate hire fees for the use of the facilities provided. The length of the hire will include **any time needed for setting up and clearing away**. An extra five minutes either side of the hire time will be allowed for entry to and exit from the centre. Should the hirer have arranged for the setting up of a bouncy castle, then an additional half an hour should be added to the time on the booking form to ensure that the bouncy castle firm can gain access and the keyholder is aware of the additional time needed.
2. The full cost of the hire is due at the time of booking.
3. If you cancel the booking the following refunds will apply:
 - a) 30 days before the event – full refund of hire charges.
 - b) 29 – 7 days before the event 60% refund of hire charges.
 - c) Less than 7 days before the event no refund will be made.

4. For Children's Parties, the hirer is required to provide a bond of £25.00, in cash, which should be handed to the keyholder at the start of the event. Once the building is checked and the keyholder is satisfied that all T & Cs have been met, then the bond will be returned. Overstaying at the end of the event will result in the bond being retained. For adult parties, this bond is £100 in cash and the same rules apply as above.
5. The Community Centre Yorkley reserves the right to cancel the hire agreement. In such circumstances no hire charges will be payable and the hirer shall be entitled to a refund of all monies already paid.
6. The Community Centre Yorkley reserves the right to ask you to change the time and/or date of your booking.

Addendum 2

GENERAL GUIDELINES

These are to help meet Health & Safety responsibilities.

Premises

- Keep the entrance clear of obstacles and hazards at all times
- Dry or clear up wet floors and spills immediately
- Check that floor coverings lay fully flat
- Check that electrical leads do not trail across floors
- Never leave the oven unattended when in use, even briefly
- Deep fat fryers are not permitted
- Children must not enter the kitchen at any time
- Proper equipment should be used for working at height. Nobody should stand on chairs/tables.
- Contractors should be used for work above 3.5m.
- Use protective clothing/eye protection if handling toxic or dangerous materials.

Accident Book notice (a copy to be attached prominently in the accident book)

This book is used to record all cuts, bumps, falls etc. as well as more serious accidents and near misses. It should be kept in the kitchen.

When making a report please record:

- the name of the casualty
- the date, time and place that the incident/accident occurred
- what happened
- a brief description of any injury
- the first aid (or other) treatment administered and by whom
- whether medical aid was sought
- the name of the person who dealt with the incident

Feedback Report

- Anyone who notices any behaviour, situation or incident that has, or could have, harmed someone should make a Feedback Report for the attention of the Trustees.
(Feedback reporting book is kept in the kitchen alongside the Accident Book)

Addendum 3

The following have been delegated by the Trustees:

Responsibility	Actions	Delegated individual/Post Holder
Risk Assessment Manager (designated person)	Update policies and risk assessments and present them to Trustees for approval	Secretary
First Aid Box	Check and replenish monthly	Housekeeping
Reporting Accidents/RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)	Monitor events logged in the Accident Book. Complete RIDDOR forms as necessary. Instigate any actions needed to remove risks e.g. repairs. Advise Risk Assessment Manager and report to Trustees as necessary.	Chairperson
Checking Accident Reports and Feedback Report weekly or as advised of incidents.	Instigate any actions needed to remove risks e.g. repairs. Advise Risk Assessment Manager and report to Trustees as necessary.	Trustees
Information to Hirers	For each booking check that new hirers have read and agreed to Terms and Conditions. Tell all hirers of any amendments to the health and safety policy/risk assessments and obtain their written acknowledgement.	Bookings Secretary
Liaise with Contractors	Liaise with contractors (including self-employed) before work starts. Confirm that they have read this Health and Safety Policy and relevant risk assessments and understand their responsibilities.	Delegated Link Trustee
Risk Assessments/ Monitoring	Complete risk assessment forms, monitor and update as necessary. Report to Trustees as necessary. Advise delegated individuals to tell hirers/contractors of any changes to this Health and Safety Policy and relevant risk assessments.	Trustees
Fire Risk Assessments/Monitoring	Review fire risk assessment, monitor and update as necessary. Report to Trustees as necessary. Advise delegated individuals to tell hirers/contractors of any changes to fire risk assessments.	
Annual Testing/ Safety Certificates	Arrange annual inspections of electrical appliances, fire blankets and fire extinguishers. Keep relevant certificates and display copies on notice board as required.	Secretary