

FRODSHAM COMMUNITY ASSOCIATION
(Registered Charity No. 520051)

TERMS & CONDITIONS OF HIRE

Please ensure you read in full and understand these Terms and Conditions of Hire before confirming your booking at Frodsham Community Centre.

Frodsham Community Centre is operated by Frodsham Community Association.

1. CONDITIONS OF HIRE

- a. The named Hirer on the booking system shall be 21 years of age or over and for the purposes of these conditions shall be the 'Hirer'.
- b. The Hirer must ensure that all the conditions on this sheet are complied with.
- c. The Hirer shall be responsible for the proper supervision of all the premises, together with its fabric and contents, the prevention of damage however slight, and ensuring reasonable behaviour of all persons attending the function in whatever capacity.
- d. The Hirer must appoint a responsible person as Steward in Charge for all daytime and evening meetings and functions. They will be responsible for the security and safety of the event and of the Centre. (see note 3c for number of stewards required)
- e. The Hirer shall be responsible for the observance of any and all regulations appertaining to the premises as stipulated by the Licensing Authorities, Fire Authority, Local Authority etc.
- f. The hirer will be responsible for the security of the building and the safety of the audience/members.
- g. No intoxicating liquor may be brought on to the premises, consumed or sold without prior arrangement having been made and permission given in writing. The Licensee has absolute control over all intoxicating liquor on the premises. (Contact the Licensee c/o The Community Centre)
- h. The Hirer may be held responsible for any contravention of regulations that affect the Premises Licence.
- i. The Hirer shall be responsible for making any arrangements to insure against third party claims which may lie against them or their organisation whilst using the Community Centre. Frodsham Community Association is insured against any claim arising out of its own negligence.
- j. The Hirer shall indemnify the Association for the cost of any damage done to any part of the property or the contents of the building, during or as the result of a booking and will incur a charge to be deducted from the Damages Deposit (see Note 4c)
- k. Failure to leave the premises in a clean and tidy condition will incur a cleaning charge to be deducted from the Damages Deposit (see Note 4d)
- l. Frodsham Community Association recognises the need to ensure the welfare of children, young people and vulnerable adults. The Hirer is responsible for ensuring that their group and any contracted entertainers or other persons invited onto the premises have suitable and sufficient policies and procedures in place for the

safeguarding of all vulnerable adults and for child protection.

- m. It is the Responsibility of every Club and Society, and all hirers of The Centre to ensure that none of their activities endanger the Health & Safety of their own Members or of any other users of the Building or of any member of the Public. (The FCA Health & Safety Policy and Risk Assessment is available on request.)
- n. Parties/Events for 13-18 year olds must be family orientated and have adequate adult supervision.
- o. It is the responsibility of the Hirer to make arrangements for setting up, clearing up after the event (including the correct stacking of furniture and removal of rubbish and food waste) and leave the building secure at the end of the day. We can assist with this and would be happy to discuss arrangements.
- p. For any function taking place indoors all outside doors must kept closed after 11.00pm when there is regulated entertainment (e.g. music /dancing) taking place to avoid disturbance of the neighbours.

2. BAR FACILITIES. (The Centre Bar)

FCA can provide a licensed bar operated by volunteers.

- a. Please complete a bar form if you require a licensed bar or wish to serve any alcoholic drinks at your function.
- b. If you require a bar for your function/meeting you must advise the Licensee/Manager at least 4 weeks in advance. If less than 2 weeks notice is given we may have to refuse the application as it not always possible to find volunteers at short notice.
- c. The Premises Licence permits Sale by Retail of Alcohol
 - Sunday – Thursday 11.00 – 23.30
 - Friday-Saturday 11.00 – 00.30

The bar should close 30 minutes before the function ends.

- d. Hirers cannot bring any Alcoholic Drinks onto the premises or borrow wine or beer glasses unless by prior arrangement with the Licensee/manager. If alcohol is brought into the premises without permission/agreement of the licensee you will be contravening the licence and may incur a fine.
- e. FCA can supply bottles of wine and will include use of glasses. Special arrangements may be made for alcohol purchased off the premises if required for special events.
- f. Where a function has 'closed seating' e.g. a show or demonstration, drinks can be taken into the auditorium using appropriate 'plastic glasses'.
- g. Bar Staff are volunteers but will assist with enquiries when possible. Volunteer bar staff have no obligation to help with clearing away, security, facilities or locking the building.
- h. Access to the bar area is only permitted when FCA Bar Volunteers are present.
- i. To discuss any aspect of The Centre Bar please contact Dave Smith on 01928 732222 or email manager@frodcomm.org.uk

3. REGULATIONS AND REQUIREMENTS OF THE LICENSING AUTHORITIES, FIRE AUTHORITY & LOCAL AUTHORITY.

Copies of the current Licenses are available from the Manager or Booking Secretary.

a. The Premises Licence permits:

Regulated Entertainment:	Sunday – Thursday,	10.00 – 00.00
	Friday – Saturday	10.00 – 01.00

b. Capacity

Main Hall : 120 -150 for table/meal seating and small dance floor

250 -280 Closed Seated or 250 for discos/dancing when the floor is totally clear of furniture and another room is used for sitting out.

Lounge and Small Hall : up to 50 persons

GP Room: up to 35 persons

If in doubt you can discuss layout/capacity with the caretakers or manager.

c. STEWARDING

The named steward/s appointed by the hirer (minimum age 18) should be made aware of the Terms & Conditions of Hire, Fire Regulations and location of the first aid kit as well as any conditions relevant to the premises licence.

All functions must have the required number of Stewards in attendance.

Under 100 persons	1 Steward
101 - 250 persons	2 Stewards
251 - 300 persons	3 Stewards

Stewards should have a level of fitness adequate for the tasks of supervision and the setting out and removal of chairs, tables etc.

d. USE OF OUTSIDE SPACE/COMMUNITY FIELD

For any function or event held outdoors the hirer must:

- make application to The Town Council for use of the field adjacent to The Community Centre
- obtain a Temporary Event Notice (TEN) from CWaC to allow for 'regulated entertainment' (if required).

Further information can be had from

Frodsham Town Council: Tel. 01928 735150 Email. council@frodsham.gov.uk

CWaC Licencing & Permits: Tel. 01244 977962 , 01244 977963 (all enquiries)

Email. licensing2@cheshirewestandchester.gov.uk

4. PAYMENT: AFFILIATED GROUP AND ORGANISATION BOOKINGS

- DEPOSIT: No deposit is required for individual bookings provided that the required Affiliation Fee has been paid for the booking year relevant to the booking and any outstanding room hire charges have been settled.
- CONFIRMATION of your booking and the invoice for the halls booked will be sent to you when you have satisfied the No Deposit conditions above.

- c. SETTLEMENT OF ACCOUNT: Payment of hire fees should be made no later than the day to which the fees relate.
- d. A RETURNABLE DAMAGES DEPOSIT of up to £200 may be required for all events which include hire of equipment, licence bar facilities, or activities which may lead to the requirement for additional cleaning services. This payment must be made fourteen (14) days before the event.
- e. CANCELLATION of individual bookings should be made at least fourteen days before the event. Late cancellations will be charged at 50% of the invoiced amount. Non attendance without notice of at least 24 hours will be charged at 100% of the invoiced amount.

5. PAYMENT: PRIVATE HIRE, NON AFFILIATED, & COMMERCIAL BOOKINGS

- a. DEPOSIT: The Booking Secretary will advise you of the deposit required to secure your function date and this payment should be made when confirming your booking We are unable to return deposits if less than 4 weeks notice is given.
- b. CONFIRMATION of your booking and the invoice for the halls booked will be sent on receipt of the required deposit at least 14 days before the event.
- c. SETTLEMENT OF ACCOUNT: The payment of the hire invoice must be made fourteen (14) days before your function. Please be sure you have a receipt for this payment as you will need it to collect keys. A Final Invoice for the 'extras' such as table hire, wine or assistance with cleaning will be sent out following your function.
- d. A RETURNABLE DAMAGES DEPOSIT OF £200 is required for all parties, wedding receptions and similar functions. This additional payment must be made at the same time as the settlement of your account but will be returned in full subject to Terms & Conditions or put towards the payment of your Final Invoice.
- e. CANCELLATION of individual bookings should be made at least 14 days before the event. Late cancellations will be charged at 50% of the invoiced amount. Non attendance without notice of at least 24 hours will be charged at 100% of the invoiced amount.

6. PLANNING YOUR FUNCTION.

We would recommend that your arrangements are made at least four weeks before your function/event and we are happy to meet you to discuss any ideas or plans you may have. We also have a reference book/users guide for your convenience.

We will always try to accommodate changes in room requirements, type of function, equipment hire etc but this may not be possible after your original booking is confirmed.

To discuss any aspect of your booking please call:

The Booking Secretary 1.30pm – 3.30pm Mon – Fri. on 01928 732222 or email bookings@frodcomm.org.uk

Caretakers on 01928 732222 Monday to Friday, 9.00am to 2.00pm and 6.00pm - 8.00pm. Saturday morning by arrangement.

The office is closed on a Sunday but messages can be left on the answerphone to be dealt with on the next working day.