

Newick Community Centre

Charity Number: 228563

STANDARD CONDITIONS OF HIRE

(If the Hirer is in any doubt as to the meaning of any of the following, the Bookings Administrator should be consulted immediately.)

1. The Hirer will, during the period of the hiring, be responsible for supervision of the premises, care of their fabric and contents, and their safety from damage however slight.
2. The Hirer will arrange suitable insurances for special activities and any equipment used. The Community Centre does not take responsibility for any items introduced to or stored on the premises.
3. The Hirer will not sub-hire the premises or allow the premises to be used for any unlawful or dangerous purpose.
4. The premises have no licence for the sale or consumption of alcohol and the Hirer accepts that none will be sold. Consumption of alcoholic beverages requires a Temporary Event Notice (TEN) obtainable from Lewes District Council. The application form for a TEN is available at:

www.lewes.gov.uk/env_Temporary_Event_Notice.pdf
5. The Hirer will be responsible for obtaining such licences as may be needed. The Hirer will comply with all conditions and regulations made in respect of the premises by Community Centre, the Fire Authority, Local Authority, the Local Magistrates' Court or otherwise. (Note: No toxic, corrosive, flammable or dangerous substances may be brought into the premises.)
6. The Hirer will indemnify The Community Centre's Committee for the cost of repair of any damage done to any part of the premises or the surrounding area or to the contents of the premises during the period of the hiring and/or as a result of the hiring.
7. The Hirer will give reasonable prior notice of cancellation of booking/s. The Committee reserves the right, at its sole discretion, to make charges for cancellations.
8. At the end of the hiring, The Hirer shall be responsible for leaving the premises and the surrounding area in a clean and tidy condition, and ensuring in particular that the kitchen is left clean. The Hirer shall ensure that all doors and windows are properly closed and locked.
9. The Hirer shall ensure that the NO SMOKING policy is complied with.
10. The Hirer shall remove all waste, in particular any stale food. (Note: Please do not leave bags of waste in the premises or outside in the car park. There is a rubbish bin clearly marked "Newick Community Centre" behind the gate at the side of the premises.)
11. The Community Centre's Committee will only consider a booking on receipt of the completed Agreement.

Note: Cheques for booking fees should be made payable to either "Newick Area Community Centre Association" or "NACCA".