



Terms and Conditions for Booking and Hire of Tongham Community Centre

All hires are subject to these Terms & Conditions of Hire. Your booking form will only be accepted on the understanding that you have read and have agreed to be bound by these Terms & Conditions of Hire, which set out the rights and obligations between us, Tongham Community Association and you the Hirer.

Please ensure that the time that you book at the Community Centre is adequate for all your preparations, the actual event and the clearing up afterwards. Over-running at the end of hire period will be charged at the hourly rate or part thereof. An invoice to cover the cost of any additional time spent at the Community Centre, will be issued after the event. Please note, an extension of the hiring time on the day of the event is not always possible.

1. Definitions

- 1.1 "The Centre" refers to Tongham Community Centre, located at Poyle Road, Tongham.
- 1.2 "Hirer" refers to the individual or organisation making the booking.
- 1.3 "Booking" refers to the reservation of space(s) within the Centre.

2. Booking Process

- 2.1 Where bookings have been made and confirmed on a multiple basis, e.g., weekly or monthly, in advance we reserve the right to change the hire charges for future events by giving you one month's notice of such a change.
- 2.2 All bookings are subject to availability and must be made using the Centre's booking form which can be found on the website or available from the centre manager.
- 2.3 Bookings are only confirmed upon receipt of a completed booking form and payment of the required booking fee. £100 - £150 booking fee for an adult event or £25 - £50 booking fee for a children's event. If an event is cancelled within 4 weeks of the event date any booking fee held will not be refunded.
- 2.4 Provisional bookings will be held for 14 days.
- 2.5 The booking signatory confirms that the evening function is not to celebrate an 18th or 21st birthday celebration – False misleading bookings will be cancelled and all monies paid to date will be retained by the TCA.
- 2.6 Hirers and their guests must not bring alcoholic drinks for consumption on the premises.

3. Payment Terms

- 3.1 The balance must be paid no later than 7 days prior to the event.
- 3.2 Additional charges may apply for damages, extended use, or extra services.
- 3.3 Pay a refundable security deposit of £150 in cash upon arrival for an adult function and £20 cleaning deposit for a child's party (deposits returned when all is checked to be in good order)

4. After the Event

- 4.1 The security deposit will normally be returned to the Hirer in full after the event. However, the Centre reserves the right to make a change in exceptional circumstances, exceptions would include:

- 4.2 Damage to the building, furniture and fittings
- 4.3 Leaving the Centre in an excessively dirty/untidy state.
- 4.4 Leftover food not being disposed of correctly
- 4.5 Decorations not been removed / disposed of
- 4.6 Rudeness and attempts of intimidation from hirers/guests towards staff

5. Cancellation Policy

- 5.1 Cancellations must be made in writing to the Centre.
- 5.2 If the Hirer cancels:
 - 5.2.1 More than 14 days before the event, 50% of the balance will be refunded.
 - 5.2.2 Less than 14 days before the event, no refund will be provided.
- 5.3 The Centre reserves the right to cancel bookings due to unforeseen circumstances.

6. Use of the Centre

- 6.1 The Hirer shall not sublet the premises or any part thereof.
- 6.2 The Hirer may only use the allocated space(s) for the purposes specified at the time of booking.
- 6.3 All events must end by 11.30 pm and the premises must be vacated by Midnight.
- 6.4 The number of persons in the venue at any one time must not exceed 120 in the hall or 180 if hiring the whole building.
- 6.5 The Hirer is responsible for ensuring that attendees comply with Centre policies, including health and safety, fire regulations, and noise restrictions.
- 6.6 The Hirer is responsible for ensuring the Booking complies with all relevant laws and regulations.
- 6.7 The Hirer must leave the Centre in a clean and tidy condition.
- 6.8 All electrical equipment brought on the premises by the hirer, their DJ, Bouncy Castles etc must have PAT testing certificates
- 6.9 The hirer must be responsible for their guests. If their guests are unwell they must report this immediately to the bar staff/centre manager so they can assist you with tidying up
- 6.10 The hirer must take their time to look at fire exits and first aid equipment locations.
- 6.11 The use of table confetti/gems/confetti balloons are not permitted and will be asked to be removed if used. This clogs up our glass machines and becomes a slip hazard. If used staff are entitled to hold £100 of deposit towards cleaning
- 6.12 All rubbish must be removed at the end of the hire
- 6.13 All chairs and tables must be returned to their storage space.
- 6.14 If changing rooms are being used no items can be left the rooms must be left clean and floors swept
- 6.15 Hirers of playing surfaces are responsible for the removal of any rubbish and or / kit left by players or spectators.
- 6.16 All hire times must include setup and clean up

7. Use of the Kitchen

- 7.1 In order to comply with Health and Safety regulations and guidelines issued by the Food Safety Agency the use of the kitchen is subject to additional conditions and guidelines.

7.2 Tongham Community Centre will be responsible for the structural requirements of basic food hygiene i.e. a hot water supply, suitable hand washing facilities, cooking and refrigerated storage facilities.

7.3 The Hirer, the provider of food, will be responsible for ensuring compliance with current food hygiene requirements.

7.4 Food prepared off the premises for consumption on the premises (the Centre) should be prepared following the same guidelines as if the food were being prepared on the premises.

8. Insurance and Liability

8.1 The Hirer is responsible for obtaining adequate insurance to cover their event.

8.2 The Centre accepts no liability for loss, damage, or injury unless caused by the Centre's negligence.

8.3 The Venue is not responsible for any loss, theft, or damage to the Hirer's or attendees' personal belongings.

8.4 The Hirer is liable for any damage to the Venue, its fixtures, flooring, fittings, or equipment caused during the Booking.

8.5 The Hirer must provide proof of public liability insurance for the Event, where required.

9. Health and Safety

9.1 The Hirer must ensure that their event complies with relevant health and safety legislation. The Hirer must adhere to all health and safety regulations provided by the Venue

9.2 Hirers must take all reasonable care for their own health and safety, and for the health and safety of others who may be affected by their own actions, omissions or within the guidelines of the health and safety acts.

9.3 If electrical cables are used, they should be safely covered with floor cable protectors. No sticky tape of any kind may be used on the floors or other surfaces as this can cause costly damage.

9.4 The Hirer is responsible for ensuring appropriate first aid arrangements are in place for the Event.

9.5 The Hirer must provide a risk assessment if requested by the Centre.

9.6 Emergency exits must be kept clear at all times.

9.7 No gas, mains electricity, or water supply controls are to be adjusted or tampered with in any way.

10. Fire Regulations

10.1 Fire Equipment (Extinguishers, Blankets etc.) must not be removed or used for any purpose except for the purpose for which they are provided. Fire exits must be kept clear at all times (both internally and externally).

10.2 Smoke detectors must not be covered.

10.3 In the event that a fire is discovered in or around the building the Hirer is to ensure that all persons evacuate the premises immediately.

11. Noise and Conduct

11.1 As the hirer you are responsible for the conduct of persons using the centre in connection with the hire. You may be held liable for any conduct which contravenes any law or statute or causes damage to the Community Centre property, or nuisance to other users or to any neighbouring houses.

11.2 The Hirer must ensure that noise levels are kept within reasonable limits.
The Hirer must ensure that noise levels do not disturb neighbouring properties.

11.3 The Venue reserves the right to terminate the Event if behaviour is deemed inappropriate, disruptive, or dangerous.

11.4 If music is being played and / or disco lights are being used, all windows / doors should be closed and curtains drawn.

11.5 Smoking / vaping is prohibited throughout the building

12. Equipment and Decorations

8.1 Any equipment or decorations brought into the Venue must be approved by the Venue in advance.

8.2 The use of adhesives, nails, or other materials that may damage the Venue is prohibited.

8.3 Blu tac is only to be used on the walls for fixing decorations

8.4 The use of Laser lights, smoke machines or naked flames/candles is not permitted.

13. Public Access Wi-Fi

13.1 If you wish to use the Public Access Wi-Fi system during your hire, please contact the Centre Manager either in person or by telephone during normal office hours. Please note the staff on duty during your hire time are not trained to support users in the setup of their devices to access the Wi-Fi system.

14. Termination of Hire

14.1 The Centre reserves the right to terminate the hire if the Hirer breaches any of these terms and conditions.

14.2 In such cases, no refund will be provided.

15. Data Protection

15.1 Personal information provided by the Hirer will be used solely for the purposes of administering the booking.

15.2 The Centre will comply with all data protection legislation, including GDPR.

16. Copyright

16.1 The hirer shall not use the Tongham Community Centre, or any part thereof, for the performance in public of any lecture or music in which copyright subsists without the consent of the owners of the said copyright or in any other manner infringe any subsisting copyright. The hirer shall indemnify and keep indemnified Tongham Parish Council against all actions, claims and demands made against them in respect of any breach, or alleged breach, of copyright under the provision of the Copyright Act 1911.

17. Right of Entry

17.1 Staff on duty reserve the right of admission and the discretion to carry out body searches. Tongham Parish Council reserve for any duly authorised person the right of entry at all times to the hired facility and to require the hirer to refuse admission to or remove from the Tongham Community Centre any disorderly person(s) or any article which is a possible source of damage or danger.

18. Governing Law

18.1 These terms and conditions are governed by the laws of England and Wales.

The committee's decision is final on all matters regarding the Community Centre