

Stacey Community Association

Registered Charity Number: 278364



The Stacey Centre
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Centre Manager: T. Newton
Chair: L. Bowley
Treasurer: A. Smith

BOOKING TERMS & CONDITIONS OF HIRE: Private Function Hire

1. The Hirer must be over 18 years of age.
2. The Hirer must be present on the premises throughout the duration of the Room Hire Booking
3. **The Stacey Centre must be able to book hire accurately for all hirers. Therefore, Hirers may not enter the hire room before the start of their Room Hire's session time and must ensure that they vacate the hire room promptly at the end of their Room Hire's session time. Any Hirer arriving early or staying late will cause a nuisance to Stacey Centre's staff and other hirers. In this case, the Stacey Centre reserves the right to withhold repayment of the Room Security Deposit which will be forfeit.**
4. The Hirer MUST ensure that the duration of their Room Hire session includes sufficient time to set up/prepare for their hire or event, to re-stack tables and chairs (if used) and to adequately clean the hire room and/or adjacent kitchen after their hire session, so that the hire room is left 'as you found it.' Please note, the booked hire session does not include any 'free of charge' time to allow for set up or for any cleaning time either before or after the booked hire session.
5. The Hirer may NOT attach any decorations or similar to the walls or any surface using Sellotape, sticky tape, pins, nails, or other types of fasteners. With prior agreement and at the discretion of the Centre Manager, blutak ONLY may be used – these may be fixed to the picture rails, ceiling hooks, or to the inside of the venue doors or windows. Blutak (or any other fastening) must not be used on the walls, furniture or elsewhere in the venue room. The Hirer must not affix any decorations to any communal doors including the Main Entry door.
6. The Hirer may not borrow or otherwise move tables, chairs or any other equipment between hire rooms.
7. The Hirer agrees not to bring any alcohol or alcoholic products onto the premises without the permission of the Centre Manager. (Please note: we do not hire rooms for 18th Birthday Parties)
8. The Hirer may not use any other hire room for which they have not booked/paid, nor must they use the Foyer or communal hallways as an extension of the hire room: for example, the hirer/their guests, etc, may not set up tables or chairs in the Foyer from which to conduct activities, as this will create a nuisance/hazard for other users of the Stacey Centre.
9. All children and young adults under the age of 18 years old, including any vulnerable adults over the age of 18 years old, must be supervised at all times for the duration of hire.
10. The Hirer agrees to assume full responsibility for any damage, loss or breakage throughout the the duration of hire as caused by their own activities, actions or inactions and similarly for those of their guests, members, attendees, visitors or third-party invitees.
11. The Hirer agrees not to remove any SCA property, equipment or other fixtures or fittings from the premises and to assume full responsibility for any damage or loss to/of equipment, property or the fabric of the building, whether accidental or otherwise, incurred during the period of their hire. Any breakages, damage or loss must be reported to the SCA or the Centre Manager at the earliest opportunity.

12. For evening bookings, The Hirer must ensure that their event ends and their guests leave promptly no later than 11.00pm. Hirers are reminded that the Stacey Centre is located in a residential setting and we expect hirers and their guests to be courteous to our neighbours and not to cause a noise nuisance as they leave the premises.
13. The Hirer agrees to abide by the SCA's No Smoking policy. i.e. the whole venue including the gardens, orchard and the patio adjacent the Main Hall are all deemed smoke-free (including vaping): smoking is only allowed outside the building.
14. The Hirer agrees to vacate the hire room promptly at the end of the booking – this includes ensuring that any third-party soft play, inflatables, DJ equipment or any other equipment provided by their third-party entertainer is also removed before the hire end time. The Hirer must ensure the hire room is left clean and tidy, to return any tables and chairs to their original location/storage area, to remove any waste/rubbish generated by their hire activities from the premises and having swept/mopped the floor as necessary, so that the hire room is in the same condition as when the hire commenced. [Note: Full cleaning materials including a broom, dustpan & brush, mop, washing up liquid, antibacterial spray, and tea towels are available for The Hirer's use, located to each kitchen. The upstairs kitchen and Main Hall kitchen also have vacuum cleaners for hirer use.]
15. The Hirer agrees to do nothing that will bring either the SCA or Portsmouth City Council into disrepute, including exhibition of lewd behaviour or nakedness and is required to be respectful and courteous to other Stacey Centre users including SCA staff and volunteers and to local residents.
16. The Hirer will not sell goods on the premises unless written permission has been provided by the Centre Manager.
17. The Hirer agrees that neither the Stacey Community Association (SCA) nor Portsmouth City Council will be held liable whatsoever for any costs, claims or damages arising out of any accident or incident occurring in any part of The Stacey Centre, either inside or on the exterior grounds including the car park that may occur within the duration of the hire.

Health & Safety Compliance:

18. At the start of your hire session, you will be given a Health & Safety induction by a member of The Stacey Centre's team which you must advise your guests/attendees of. This will include:
 - Identification of the Emergency Exit routes and exits
 - Operation of the Main Entry Door/Mag Lock
 - Location of Emergency First Aid kit (in Main Hall kitchen, Upper Hall kitchen, Meeting Room & Lounge kitchen)
 - Location of Fire Extinguishers
19. For the safety and security of all hirers: the Main Entry door operates on a Mag lock so that entry to the property cannot be gained by unauthorised personnel.
 - Exiting from inside the building (including in the event of an emergency) is gained by pressing the 'Press to Exit' button inside the entrance.
 - Hirers should plan to have someone attend the Main Door to allow their guests to enter the premises at the appropriate time.
 - Hirers must only admit their own invitees on to the premises.
 - Should guests leave the premises, they will be unable to gain entry unless the hirer or another guest activates the 'Press to Exit' button (from inside the foyer) to open the door.
 - The Main Entry door must not be propped open for any period of time as this will burn out the motor
 - The Main Entry door must not be left with the Mag Lock de-activated as this may compromise security and safeguarding for other hirers who may be on the premises.

20. Hampshire & Isle of Wight Fire & Rescue Service and Portsmouth City Council have risk assessed the premises to identify the maximum capacity of personnel in each room. It is a legal requirement to ensure that the maximum number of personnel (i.e. adults plus children) are not exceeded. It is the HGL's responsibility to deny admittance and/or to ensure persons leave the premises if the following numbers are likely to be exceeded:

	<u>Maximum Capacity</u>
Main Hall	80 seated OR 120 standing
Main Hall: Kids Bouncy Castle Party	50 seated + 5 standing OR 30 seated & 35 standing
Lounge	36 seated + 4 standing OR 60 standing
Meeting Room	12 seated + 2 standing
Upper Hall Studio	60 seated OR 80 standing

21. To comply with good health & safety procedures and to comply with our duty of care for all hirers, please note that the Foyer's size means it is not suited as a waiting room for a building that has a maximum capacity of 250+ people. Therefore, it may not be used to store prams, buggies, bicycles, scooters, bags, or any other equipment, etc., as this may create a potential hazard in the event of an emergency or may create a fuel source in the event of a fire. The Hirer and their guests must store any prams or buggies within their hire room. Please note that bicycles must not be brought inside the premises and should be securely locked to the bike racks outside.
22. To ensure compliance with current Health & Safety legislation, the Hirer must report any identified potential dangers or health and safety hazards and any accidents to the Centre Manager at the earliest opportunity.
23. The Hirer must ensure that any electrical equipment (including but not limited to DJ sound/musical equipment, pc, monitors, overhead projectors, etc) brought onto the premises have been suitably tested for safety and hold a valid electrical testing certificate (Portable Appliance Test –PAT) otherwise they must not be brought onto the premises.
24. The Hirer may not bring or use any of the following items onto the premises:
- Portable heaters, fans or air conditioning units
 - Any items of a combustible nature or with naked flames: this includes smoke machines, popcorn makers, disposable barbecue units, gas barbecues, chafing dishes or similar

Fees, Invoices & Payments

25. For all private function or party hirers a **non-refundable £ 25 booking deposit** is required to secure the booking date for all private function/party hires, with the **balance due no later than 14 days before hire**.
26. For all private function or party hirers a standard **room security deposit of £ 50** is required to be paid at the time of the balance being due. [Note: we reserve the right to increase this to £100 if alcohol is brought onto the premises]
27. The Room Security Deposit will be fully reimbursed to the hirer within 48 hours of hire provided that:
- no damage, breakages or other loss has been incurred by the Centre during the hire period caused by The Hirer, their guests, or other function attendees *and*
 - provided that no nuisance has been caused to Stacey staff, other hirers or our immediate neighbours for example by the Hirer entering the hire room early or remaining in the hire room beyond the end of their hire time *and*
 - provided all tables and chairs have been re-stacked to the appropriate storage *and*
 - providing the hire room and adjacent kitchen have been cleaned and floor swept and, (if necessary) mopped clean and that any crockery, cutlery etc has been washed, dried and put away
 - The security deposit will be withheld either in part or full to reimburse the SCA for the cost of repairs/replacements and to cover additional admin/staffing costs incurred to rectify any of the above issues.
 - After hire, the hirer must email the Association, stating their account name, number and sort code to enable the Association's Treasurer to refund the room security deposit: thestaceyassocaition@gmail.com

Cancellation by The Hirer

28. Should The Hirer need to cancel their booking at any time they must advise the Centre Manager at the earliest opportunity and agree that the £25 booking deposit will be retained by SCA.
29. Should The Hirer need to cancel their booking after the balance has been paid but not less than 14 days before their booked hire session's date, at the discretion of the Centre Manager, the balance payment (i.e. the Total Hire Booking Fee less the non-refundable deposit) may be refunded to The Hirer.
30. Should the Hirer need to cancel their booking after it has been paid in full at any time within 14 days of their booked hire session's date, the full amount (with the exception of the Room Security Deposit) will be retained by SCA.

Hire Cancellation by the Stacey Community Association

31. If The Hirer does not pay the outstanding balance when due, the Centre Manager, as the representative of the Stacey Community Association (SCA) reserves the right to cancel the booking without further notice, and as such the deposit will be forfeit.
32. If The Hirer is found by the SCA or the Centre Manager to be in breach of the Room Hire Agreement's Booking Terms and Conditions, the booking may be cancelled at any point up to and including during the hire session, with any deposit paid then becoming forfeit. If SCA cancel the hire in excess of 7 days from the hire date and the deposit and balance sums have been paid, only the deposit will be retained by SCA. If SCA cancel the hire within 7 days of the hire date (including at any point during the hire session) the full hire sum will be retained by SCA.
33. In the event that the Stacey Community Association, or the Centre Manager, as its representative, may be required to cancel the hire with minimal or no notice due to events beyond our reasonable control, the Association will accept no claim for any losses incurred, alleged or claimed by the Hirer including, but not limited to, costs for, advertising or marketing, printing, travel, catering, refreshments/alcohol, third party entertainer/entertainment fees or for any other costs that the hirer may consider to be attributable either wholly or in part to their hire session at The Stacey Centre. [Events or incidents beyond our reasonable control may include: PCC appropriation of the premises for use as a polling station or similar OR in the event of fire, flood, power failure, damage to the fabric of the building, including emergency repairs needing to be carried out to WC, sanitation pipes, drains or the heating system, etc., that might compromise either the comfort or health and safety of hirers, their guests or Association staff and volunteers.]

Acceptance of Booking Terms & Conditions:

34. The Hirer's payment of the deposit will be understood by both parties to confirm The Hirer's agreement to all Booking Terms and Conditions of Hire.