

In order to comply with the Indoors Entertainment Licence, ALL music and dancing or other activity MUST CEASE and building CLOSED at 11:00 pm Monday – Saturday & 10:00 pm Sundays (Issue 1st Nov 2018)

A STRICTLY NON SMOKING/VAPING POLICY OPERATE ON THE WHOLE FACILITY - CCTV IN OPERATION
All hirers/users are required to comply fully with the Companies Charging Policy/Terms and Conditions of Hire

CONNIBURROW COMMUNITY CENTRE - PRICES FROM APRIL 2019/20 **CHARGING POLICY & TERMS AND CONDITIONS OF HIRE FOR HALL BOOKINGS**

DESCRIPTION - *(PLAYING FIELD - NOT INCLUDED)*	PER HOUR	PER DAY/ EVENT
COMBINED HALL - PARTIES/ EVENTS (e.g. wedding, funeral, christening reception, etc.), festivals,	£38.50	
LARGE HALL	£25.00	Training etc, Weekdays, 9-5pm £175 (multiple hire N/A)
SMALL HALL	£20.00	Training etc, Weekdays, 9-5pm £150 (multiple hire N/A)
COMBINED HALLS (Day time - Weekdays only 9am-5pm)	£35.00	
SMALL CONFERENCE ROOM	£22.00	
ADMIN FEE (ALL BOOKINGS - NON REFUNDABLE)	-	£ 25
SECURITY & DAMAGE DEPOSITS (Refundable as per conditions of hire)		
DAY TIME CHILDREN'S PARTIES (9-5pm)	-	£100
TRAINING, SEMINARS	-	£150
PARTIES/EVENTS (e.g. Receptions - wedding, funeral, christening reception, etc)	-	£200
INTERVIEW/MEETING (Small Conference Room)	-	£ 50
COMMERCIAL/CORPORATE: LARGE ORGS: NATIONAL ORGANISATIONS & GROUPS		
LARGE HALL	£35.00	
SMALL HALL	£30.00	
COMBINED HALLS	£48.00	
SMALL CONFERENCE ROOM	£30.00	
<i>Hall Capacity – (Seated 120 with tables and chairs / Standing room only 180 approx.)</i>		
MUGA (Multiple Use Games Area)		
COURTED AREA/MUGA (tennis, badminton, football)	£ 3.00	
OTHER EVENTS (activities/parties etc)	£15.00	
OVERFLOW PARKING/EVENT (Please enquire at office)		£20.00
(electric cooker hire - kitchen)	N/A	£10.00

NB: MINIMUM BOOKING 2 hours evenings (from 6pm)

Full payment in advance is required for all bookings. Payment can be made by cheque, bank transfer, debit and credit card (American Express **NOT** accepted). All cheque payments must be made at least 14 days in advance. **CASH will NOT be accepted.** Hire will not commence until funds are cleared. ALL REFUNDS WILL BE BY CHEQUE within seven (7) working days of the end of the booking.

Note: 50% of the total booking cost is required to confirm a booking, the remainder to be settled 14 days in advance of hire date. Less than 14 days full payment is required.

PLEASE NOTE THAT THE KITCHEN IS A SHARED FACILITY - more than one hirer/user may be in the premises at any one time.

DAMAGES – The hirer is responsible for any breakage and damage to any aspect of the premises. Furniture or equipment MUST NOT be removed from the premises. Please see Terms and Conditions of Hire.

For further information regarding cancellations charges/policy etc., please enquire at the CCA Office.

***PLAYING FIELD NOT INCLUDED - PLEASE CONTACT OFFICE TO BOOK!**

FOR VIEWINGS OR TO MAKE BOOKINGS: Contact the CCA Office - email: bookings@conniburrow.org.uk

Tel: 01908 670937 (Issue March 2019)

Office Opening Hours: Monday, Wednesday, 11am-4:00pm & Friday 11am-3pm

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1. In hiring this facility you agree to abide by this policy and you are required to comply with the requests/direction of the member of staff on duty, e.g. caretaker, etc. **Verbal or physical abuse of staff** will not be tolerated, this constitutes harassment and will be dealt with, and reported to the police, and will result in loss of your Security/Damage Deposit.
2. All hire charges and deposits **Must** be paid in full at least 14 days **IN ADVANCE**. No booking is confirmed until payment made in full. Security/Damage deposits are refundable, but may be withheld in instances of non-compliance to conditions of hire & charging policy. A 50% deposit of the total booking cost is required to confirm a booking.
3. Hirers must leave the premises clean and tidy and all equipment and furniture stored away or placed tidily as required. All rubbish/debris must be removed by the hirer from the premises. The hirer is liable for the costs of any additional cleaning should this be necessary together with any damage or breakage which may occur during the hire period. If damage exceeds the damage deposit amount, the hirer will be required to pay the excess.
4. PLEASE **DO NOT** AFFIX DECORATIONS TO WALLS OR PAINTWORK. Costs of any damage to plaster, paint or woodwork will be deducted from your security/damage deposit, if costs exceed this, you will be required to pay the full amount for repairs.
5. **Fire exits must not be obstructed in any manner at all.**
6. **FIRE ALARM: If the fire alarm is sounded, YOU MUST EVACUATE** the building and assemble in the designated area/s.
7. Hirers **must not** cause annoyance or nuisance to local residents or adjoining occupiers by the playing of loud music, or parking in front of driveways etc.
8. Children should not be left unsupervised anywhere at any time anywhere in the building.
9. **The hirer will indemnify the CCA against any loss, damage, claim or expense howsoever arising**, caused or occasioned during the hirer's use of the premises.
10. The hirer **shall not** sublet or transfer this booking to any other person or organisation.
11. The premises shall be used for community purposes only, and shall not be used as the hirer's postal address.
12. No alterations or additions shall be made to the premises without the consent of the **CCA** and such work shall be completed at the hirer's cost and to the **CCA's** satisfaction.
13. In cases of single or block bookings, the user must not leave belongings or equipment on the premises **without written consent of the CCA** and any items left in the building with the CCA's approval are left at the owner's risk.
14. Any belongings left without prior agreement from the **CCA** will be treated as abandoned and may be disposed of by the **CCA**. Items left in the fridge/freezer will be disposed of by the **CCA**.
15. Users **must not** use unallocated storage, or overfill allocated spaces. Hall ways must be kept clear at all times.
16. For events covered by the Entertainments Licence, the numbers **must not** exceed those stipulated by the **CCA**.
17. **NO ADVERTISING OR PUBLICITY MATERIAL WILL BE DISPLAYED** inside or outside the building without prior approval of the CCA.
18. The hirers shall ensure compliance with all relevant legislation, orders and regulations, and in particular that relating to **ILLEGAL SUBSTANCES**, music, dancing, singing and the supply and selling of alcohol. All Liquor Licences must be displayed at all times during the event. Failure to do so will result in the event being cancelled.
19. **No** betting, gaming or lotteries shall take place on the premises except that allowed by law, the hirer shall obtain any licenses or certificate required prior to booking the premises for such use.
20. **The hirer shall have the use of the premises during the hours stated on the hire form and MUST vacate the premises promptly at, or before the end of the hiring (contractual) period stated. Cleaning and tidying up must be carried out DURING THE HIRE PERIOD.** Users will be liable for the deposits for non-compliance of this clause or any other relevant clause.
21. **It shall be the responsibility of the hirer to effect adequate Public Liability Insurance** to cover risks arising out of the use of the premises by the group/organisation and its or the hirer's investees and visitors including CRB checks.
22. With the exception of guide dogs, **NO ANIMALS** will be allowed on the premises.
23. Approval for use of the CCA premises by political parties shall be determined by the nature of the occasion.
24. Public meetings such as rallies/demonstrations will **NOT** be permitted.
25. The CCA reserves the right to cancel the hiring if the hirer breaches any of the above conditions.
26. The CCA reserves the right to cancel any booking at its discretion and to change or amend the terms and conditions of hire at any time without prior notice.
27. The CCA reserves the right to close the premises at any time for emergency or periodic maintenance and also when the premises are required for public elections or similar event.
28. Cancellations & Amendments Policy – the appropriate cancellation charge will apply.
29. **The CCA reserves the right to withhold ALL OR PART of any deposits for non-compliance of any of the above conditions.**