



# **BROWNSOVER COMMUNITY CENTRE**

## **TERMS AND CONDITIONS OR HIRE OF THE BUILDING**

The person named in the application for use of the building will undertake and agree with Browns Over Community Association (BCA) as follows:-

- To pay the cost of any necessary cleaning after the hire.
- To pay the booking fee not less than 14 days prior to the event or if the event is booked less than 14 days before on making the booking.
- In all cases, the Centre will be opened for the user by our keyholder no more than 10 minutes before the hire start time.
- Users attending the Centre more than 10 minutes after the start time must ring 07798 908972 to clarify any later time so that our volunteers are not unduly wasting time.
- That in the event of a cancellation less than two weeks prior to the booking, the fee will be payable in full.
- For regular weekly bookings a single invoice for each completed month will be submitted, payable in full by the end of that month.
- That if the event does not take place due the Community Centre being closed as a result of fire, natural catastrophe, order of a competent authority, or any other cause beyond reasonable control of the BCA, the BCA shall not be liable to any expenses incurred by the named use
- That the BCA shall neither be liable for any loss or damage to any property occurring, from whatever cause, in or about the premises, nor for any injury sustained by any person or persons whilst on or entering or leaving the premises
- To pay for any damage or loss being caused to the building or its equipment by the activity of the named user, person or persons in the building as a result of the booking or his/her trustees and licencees
- That the named user shall not sub-let the building or any part thereof, this agreement being personal to the named user
- That no copyright dramatical or musical work shall be performed or sung without the license of the owner of that copyright and all such licenses shall be produced to an authorised representative of the BCA before the date of use. The named user shall indemnify the BCA against any infringement of copyright which may occur
- To manage and conduct all persons using the building in such a manner that nothing shall be done which may in the opinion of the BCA be or have the potential to be a reputational risk to the church or to offend any rules or regulations of any local public or competent authority or cause any nuisance, annoyance of, or offence to any person

- To use the building only for the activity listed on the booking form
- To obey the instructions of the BCA representatives including Executive Officers.
- To remove from the building at the end of the period of use, (unless other arrangements have been made in advance of hiring) all property of the named user
- Where a group is hiring on a regular basis, the group must appoint its own 'Responsible Person' and liaise with the BCA on fire safety measures
- That 50 persons is the maximum number allowed in the building.
- That the right of entry to the building is reserved to any authorised representative of the BCA, any police officer or fire officer. The named user will observe and perform forthwith any requirement that the police or fire officer may make at the named user's sole expense
- Not to bring into the building any equipment without the prior consent of an authorised representative of the BCA
- That in the event of any breach of the terms and conditions the BCA is entitled to terminate the use at any time without payment of compensation
- That at the named user's expense and on request to provide for the building satisfactory evidence thereof, adequate insurance for themselves and their possessions ( the BCA's insurance covering the buildings, contents belonging to the BCA, and public liability only.
- To note that the building is not licenced for the sale of alcohol. Alcohol may not be consumed on the premises without prior permission
- That BCA members who book the Centre for personal/family events will be expected to pay the full fee
- That the BCA reserves the right to use discretion on all rates charged
- That the instruction sheet issued to users is followed