Charity Number: 1156427

Somerford ARC Community Centre

Party Terms and Conditions

Created: April 2023

General Statement of Terms and Conditions

Hire and use of Somerford ARC Community Centre and its facilities is subject to the following terms and conditions.

1. Bookings and Cancellations

1.1. The hirer must be 21 years of age or older.
1.2. The named hirer must remain on the premises for the full duration of the event and ensure compliance with all terms.
1.3. All food waste, rubbish, decorations, and items brought onto the premises must be removed by the hirer at the end of the event and disposed of responsibly off-site.
1.4. A completed booking form and a £50.00 damages and late cancellation deposit must be submitted before the booking is confirmed.
1.5. Payments must be made as follows:

- **Damages and late cancellation fee deposit (£50.00):** Due 4 weeks prior to the event date.
- **Full hire fee:** Due no later than 2 weeks before the event.
- **Short notice bookings (within 14 days of the event):** Full payment is due at the time of booking.

Please note: Deposits cannot be used as part payment towards hire fees

1.6. Deposits will be refunded within **14 days after the event**, provided the Centre is left in its original condition, with no damage or excessive mess.
1.7. A cleaning checklist is included in the information pack. if additional cleaning is required after the event, part or all of the deposit may be withheld.
1.8. Hirers are responsible for all damage, breakages, losses, or additional cleaning costs arising from their use of the premises. Costs exceeding the deposit may be charged.
1.9. Booking times must include set-up and clearing away time. Hirers are advised to allow at least 30minutes before and after the event.
1.10. Upon booking, you will receive a party information pack including:

- Venue details
- What to expect on the day
- Payment information
- Closing-down checklist

Cancellations

1.11. If the booking is cancelled less than 14 days before the event the Centre reserves the right to retain the deposit.
1.12. The Centre may cancel your booking with notice if:

- The premises are required as a polling station
- The trustees reasonably believe the hire may breach of these terms and conditions.
- The premises become unsuitable or unsafe for use.

Please note: In these circumstances, a full refund will be issued. The Centre accepts no liability for indirect or consequential losses.

2. Health, Safety and Compliance

2.1. Maximum capacity: **100 people** standing and **60 people** seated at tables
2.2. There is no telephone on-site. Hirers a mobile phone is available for emergencies.
2.3. Emergency contact numbers are displayed:

- On the external post-box
- On the kitchen fridge

2.4. Animals are not permitted, except assistance dogs or where prior approval has been granted by the Trustees.
2.5. All use of the Centre and its facilities is at the **hirers own risk.** The Centre accepts no responsibility for injury, loss, theft, or damage to personal belongings.
2.6. Chairs must be moved using the trolley provided and no more than 7 chairs stacked on each rack.
2.7. Floors, exits, and walkways must be kept clear of wires, obstructions, and spillages at all times.
2.8. Children under the age of 16 are not permitted in the kitchen.
2.9. Children must not play in the car park or climb on external walls and remain the responsibility of the hirer at all times.
2.10. Bicycles, e-bikes, scooters, e-scooters, and similar vehicles must not be brought into or stored anywhere within the building. All such items must be left outside the premises and must not obstruct entrances, exits, walkways, or emergency escape routes. The Centre accepts no responsibility for any loss of or damage to these items.

First Aid

2.11. First Aid boxes and accident books can be found in the following areas:

Location	Accident book	First aid box
Entrance hall	✓	✓
IT Suite	✓	✓
Main hall	✓	✓
Kitchen		✓

- All accidents **must** be reported and recorded, regardless of their severity.
- Forms must be handed to staff or posted in the blue post box outside.

- A defibrillator (AED) is located on the outside wall of the building.

Fire safety and evacuation

2.12. The hirer must nominate a responsible person to oversee fire safety during the event and ensure that:

- Emergency exits and signage remain visible and unobstructed
- Decorations are **not** put up near any light fittings or heaters.
- No flammable substances or materials, or activities posing a fire risk are permitted anywhere on the premises, inside or out.
- Smoking or vaping is only permitted in the designated smoking area in the car park.

2.13. In the event of a fire, no matter how small, the premises must be evacuated immediately and 999 must be called. Provide this address:

Somerford ARC Community Centre,
20 Southey Road,
Christchurch,
BH23 3EH

2.14. **Evacuation procedure (on hearing the alarm):**

- The hirer, their guests and all others present in the building **MUST** evacuate immediately and call 999
- Evacuate via your **nearest** fire exit. Those with a mobility impairment must be given **priority** to exit the building via the main entrance doors
- **Immediately:** make your way to the fire assembly point where possible (this is located to your right as you enter the car park and labelled), ensuring everyone is as far away from the building as safely possible
- If it is safe to do so, remember to take the fire evacuation kit with you- this is located in the main entrance hall by the main doors.
- **Do not re-enter the building without authorisation from the fire brigade or member of staff**
- The named hirer/ and any members of staff present are responsible for ensuring that all guests have evacuated safely, if it is safe to do so sweep the building (including toilets) ensuring everyone has left safely
- You must then conduct a roll call to ensure all members of your group are present
- Fire-fighting apparatus at the premises should only be used for its intended purposes and only by those trained to do so.

Please note: Fire procedures and maps are displayed in all rooms.

2.15. The hirer must comply with:

- Health and safety policies
- Fire evacuation procedures
- Any regulations from local authorities

Full polices are available on request or at www.somerfordarc.com

3. Entertainment

3.1. **Bouncy castles**

- Must be insured by the hirer or the hired company.
- Must be **under 2.5m** in height due to ceiling limits.
- Must be placed with its back to the stage (to protect ceiling-mounted projectors).

Please note: The bouncy castle must be supervised at all times by a responsible adult.

3.2. **DJs, Entertainers and Equipment**

- Equipment must be PAT tested and safe.
- All entertainers should hold valid public liability insurance.
- Bubble machines are not permitted, as residue can make floors slippery and pose a health and safety risk.
- Smoke machines are not permitted due to the sensitivity of the Centres smoke alarms.

3.3. **Gaming, Betting and Lotteries**

- These activities must comply with the law. No unauthorised betting or lotteries are allowed.

3.4. **Fireworks**

- Fireworks are strictly prohibited on or around the premises.

4. Licences

4.1. The Centre holds a performing Rights (PRS) Licence, which allows live and recorded music during opening hours.

5. Indemnity and Insurance

5.1. Somerford ARC holds £5 million in Public Liability Insurance.
5.2. The hirer shall be liable for:

- Repairs for accidental damage or malicious damage
- Any claims of costs from nuisance or injury to third parties.
- Loss or damage caused to equipment of the building.
- Indemnifying the Centre, staff, volunteers and service users from such claims.

6. Conduct, Alcohol and Neighbour Consideration

6.1. **No alcohol** may be brought onto or consumed on the premises.
6.2. Alcohol sales strictly prohibited.
6.3. Hirers or guests under the influence of alcohol or drugs will be asked to leave.
6.4. Disorderly, violent, or criminal behaviour is not tolerated. The police will be contacted if necessary.
6.5. **Illegal drugs are strictly prohibited.**
6.6. Hirers must ensure that noise levels are respectful at all times, especially during arrival and departure.
6.7. While music is playing, all exit doors must remain closed to minimise noise disruption to neighbouring properties.
6.8. parking must be respectful of neighbouring residents and must not block access for emergency services on surrounding public roads.
6.9. Vehicles may only park in designated spaces. The fire assembly point must remain clear at all times.
6.10. The centre is not liable for any damage or theft to vehicles or property left in the car park.

7. Adverse Weather

7.1. In the event of snow or icy conditions, the Centre will not clear the car park. Salt is provided in marked bins and hirers are advised to proceed with caution. The Centre reserves the right to close if conditions are deemed hazardous.

8. Complaints

8.1. Any complaints must follow the Centres complaint procedure, contact the office within 48hours to request a form:

- info@somerfordarc.com
- 01202 470770

Somerford ARC Community Centre
20 Southey Road
Christchurch
BH23 3EH

IN CASE OF FIRE

1.REPORT

- Fire Alarm
- Call the Fire Service
- 999 Fire Service Number

2.EXTINGUISH- *Only if it is safe to do so*

- Extinguisher
- Fire Blanket

3.EVACUATE

Follow the Emergency Evacuation Routes to the Fire Exits

-Or-

Await Assistance

4.FIRE EVACUATION KIT- *Only if it is safe to do so*

Collect the Fire Evacuation Kit

5.ASSEMBLE

Proceed to your Assembly Point

ASSEMBLY POINT

YOUR ASSEMBLY POINT IS LOCATED IN:

THE CAR PARK

FOR YOUR SAFETY

DO NOT Stop to collect personal belonging

DO NOT Re-enter the building unless told it is safe to do so

POLICY | Paul Hilliard (Chair/Treasurer, Christine Hopkins (Vice-Chair), David Jones (Secretary) Trustees: Mandy Forbes &, Jennifer Spencer
Registered Charity Number:1156427