



Somerford ARC Community Centre

20 Southey Road, Christchurch, BH23 3EH
01202 470770/ info@somerfordarc.com

Group Hire Terms and Conditions

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. Booking 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 all attendees comply with these terms and conditions.
- 1.3. A cleaning checklist is included in your booking pack. If post-event cleaning is required, a fee will be added to your invoice.
- 1.4. Hirers are liable for any damage, breakages, or cleaning costs. Charges may be applied at the Trustees' discretion.
- 1.5. Booking times must include set-up and clean-up. We recommend allowing 30 minutes before and after your class/ activity.
- 1.6. Upon booking, you will receive the following information:
 - Booking form
 - Terms and conditions of hire: this document will include your responsibilities, which we will ask that you agree to on your booking form.
 - Payment information
 - Closing-down checklist
- 1.7. We require the following before your booking can proceed:
 - A signed and completed booking form
 - Signed confirmation that you have read, understood, and agree to comply with our centres Policies and Procedures.
 - The fire evacuation procedure is as stated in this document.
 - A copy of your Public Liability Insurance
 - A risk assessment of your activity (templates are available online)
 - DBS numbers (if relevant to your group).
- 1.8. Payments must be made as follows:
 - **Invoiced:** 1st day of the month, nearest working day.
 - **Payment information:** Is available on the top right of your invoice.



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- 1.9. Hirer shall not use the premises for any purpose other than that described in the hiring agreement.
- 1.10. Hirer shall not sub-hire or use the premises or allow the premises to be used in any unlawful way or purpose.

Opening and closing

- 1.11. Hirers must follow the entering and closing the premises procedure and ensure the alarm is set, and keys returned to the key safe.

Cancellations

- 1.12. If your group is cancelled with less than 7 days' notice, you will be required to pay 50% of the hire fee.
- 1.13. The Centre reserves the right to cancel bookings in the following circumstances:
 - The premises are required as a polling station
 - The trustees reasonably believe the hire will result in a breach of these terms and conditions.
 - The premises become unfit for the intended use.

Please note: In such cases, a full refund will be issued. The Centre is not liable for any indirect or consequential loss.

2. Health, Safety and Compliance

- 2.1. Maximum capacity: **100 people**.
- 2.2. There is no telephone on-site. Hirers should have a mobile phone for emergencies.
- 2.3. Emergency contact numbers are displayed:
 - On the external post-box
 - In the entrance hall.
- 2.4. Animals are not permitted inside the building, except for guide dogs or by prior Trustee approval. *However, no guide dogs or assistance dogs are allowed in the kitchen at any time.*
- 2.5. Children are not permitted to play in the car park or on the external walls. They remain the full responsibility of the hirer.
- 2.6. Hirers are responsible for ensuring health and safety within their activities by:
 - Ensuring the safety of all attendees, in compliance with the Health and Safety at Work Act 1974.



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- Reporting any unresolved hazards or faulty equipment to the Office Management team.
- Maintaining clear floors and aisles to prevent tripping hazards from wires or equipment.
- Adhering to the maximum occupancy limits of hired spaces.
- Ensuring that necessary *DBS checks are completed where required by law or in accordance with safeguarding policies*, and submitted to the Office Manager.
- Maintaining and providing adequate Public Liability Insurance.
- Using the premises at their own risk.
- Completing and maintaining a risk assessment that aligns with Somerford ARC Community Centres health and safety requirements.
- Following all terms, conditions, and policies of Somerford ARC Community Centre.

Health and hygiene

- 2.7. If you are preparing food in the kitchen, we require that you have at least one person with a Food Safety Qualification or Training.
- 2.8. All food prepared in the Centre's kitchen must be prepared in accordance with The Food Safety (General Food Hygiene) Regulations 1995.
- 2.9. Children under 16 are not permitted in the kitchen.
- 2.10. To avoid congestion and ensure the safe use of the premises, *we ask that hirers coordinate in advance if simultaneous use of multiple spaces is expected.*

First Aid

- 2.11. The hirer is responsible for the first aid provision for their group, and must:
 - Provide their current Public Liability Insurance certificate prior to the dates of hire.
 - Know the locations of the first aid equipment provided by Somerford ARC Community Centre, which is readily available to all hirers of the premises.
 - Inform the management team of any accident or injury occurring on the premises and complete the accident book.
 - Ensure parking is controlled for any large events and groups, vehicles are only permitted in designated parking bays to prevent the obstruction and allow emergency services to access the premises.
 - Report any health and safety discrepancies or failure of equipment immediately to the management team.
 - Report serious injuries or accidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- 2.12. First Aid boxes and accident books can be found in the following areas:



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

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

Fire safety and evacuation

2.13. Fire safety equipment can be found in the following areas:

Location	Fire alarm call point	Fire blanket	Fire extinguisher water	Fire extinguisher CO2
Entrance hall	✓		✓	✓
IT Suite			✓	✓
Main hall	✓		✓	✓
Kitchen	✓	✓	✓	✓
Office hallway	✓		✓	✓

2.14. The hirer is responsible for their own actions and any impact these may have on the safety of themselves and others.

2.15. The hirer must ensure:

- Plug sockets are not overloaded and extension cables are used minimally.
- Combustible materials must **not** be stored against electrical equipment or heaters, even if are switched off.
- To comply with Fire Safety Policy of Somerford ARC Community Centre.
- To ensure no users of their groups park vehicles outside allotted spaces which can obstruct access to emergency services.
- Escape signs must **never** be blocked by banners or decorations at any time.

Additionally;

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

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(Ensure this address is known by the person responsible for calling 999)

2.16. Evacuation procedure (on hearing the alarm):

1. The hirer, their guests and all others present in the building **MUST** evacuate immediately and call 999
2. Evacuate via your **nearest** fire exit. Those with a mobility impairment must be given **priority** to exit the building via the main entrance doors
3. **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
4. 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.
5. **Do not re-enter the building without authorisation from the fire brigade or member of staff**
6. 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
7. You must then conduct a roll call to ensure all members of your group are present
8. Fire-fighting apparatus at the premises should only be used for its intended purposes and only by those trained to do so.

It is the responsibility of the hirer to familiarise themselves and their group with evacuation procedures before each session

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

2.17. The hirer must comply with their responsibilities listed in this agreement:

- Health and safety policies
- Fire evacuation procedures
- Any regulations from local authorities
- Safeguarding children and young people
- Safeguarding adults at risk.

Safeguarding

All hirers—whether individuals or external groups—are fully responsible for the safety and well-being of any children, young people, or adults at risk in their care while using Somerford ARC Community Centre.

All hirers working with these groups must:

- Have appropriate safeguarding procedures in place.
- Ensure their staff and volunteers have received relevant safeguarding training.
- Hold valid DBS certificates for all staff and volunteers working with children, young people, or adults at risk. Copies of these certificates must be provided to Somerford ARC Community Centre.



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- Read and comply with the Centre's safeguarding policies during their time on the premises.

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

3. Entertainment

3.1. Electricity and portable appliances

- All electrical equipment brought into the premises by the hirer must be in good condition and have the minimum recommended electronic testing (i.e., PAT tested).
- No unauthorised portable appliances shall be used on the premises when open to the public.

3.2. Gaming, Betting and Lotteries

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

3.3. 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, its staff, and trustees against any claims, proceedings, or liabilities arising from the hirer's use of the premises.



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6. Stored equipment

- 6.1. Somerford ARC Community Centre accepts no responsibility for any stored equipment or other property brought onto or left at the premises and all liability for loss and damage is hereby excluded.
- 6.2. All equipment and other property (other than stored equipment) must be removed at the end of hire.

7. Conduct, Alcohol, and Neighbour Consideration

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

8. Adverse weather

- 8.1. 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.

9. complaints

- 9.1. Any complaints must follow the Centres complaint procedure, contact the office within 48hours to request a form:
 - info@somerfordarc.com
 - 01202 470770

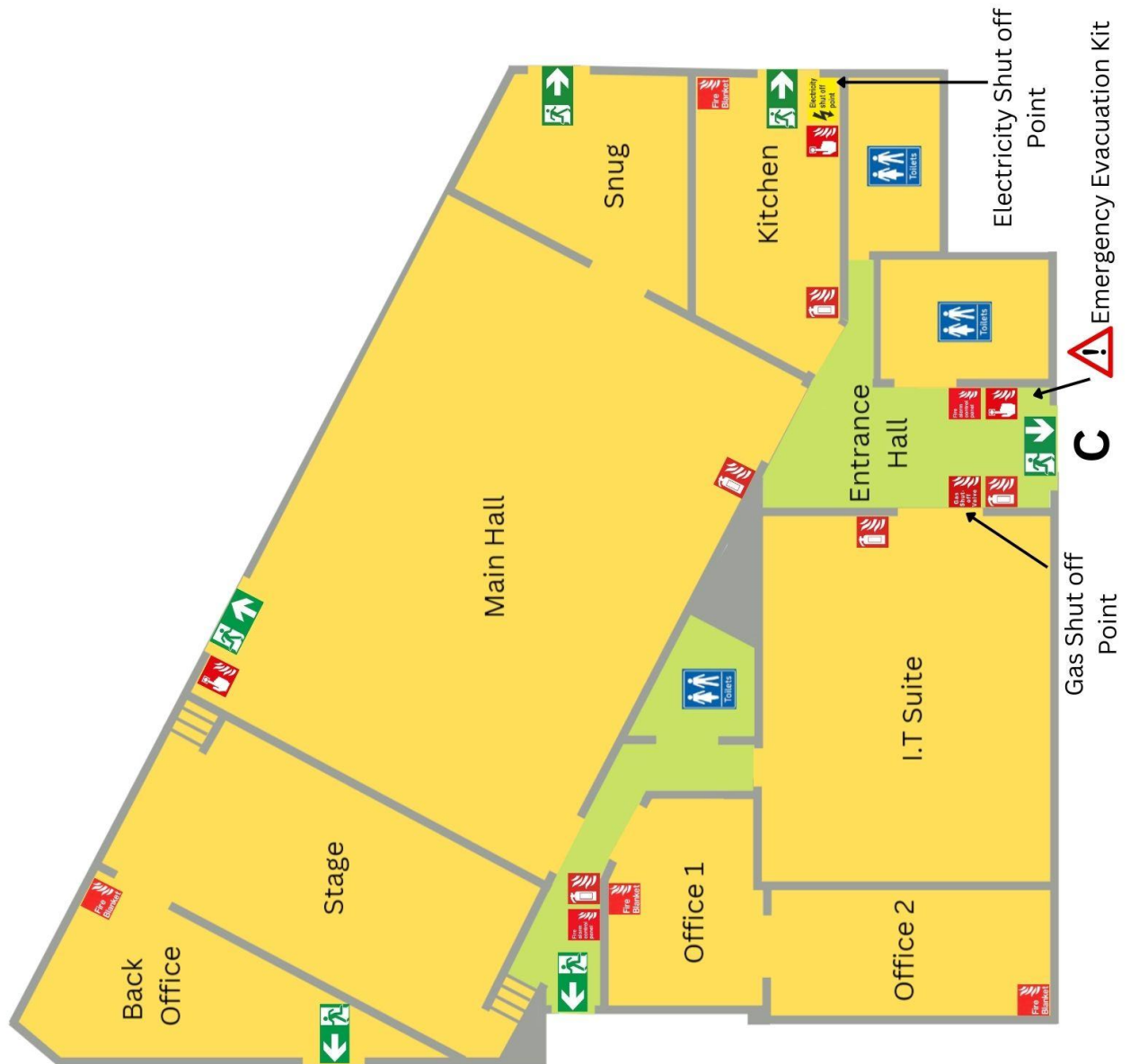
Signature:

Date:



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