



Somerford ARC Community Centre

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

Party 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 compliance with all terms.
- 1.3. A completed booking form and a £50.00 damages and late cancellation deposit must be submitted before the booking is confirmed.
- 1.4. 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

- 1.5. 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.
- 1.6. A cleaning checklist is included in your information pack. If post-event cleaning is required, a portion of your deposit will be withheld.
- 1.7. Hirers are liable for any damage, breakages, or cleaning costs. Charges exceeding the deposit may be applied at the Trustees' discretion.
- 1.8. Booking times must include set-up and clean-up. We recommend allowing 30 minutes before and after your event.
- 1.9. Upon booking, you will receive a party information pack including:
 - Venue details
 - What to expect on the day
 - Payment information
 - Closing-down checklist

Cancellations



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1.10. If cancelled less than 14 days before the event the Centre reserves the right to retain the deposit.

1.11. The Centre may cancel your booking with notice if:

- 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
- On the kitchen fridge

2.4. Animals are not permitted, except guide dogs or by prior Trustee approval.

2.5. All use of the Centre is at the **hirers risk**. The Centre is not responsible for injury, damage, theft, or loss of personal property.

2.6. Chairs must be moved using the trolley provided and no more than 7 chairs stacked on each rack.

2.7. Keep floors and walkways clear wires, obstructions, and clear up spills promptly.

2.8. Children under the age of 16 are not permitted in the kitchen.

2.9. Rubbish bins must be placed in the external car park bins, not left inside blocking exits.

2.10. Children are not permitted to play in the car park or on the external walls and remain the full responsibility of the hirer.

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		✓



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- 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 someone to lead in the event of a fire, and must ensure:

- Emergency signage remains visible and is **not** obstructed by any balloons or banners.
- 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.
- In the event of a fire, no matter how small, the premises must be evacuated and 999 must be called. Provide this address:

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

2.13. **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.

2.14. The hirer must comply with:

- Health and safety policies
- Fire evacuation procedures



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- Any regulations from local authorities

Full policies 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



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- 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. Sale 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