



Conditions of Hire.

The premises comprise of main hall, meeting room, toilets & kitchen and outdoor area (garden, patio and driveway).

All areas of the building are non-smoking.

Bookings

Booking enquiries can be made to the Administrator via the Website or email.

The Administrator will check the Booking Calendar and if the requested hire date is available, the hirer will be requested to read the 'Conditions of Hire' terms and conditions and complete a Booking Form.

The Booking Form can be completed on-line on the HGCC Website. Alternatively, a link to the Booking Form or a Booking Form document can be sent to the hirer by email.

Once the Booking Form has been completed an invoice will be issued to the hirer and the booking is reserved on the Booking Calendar for **up to one month before the hire date**. If the booking is not confirmed with full payment by then, the Trust reserves the right to re-let.

A 10% discount is applied to a block booking of twelve weeks.

Payment by Bank transfer (BACS) only, four weeks in advance of the hire date using Bank account details supplied on the invoice.

Hirers must make full payment in advance to be granted use of the HGCC facilities.

Hirers will be liable for any damage, further cleaning, repairs, and other expenses incurred as a direct result of any misuse or damage of the premises or its equipment.

Cancellation by Hirer

All cancellations and postponements shall be notified in writing by email to the Administrator of HGCC Trust. The hirer may be refunded monies less 50% cancellation charge if less than one month prior to hire. Bookings cancelled with less than one weeks' notice then hirer will be liable to a cancellation charge of 75% of total hire charge.

Approval and Cancellation by the Trust.

All bookings must be approved by the Trust. The Trust will want guarantees of good behaviour and no disturbances and assurances that the building will be left clean, tidy, and undamaged.

The Community Centre Trust and Parish Council does not condone the dealing in or use of illegal substances. In the event of any illegal substances found on the premises the event will be cancelled with immediate effect and the police notified.

The Trust has the right to refuse a booking without explanation or notice or to cancel this hire agreement without prior notice, subject only to refund of any money paid. The council accepts no liability for any payment either to the hirer or to any person in respect of a claim for compensation or damage arising from the cancellation of the hiring and the hirer may wish to consider taking out insurance to cover this risk.

In the event of the hall or any part of the centre being rendered unfit for the use for which it has been hired, the Trust shall not be liable to the hirer for and resulting loss or damage whatsoever, other than reimbursement of hire charge.

The Trust reserves the right to cancel this hiring in the event of the centre being required to use as a polling station or parliamentary or local government election or bye-election, in which case the hirer shall be entitled to a refund of any monies already paid.

Restrictions on Bookings.

The Trust reserve the right to refuse any request for a booking and/or to cancel an accepted booking with a full refund of any monies paid by the hirer or any other person for other purposes if it has reasonable grounds for believing that the hiring or proposed hiring of the centre may cause or result in disturbance or nuisance to the owners and/or occupiers of nearby premises, damage to parish council property and/or injury or threats of violence to Trust employees or contractors. At any time during the hire of the centre a council/Trust official may visit the centre to ensure the smooth running of any function without prior consent. Access must also be granted to all members of the emergency services while they are acting in pursuit of their lawful duties.

Charges

The Trust reserves the right to vary its charges periodically without notice.

If assembly of the stage/platform is requested, an additional one-hour charge will be added.

Hire charge rates are shown on the HGCC Notice Board, Website and available on request.

Use of the Premises.

The premises shall only be used for the purpose specified on the booking form and shall not sub-hire, use or allow the premises to be used for anything or bring anything onto the premises which may endanger the same or render invalid any insurance policies in respect thereof. The Trust is empowered to stop proceedings and close the premises. The hire charge will remain payable in full in such circumstances.

No ball games are allowed in the building.

Injury to Persons and Loss of Property – The use of the premises is entirely at the risk of the hirer. The Trust **will not be liable** for the death or injury to any person attending the premises or the function – the subject of the hiring, or for any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by the hirer in the exercise of the rights granted by the agreement except where such death, injury or loss is due to negligence by the Trust.

The Trust will not under any circumstances accept responsibility or liability in respect of any damage to or loss of any goods, articles or property of any kind brought into or left at the

premises either by the hirer for his own purposes or by any other person, or left or deposited with any employee of the Trust. The hirer will indemnify the Trust against all such liabilities as are mentioned in this condition.

Unloading and loading of equipment shall always be done at the side doors of the hall from the garden patio and driveway with access via the rear gate. Only vehicles used for carrying the equipment can be parked on HGCC driveway during a hire event.

All motor vehicles are parked at owner's risk they must also be parked considerably and removed immediately upon termination of hire; clear access should always be left for the emergency services.

Damage to Property

The hirer is to take good care and not cause or allow damage to be done to the property, any fixtures, or fittings. The hirer will make good and pay for any such damage however slight caused by any act of neglect of the hirer or anyone for whom the hirer is responsible.

During the period of hire the hirer is also responsible for:

- The organisation and running of the function/event for which the premises are hired
- For the orderly and safe admission and departure of persons to and from the premises, also the safe and orderly vacation of the premises in case of an emergency.
- The control and supervision of children
- Any activities for children under eight years of age comply with the provisions of The Children Act 1989 and only proper persons have access to the children.
- That no animal except for working dogs (e.g. guide dogs, assistance dogs, therapy dogs) are brought into the hall.
- For obtaining any licences required whether it be for the sale or supply of intoxicating liquor or from the Performing rights society, or Photographic Performance Ltd or otherwise and for the observance of the same.
- Complying with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates Court or otherwise, particularly in connection with any event which includes public entertainment, dancing, or stage plays.
- Setting up and clearing away any chairs, tables, and equipment used during the hire. Clearing away all furniture at the end of the hire period and returning it to its designated storage area, in the condition and arrangement in which it was found. Chairs must be moved using the chair trolley provided and chair stacks must not exceed 10 per stack.
- The hire will commence and terminate at the times specified on the booking form with the addition of 15 minutes set-up and 15 minutes clean-up time allowed either side of the booking time. Failure to observe this condition may result in additional cost to be paid by the hirer for extra caretaking time.
- Leaving the premises and surrounds in a clean and tidy condition. Ensuring food crumbs or loose dirt/debris on the hard flooring or carpets are cleaned up. All rubbish is removed and placed in the rubbish bin provided in garden driveway. Any items temporarily removed from their usual positions are properly replaced. Failure to observe these conditions may result in additional cost to be paid by the hirer for extra caretaking time.
- When the kitchen facilities are used, leaving the kitchen in a clean and tidy condition, ensuring all food waste and rubbish is removed and placed in the rubbish bin provided in

garden driveway. Any plates, dishes, cups, glasses, cutlery, and utensils used must be washed-up, dried, and put back into cupboards and drawers. Hirers need to bring their own washing-up liquid. Due to hygiene regulations, cloths and tea towels are not provided, but hirers can bring their own for use in the kitchen. Any items left in the kitchen after the hire will be discarded.

- When the garden and patio space is used, leaving the surrounds in a tidy condition, ensuring any litter and food waste are cleaned up. All rubbish is removed and placed in the rubbish bin provided in garden driveway. Any items temporarily removed from their usual positions are properly replaced. Failure to observe these conditions may result in additional cost to be paid by the hirer for extra caretaking time.
- Only vehicles used for carrying the equipment can be parked on HGCC driveway during a hire event. All motor vehicles are parked at owner's risk they must also be parked considerably and removed immediately upon termination of hire; clear access should always be left for the emergency services.

Advertising and Decorations

Under no circumstances should Advertisements of any sorts be displayed inside or outside of the premises without prior approval. Decorations If approved must only be fixed by blue tack and not Sellotape.

Electrical Equipment.

A PAT Certificate will be required if sound and lighting or other electrical equipment are to be used on the premises. Operators of any items such as bouncy castles, disco equipment etc will need to show evidence that they have the relevant public liability insurance.

Access

Passages and gangways providing access to the doors of the premises and corridors, **Fire escapes and passages must be kept clear at all times and fire doors kept closed.**

Sound Levels.

It is recommended that sound levels are no greater than **85 decibels** if using sound equipment and you are advised to notify DJ's, Musicians, Bands etc. Windows should remain closed during the event so as to minimize any noise nuisance to or neighbours. Blinds should also be closed during evening functions.

No Smoking etc

Smoking, naked flames including candles and smoke machines are not permitted anywhere on the premises.

Intoxicating Liquors.

The hirer shall not allow the consumption of alcoholic liquor on the premises without permission of the Trust. Permission must be requested at the time of booking. The hirer shall not sell alcoholic liquor on the premises without attaining the necessary licence. The hirer is responsible for preventing under-age drinking.

Gaming, Betting and Lotteries.

No collection, games of chance, sweepstakes or lotteries or any betting may be conducted without the prior written consent of the Trust and will be subject to the production of any necessary licence.

Sale of tickets - The sale of admission tickets at the door of the premises by hirers is by permission of the Trust only. Permission must be requested at the time of booking.

Catering - Hirers will make their own catering arrangements and will accept full responsibility for the quality of food supplied by the hirer or their agents. The Trust will accept no responsibility for the quality of food supplied by hirers or their agents.

Breach by the Hirer - If the hirer fails to observe and perform any of these conditions the Trust will charge to and recover from the hirer any expenses incurred by the Trust in remedying any such failure.

Please ensure that you have read and fully understood the Terms and Conditions of Hire.

Contact: HGCC Administration Hayes Green Community Centre email: hgcc1986@gmail.com	Hayes Green Community Centre 11 Hawks Green District Centre Heath Way Heath Hayes Staffs WS12 3XP
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In the interest of the Health and Safety of you and your Guests please take a few minutes to read the following points.

In case of Fire:

- There are two Fire Exits both situated on the far side of the Main Hall leading out into the Garden, and one at the top right-hand side of the hall which leads downstairs.
- In the event of an emergency call 999.
- There are two fire extinguishers in the foyer area (Water & Carbon Dioxide), there is one situated either side of the emergency exits in the main hall (Water) top right-hand side of main hall (Carbon Dioxide and First Aid Kit) downstairs (Water). In main corridor by meeting room (Water) and in the Kitchen (Carbon Dioxide and Fire Blanket).
- On hearing the alarm, leave the building immediately and assemble on by bus stop outside of the rear gates.
- To ensure a rapid evacuation in the event of an emergency, it is important that the whereabouts of all visitors are known at all times.
- Do not wedge or prop open fire doors.
- An Accident Book is kept in the kitchen drawer; all accidents must be logged.
- In the event of a fire, whenever possible, close doors and windows to contain the fire and switch off electrical appliances.
- Do not return to the building until authority is given.

Emergency Lockdown Procedure.

For potentially dangerous situation, such as an intruder, violent incident, or other immediate threats on or near the premises:

1. Initial Alert and Activation

- Signal: Announce the signal word "LOCKDOWN"
- Lock Doors: immediately lock doors and close any windows that could be accessed from outside.
- Cover Windows: Blinds are drawn to prevent visibility from outside the rooms, and doors with glass panels may be covered.
- Turn Off Lights: rooms are darkened to make it harder for anyone outside to see inside.
- Silent Mode: all to be instructed to stay quiet and to mute or silence mobile phones and devices to avoid any sound.

2. Hiding and Staying Out of Sight

- Designated Safe Zone: move to the top right-hand side of main hall and enter the door leading to a downstairs room. Lock the door with the key hanging on the reverse of the door.
- Find safer areas within each room, away from windows and doors.
- Stay Low and Silent: Everyone is asked to remain low to the ground, stay quiet, and wait for further instructions.

3. Communication with Authorities

- Contact Law Enforcement: The nominated person contacts emergency services to report the situation and provide details.
- Monitor Communications: use mobile phones to receive updates or further instructions from authorities.

4. Awaiting an All-Clear Signal

- Do Not Leave the Room: No one is allowed to leave their secure area or open the door until an official "all-clear" signal is given by a Trusted official or law enforcement.
- All-Clear Signal: Once the threat is neutralised, an all-clear announcement is communicated by the nominated person, so all know when it is safe to resume normal activities.

5. Evacuation (If Necessary)

- Controlled Evacuation: In certain situations, authorities may instruct a controlled evacuation. The nominated person would guide everyone to a safe assembly point (small car park next to the Community Centre).
- Check Attendance: After the lockdown, a roll call or attendance check ensures everyone are accounted for.

Extreme heat weather event policy

Guidance for hirers and Trustees of Hayes Green Community Centre:

The 30°C Threshold: While it isn't legally binding to close a community centre when internal room temperatures hit 30°C, HGCC Trustees and hirers have a "duty of care" to keep conditions "reasonable" and manage heat as a hazard.

Major trade unions (such as the TUC and UNISON) heavily lobby for a 30°C absolute maximum for indoor activities (27°C for strenuous work). If temperatures cross this threshold, the working environment is considered unacceptable by union standards.

Steps to take by HGCC Trustees and lead hirers:

- **Assess the Risks:** Conduct a rapid risk assessment. Because community centres often host vulnerable people (the elderly, young children, or those with health conditions), safety takes priority over continuing activities.
- **Implement Cooling Controls:** draw blinds to block direct sunlight. If outside temperature higher than indoor temperature, keep windows and doors closed.
- **Provide Hydration:** Ensure free, accessible drinking water is provided to staff and attendees.
- **Pause Strenuous Activities:** Cancel or delay any physical activities (like indoor sports or exercise) to prevent heat-related illness. Consider time of day e.g. perform physical activities during cooler morning hours.

More advice on managing extreme heat safely in the UNISON Extreme Heat at Work Guide or by reviewing UK Government Workplace Temperatures Guidance.

Revision	Author	Change Description	Date
1.0		Original	
2.0	Gary Howell	Provisional bookings will be held for up to one month before the hire date . If the booking not confirmed with payment by then, the Trust reserves the right to re-let. Payment by BACS only – payment by cheque removed Emergency Lockdown procedure added	13/1/2024
2.1	Gary Howell	That no animal except for working dogs (e.g. guide dogs, assistance dogs, therapy dogs) are brought into the hall.	30/11/2024
2.2	Gary Howell	Use of kitchen facilities – cleaning and hygiene – hirers to provide own washing-up liquid and tea towels	03/03/2025
2.3	Gary Howell	Addition of 15 minutes set-up and 15 minutes clean-up time allowed either side of the booking time. Unloading and loading of equipment shall always be done at the side doors of the hall from the garden patio and driveway with access via the rear gate. Only vehicles used for carrying the equipment can be parked on HGCC driveway during a hire event. Removal of hire deposit requirement. Ensuring food crumbs or loose dirt/debris from the carpets are cleaned up (vacuum cleaner made available). Sale of admission tickets at the door of the premises by hirers is by permission of the Trust only.	25/04/2025
2.4	Gary Howell	Setting up and clearing away any chairs, tables, and equipment used during the hire	09/05/2025
2.5	Gary Howell	Clarifications on Booking procedure. If assembly of the stage/platform is requested, an additional one-hour charge to be added. Conditions of use for outside area.	08/08/2025
2.6	Gary Howell	Extreme heat weather event policy added. Mobile Telephone number removed.	09/07/2026