

### **Special Conditions of Hire - COVID-19**

*Note: These conditions are supplemental to, not a replacement for, VXCC's Standard Conditions of Hire.*

#### **SC1:**

You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the centre, as outlined in VXCC Covid-19 Secure Risk Assessment and displayed at the centre entrance, in particular using the hand sanitiser supplied when entering and exiting the centre.

#### **SC2:**

You undertake to comply with the actions identified in the centre's risk assessment, of which you have been provided with a copy.

#### **SC3:**

You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire **before** other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using your own ordinary domestic cleaning products. You will be required to clean again on leaving.

Please take care cleaning electrical equipment. Use cloths - do not spray!

#### **SC4:**

You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 48 hours, and that if they develop symptoms within 10 days of visiting the premises they should use the Test and Trace system to alert others with whom they have been in contact.

#### **SC5:**

You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as is convenient. You will be responsible for ensuring they are all securely closed on leaving.

#### **SC6:**

You will ensure that no more than [30] people attend your activity/event, in order that social distancing can be maintained. You will ensure that people attending do so in groups of no more than 6 (unless they are a "qualifying group") and that such groups do not mingle. You will ensure social distancing of 2m between individuals or groups is maintained by everyone attending as far as possible, including while waiting to enter the premises, that they observe the one-way system within the premises (if used for your activity), and as far as possible

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observe social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible. You will make sure that no more than two people use the toilets at one time.

#### **SC7:**

You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or those likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

#### **SC8:**

You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of six or less people or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group (rather than face-to-face), face coverings and good ventilation. If tables are being used, you will place them so as to maintain social distancing across the table between people from different household groups who are face-to-face e.g. using a wide U-shape.

#### **SC9:**

You **MUST** keep a record of the date and time the activity started and the name and contact telephone number or email of all those who attend your event (or a member of any group of up to 6 people who attend together). This can be done either by operating an advance booking system which collects these details, or by asking everyone who attends to use the NHS QR poster at the centre entrance to register their attendance and by keeping a record of any who do not register using their smartphone app and the centre's NHS QR poster.

#### **SC10:**

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bins provided before you leave the centre. All other rubbish should be taken away with you when you leave the centre.

#### **SC11:**

Users are encouraged to bring their own drinks and food. If food or drink is being served (as distinct to being made on a DIY basis) it must be served only at tables or as a takeaway service. Provision of food or drink **MUST** cease before 10pm (i.e. be cleared away by then).

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If food and drink is served at tables you MUST ensure there is no mingling between groups at different tables, which must be seated in accordance with SC6.

#### **SC12:**

We will have the right to close the centre if there are safety concerns relating to COVID-19, for example, if someone who has attended the centre develops symptoms and thorough cleaning is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

#### **SC13:**

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the centre you should remove them to the designated safe area which is the rear fire exit area. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask others in your group to provide contact details if you do not have them and then ask them to leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the Centre Manager if this occurs.

**SC14:** For events with more than 30 people (when allowed) you will take additional steps to ensure the safety of the public in relation to COVID-19 and prevent large gatherings or mass events from taking place, for example by operating a booking system or providing attendants or stewards who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row.

**SC15:** In order to avoid risk of aerosol or droplet transmission you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music loudly or broadcasts at a volume which makes normal conversation difficult.

#### **SC16:**

Where a sports, exercise or performing arts activity takes place: You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity. Where a group uses their own equipment: You will ask those attending to bring their own equipment wherever reasonably practicable and not share it with other members. You will also avoid using equipment, which is difficult to clean, as far as possible. You will ensure that any equipment you provide is cleaned before use and before being stored away.

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**SC 17:**

You will encourage all those attending your activity to wear a face covering unless an exemption or other government guidance applies to the activity. A face covering is not required when people are eating or drinking but they should be seated.

**Please sign and return a copy of this document to VXCC Centre Manager**

**Name:**

**Session held at VXCC:**

**Date:**

**Signature:**



## Vicars Cross Community Centre – Standard Conditions of Hire

**Thank you for using Vicars Cross Community Centre. We hope that the Centre meets your expectations and needs, please let us know if there is anything that we can improve or adapt to enhance your experience.**

**If you are in any doubt as to the meaning of any of the Conditions, please seek clarification from us without delay. Please read this document before completing & signing the Booking Agreement.**

*Due to the number of requests we have for party bookings we cannot pencil in a date to secure it. A booking is only secured once a copy of the booking form has been sent and accepted by the Centre Manager (receipt of a booking form will be confirmed to you via email or telephone using the contact details provided on the booking form). Please therefore do not assume the booking is secured until you have had confirmation from us, we can get multiple booking forms for the same dates so a first come first served approach is taken.*

### **1. Age**

You, not being a person under 21 years of age, hereby accept responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all Standard Conditions under this Agreement relating to management and supervision of the premises are met.

### **2. Supervision**

During the period of the hiring, you are responsible for:

- (i) supervision of the premises, the fabric and the contents;
- (ii) care of the premises, safety from damage however slight or change of any sort; and
- (iii) the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the main road(s).
- (iv) As directed by us, you must make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

### **3. Use of premises**

You must not use the premises (including the external site grounds) for any purpose other than that described in the Booking Agreement and must not sub-hire, or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything, or bring on to the premises anything which might endanger the premises or render invalid any insurance policies covering the premises nor allow the consumption of alcohol without our written permission. The use of candles and any other form of naked flame on site is strictly forbidden.

## Vicars Cross Community Centre – Standard Conditions of Hire

### 4. Insurance and indemnity

- (i) You are liable for:
- (a) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including its curtilage or its contents
  - (b) all claims, losses, damages and costs made against or incurred by us, our employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of your use of the premises (including the storage of equipment), and
  - (c) all claims, losses, damages and costs made against or incurred by us as a result of any nuisance caused to a third party as a result of your use of the premises and subject to sub-clause (ii), you must indemnify us against such liabilities.
- (ii) We will take out adequate insurance to insure the liabilities described in sub-clauses (i)(a) and (b) above and may, in our discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clause (i)(c). We will claim on our insurance for any liability you incur but you must indemnify us against:
- (a) any insurance excess incurred and
  - (b) the difference between the amount of the liability and the monies we receive under the insurance policy.

We are insured against any claims arising out of our own negligence.

Hirers use the building at their own risk. The Management Team accepts no responsibility for loss or damage to the hirer's property, howsoever caused. Vehicles are parked at the owner's risk.

### 5. Gaming, betting and lotteries

You must ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

### 6. Music

You must have our written permission for performance of live music and must make us aware of the playing of recorded music (under the Deregulation Act 2015) within your signed Booking Agreement.

### 7. Film

You must restrict children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. You must ensure that you have the appropriate copyright licences for film. This Agreement confers the required

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permission on you. (The Deregulation Act 2015 requires you to have our written permission to show a film).

### 8. **Safeguarding children, young people and vulnerable adults**

You must ensure that any activities for children, young people and other vulnerable persons are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation.

### 9. **Public safety compliance including Fire Safety**

You must comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and our fire risk assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children.

You must also comply with our health and safety policy and all Fire Safety Guidance, copies of which are available on site and can be sent to you electronically on request. Other formats of said guidance can also be provided if requested.

You must evacuate the building immediately if there is any outbreak of fire, however slight and call 999 as soon as it is safe to do so. Any outbreak of fire must also be reported to the Centre Manager (when safe to do so).

(i) You acknowledge that you have received instruction in the following matters:

- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the centre.
- The location and use of fire equipment. (See Fire Safety Policy & Guidance for diagram of locations)
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- To ensure fire fighting equipment remain accessible and free from obstruction at all times.
- Location of the first aid box.

(ii) In advance of any activity whether regulated entertainment or not you must check the following items:

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- That all fire exits are unlocked and fire alarm ‘break glass’ points appear undamaged.
- That all escape routes are free of obstruction and can be safely used for instant free public exit.
- That any fire doors are not wedged open.
- That exit signs are illuminated.
- That there are no fire-hazards on the premises.
- That emergency lighting supply illuminating all exit signs and routes are turned on during the whole of the time the premises are occupied.

During your period of hire it may be required for contractors to be on site to deal with any maintenance issues/ faults that need to be fixed as a matter of urgency. If this is the case, warning will be provided as early as practicably possible and contractors will be assisted by the Centre Manager or a member of the Parish Council during their visit. The contractors we work with will be inspected prior to contract to ensure they are reputable and have worked within similar public settings. If emergency works would result in a significant disruption to your session or the building being unfit for purpose meaning we would need to cancel your session short notice, please refer to **Section 23 Cancellations** for guidance.

### Maximum Capacity

Fire regulations restrict the total capacity of the centre to 120 persons.

### Health and Safety

The Community Centres Health and Safety Policy and Procedures must be read, fully understood and adhered to at all times. A copy of this is available in ‘Centre Handbook’ located on site. The hirer shall comply with all regulations made in respect of the premises by Fire Authority, Local Authority, Licensing Authority or any other regulations applicable to activities being undertaken by the hirer, particularly in connection with any event, which constitutes regulated entertainment, at which alcohol is served or provided or which is attended by children.

## 10. Bouncy Castles

If the Hirer wishes to use a bouncy castle or similar inflatable device in the hall, the Hirer must ensure that the provider has their own Public Liability Insurance and must provide evidence of this at the time of booking. It is the responsibility of the Hirer to ensure that all inflatable play equipment carries a PIPA tag.



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### 11. Alcohol

#### Sale of Alcohol

No alcohol is permitted to be sold on any part of the premises without the express permission in writing from the Management Team, following which the hirer is responsible for applying for the necessary Temporary Event Notice (TEN) to the licensing authority. As there is a limit on the annual number of TEN's we are allowed, permission may not be granted but failure to obtain permission before issuing a TEN will result in the immediate cancellation of the event without compensation. Copies of documents must be provided to the Centre Manager for evidence prior to the event/s taking place.

### 12. Noise

Please ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. You must, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

All music, dancing and entertainment must cease no later than 11.30pm. Unless prior agreement from the Centre Manager has been given.

### 13. Drunk and disorderly behaviour and supply of illegal drugs

You must ensure that in order to avoid disturbing neighbours of the hall and avoid violent or criminal behaviour:

- (i) no one attending the event consumes excessive amounts of alcohol
- (ii) no illegal drugs are brought onto the premises.

Drunk and disorderly behaviour is not permitted either on the premises or in its immediate vicinity. We will ask any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way to leave the premises in accordance with the Licensing Act 2003.

### 14. Food, health and hygiene

You must, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises provide a refrigerator, freezer and

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thermometer. If food is to be cooked or prepared on site this will require prior permission from the Centre Manager.

### **15. Electrical appliance safety**

You must ensure that any electrical appliances brought by you to the premises and used there are safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Any electrical equipment used at the building needs to carry a PAT certificate issued within 12 months. The use of any smoke generation or dry ice making machinery is strictly forbidden.

### **16. Stored equipment**

We accept no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment that has been agreed with Centre Manager) must be removed at the end of each hiring or we will charge fees each day or part of a day at the hire fee per hiring until the equipment/ property is removed.

We may, in our discretion, dispose of any items by sale or otherwise on such terms and conditions as we think fit, and charge you any costs we incur in storing and selling or otherwise disposing of the same, in any of the following circumstances:

- (i) your failure either to pay any charges in respect of stored equipment due and payable or to remove the same within seven days after the agreed storage period has ended
- (ii) your failure to dispose of any property brought on to the premises for the purposes of the hiring.

### **17. Smoking**

You must comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. We will ask any person who breaches this provision to leave the premises. You must ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire. E-Cigarettes and vaping are also not permitted within the building.

### **18. Accidents and dangerous occurrences**

You must report to us as soon as possible any failure of our equipment or equipment brought in by you. You must report all accidents involving injury to the public to us as soon as possible and complete the relevant section in our accident book. You must report certain types of accident or injury on a special form to the Incident Contact

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Centre. Our Centre Manager will give assistance in completing this form and can provide contact details of the Incident Contact Centre. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

### 19. Explosives and flammable substances

You must ensure that:

- (i) Highly flammable substances are not brought into, or used in any part of the premises.
- (ii) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) are erected without our consent.

### 20. Heating

You must ensure that no unauthorised heating appliances are used on the premises when open to the public without our consent. You must not use portable liquefied propane gas (LPG) heating appliances.

### 21. Animals

You must ensure that Guide dogs, Hearing dogs and assistance dog owners are allowed on the premises.

### 22. Sale of goods

You must, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, you must ensure that the total prices of all goods and services are prominently displayed, as must be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

### 23. Cancellation

If you wish to cancel the booking before the date of the event and we are unable to conclude a replacement booking, we may, in our complete discretion, return the hire fee to you or require payment of the hire fee.

We reserve the right to cancel this Agreement by giving you written notice in the event of:

- (i) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election;

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- (ii) reasonable consideration that (a) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (b) unlawful or unsuitable activities will take place at the premises as a result of this hiring;
- (iii) the premises becoming unfit for your intended use;
- (iv) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case you will be entitled to a refund of any fees already paid, but we will not be liable to you for any resulting direct or indirect loss or damages whatsoever.

Further Cancellation conditions are outlined in section 30 for block bookings

### **24. Car Parking**

Cars shall not be parked so as to cause an obstruction to any parts of the building/car park or barrier at the rear.

For evening and weekend bookings with high attendance, additional parking can sometimes be made available on request. The Centre Manager must be informed at least one month before events so if agreed the arrangements can be made. Free Parking is available on site. Do not block the main access entrance or the access to the rear car park – access may be required for Emergency Vehicles.

You should be aware, that weekends particularly, car parking spaces can get exhausted very quickly, if vehicles are then to be parked on the road they need to be parked safely.

### **25. End of hire**

You are responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise we may make an additional charge. Please remember to switch off all lights when you have finished.

### **26. No alterations**

You must not make any alterations or additions to the premises nor install or attach any fixtures or placards, decorations or other articles in any way to any part of the premises without our prior approval. In our discretion, any alteration, fixture or fitting or attachment which we have approved may remain in the premises at the end of the hiring. Such items will become our property unless you remove them and you must

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make good to our satisfaction any damage you cause to the premises by such removal.

### 27. No rights

This Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on you.

### 28. Fees & hire charges

Each single booking will be invoiced after a completed booking form has been submitted to Centre Manager and Centre Manager has confirmed receipt. The invoice is to be paid within 10 days from the invoice date or in advance of the booked date – whichever is sooner. Payments should be made by bacs/faster payments with the invoice number and user name made clear (unless prior agreement of other payment means has been given by Centre Manger). If a payment is not received in this time the Management Team will attempt to make contact with the Hirer, however the Management Team have the right to cancel this booking whether contact has been made or not.

Additional fees and hire charges are outlined in section 29-34 that apply to regular hirers of the centre.

### 29. Deposit System

A Security Deposit is required for evening private hire bookings. This value is determined by the Centre Manager to reflect the nature of hire and will be held against loss, damage or special cleaning relating to the Hire and is refundable to the Hirer (less any repair / replacement / special cleaning costs) this will be returned within 14 days.

### **Conditions of Hire Sections 30 -36 apply to block booking Hirers only**

### 30. Insurance and Liability

Where we do not insure the liabilities described in section 4 sub-clause (i)(c) above, you must take out adequate insurance to insure such liability and on demand must produce the policy and current receipt or other evidence of cover to our Centre Manager. If you fail to produce such policy and evidence of cover, we have the right to cancel this Agreement and re-hire the premises to another hirer.

### 31. Cancellation of block bookings

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Four weeks' notice of cancellations of individual dates within the contract **MUST** be given to the Centre Manager by the Hirer otherwise full charge for the dates **MUST** be paid. Failure to pay invoices or any other unsatisfactory performance of the contract may result in the Centre Manager giving the Hirer one month's notice to terminate the unexpired period of the contract. No compensation will be payable to the hirer. If the Centre Manager needs to cancel a date it will give, whenever possible four weeks' notice. Cancellation of a booking contract by the Hirer will be accepted by the Centre Manager only after one months' notice has been given. If the Hirer no longer wishes to use the centre within the months' notice period the Hirer is still required to pay for this period. We reserve the right to cancel the Booking Agreement in full without written notice if any points in section 23 sub clause (ii), (iii) or (iv) arise.

### **32. Fees & hire charges**

The Management Team reviews the centres running costs annually and any increases in hiring charges are made after one months' notice has been given to the Hirer. This notice will be given in writing.

Each user group will be invoiced monthly in advance of the coming month's sessions (unless other agreement in writing has been given by Centre Manager to Hirer) and the invoice is to be paid within 10 days from the invoice date. Payments should be made by bacs/faster payments with the invoice number and user name made clear (unless prior agreement of other payment means has been given by Centre Manger).

### **33. Late payments**

An additional charge of £10.00 will be automatically added to the next invoice for any invoices not paid within 10 days.

### **34. Music**

Where appropriate, you must hold relevant licences under Performing Right Society (PRS) and the Phonographic Performance Licence (PPL) and be able to produce copies of these licences to the Centre Manager if requested.

### **35. Storage space**

Storage is very limited and may be provided for regular users only, by prior agreement with the Centre Manager. It is provided on the understanding that it will be cleared, should the space be required for a reason. A weekly charge or annual charge for storage will be at the discretion of the Centre Manager. Any items stored are at the risk of the Hirer and the Community Centre accepts no responsibility for any damage or loss for the stored equipment howsoever caused.

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### 36. Safeguarding children, young people and vulnerable adults

When requested and if appropriate, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS).

**Once you have completed the Booking Agreement form you will have accepted the Standards and Conditions of Hire outlined within this document.**

## ~Booking Agreement for Single Bookings~

Hire Contract between **Vicars Cross Community Centre (Owned and Managed by Great Boughton Parish Council)**, **The Management Team** and person(s) outlined below (referred to as the 'Hirer'). Please read the Standard Conditions of Hire before completing & signing this Booking Agreement.

**\* Must be completed**

<b>*Name of hirer:</b> <i>This person is required to be over the age of 21</i>	
<b>*Organisation / Company Name:</b> (if applicable) <i>If booking on behalf of an organisation, the name of Hirer is required to be the organisations agreed representative</i>	
<b>*Address for correspondence:</b> <i>Please include postcode</i>	
<b>*Contact telephone number:</b>	
<b>*Email address:</b> <b>Alternative email address to be used for invoicing / finance queries (if applicable):</b>	
<b>*Date Required:</b>	
<b>*Event times</b>	<b>Time you require venue from –</b>  <b>Start time of event –</b>  <b>Finish time of event –</b>  <b>Time you require venue until –</b>
<b>*Purpose / description of hiring:</b> <i>Please be aware the Centre does not accept bookings for 18<sup>th</sup> Birthday Parties.</i>	
<b>*Alcohol at the event</b> <i>If there will be a paying bar at the event it is the Hirer's responsibility to gain a TEN Licence from Cheshire West &amp; Chester Council PRIOR to the event (details can be provided). The Centre Manager <b>MUST</b> authorise paying bar prior to applying for licence.</i>  <i>Please also inform Centre Manager if any of the following applies:</i> <ul style="list-style-type: none"> <li>• Food to be provided</li> <li>• An exhibition of film</li> <li>• Live music be performed</li> <li>• Recorded music played</li> </ul>	Any alcohol at the event: YES/ NO Paying Bar: YES / NO Free Bar: YES / NO  Additional details:



<p><b>*Room layout:</b> <i>This is for our information only; you will be required to layout the room as you see fit and return the layout back to how it was found at the end of your booking (unless different agreement in place with Centre Manager).</i></p> <ul style="list-style-type: none"> <li>• Number of tables/ chairs</li> <li>• Layout e.g. theatre style</li> <li>• Main Hall / Café Area / both</li> <li>• Number of tables/ chairs</li> <li>• Do you require PA system / Projector Screen</li> </ul>	
<p><b>Agreed charge for venue use:</b></p>	<p><b>£20.00 per hour</b></p>

**Declaration:** I agree on my own behalf and/or on the behalf of the above organisation which has given me authority to bind it by signing this contract on its behalf to comply with and be bound by the Standard Conditions of Hire, copies of which I have received and read.

I agree to abide by the content of said document, to provide all necessary supervision and ensure that the group I represent acts in accordance with this.

I understand that I will be given guidance on the key points of the Standard Conditions of Hire document concerning; Health & Safety, Fire Safety, Accidents and Emergency Procedures at the onset of my hire.

\*Signed (Hirer) \_\_\_\_\_ \* Date \_\_\_\_\_

\*Signed (VXCC) \_\_\_\_\_ \* Position: \_\_\_\_\_ \*Date \_\_\_\_\_

Vicars Cross Community Centre – Owned and Managed by Great Boughton Parish Council  
Thackeray Drive, Vicars Cross, Chester, Cheshire CH3 5LP  
Email: [vxcc@greatboughtonparishcouncil.org.uk](mailto:vxcc@greatboughtonparishcouncil.org.uk)  
Tel: 01244 342268

## ~Booking Agreement for Block Bookings~

Hire Contract between **Vicars Cross Community Centre (Owned and Managed by Great Boughton Parish Council)**, **The Management Team** and person(s) outlined below (referred to as the 'Hirer'). Please read the Standard Conditions of Hire before completing & signing this Booking Agreement.

**\* Must be completed**

<p style="text-align: center;"><b>*Name of hirer:</b> <i>This person is required to be over the age of 21</i></p>	
<p style="text-align: center;"><b>*Organisation / Company Name:</b> (if applicable) <i>If booking on behalf of an organisation, the name of Hirer is required to be the organisations agreed representative</i></p>	
<p style="text-align: center;"><b>*Address for correspondence:</b> <i>Please include postcode</i></p>	
<p style="text-align: center;"><b>*Contact telephone number:</b></p>	
<p style="text-align: center;"><b>*Email address:</b> <b>Alternative email address to be used for invoicing / finance queries (if applicable):</b></p>	
<p style="text-align: center;"><b>*Purpose / description of hiring:</b> <i>Please inform Centre Manager if any of the following applies:</i></p> <ul style="list-style-type: none"> <li>• Food or alcohol to be provided</li> <li>• An exhibition of film</li> <li>• Live music be performed</li> <li>• Recorded music played</li> </ul>	
<p style="text-align: center;"><b>*Starting Date:</b></p>	
<p style="text-align: center;"><b>End Date: (if applicable)</b></p>	
<p style="text-align: center;"><b>*When will your sessions take place?</b> <i>(E.g. Specific days / Monthly/ Fortnightly/ Ad Hoc)</i></p>	
<p style="text-align: center;"><b>*Start &amp; Finish Time:</b></p>	
<p style="text-align: center;"><b>*Do you require set up / pack away time in addition to the times stated above?</b> <i>This is charged at the hourly rate mentioned unless a different agreement is in place with Centre Manager</i></p>	

# Vicars Cross Community Centre



Great Boughton  
Parish Council

*Working together for our community*

<p><b>*Room(s) required:</b></p> <ul style="list-style-type: none"> <li><b>Main Hall / Café Area / Meeting Room</b> <i>This will include the use of the toilet facilities (shared with other users if necessary).</i></li> </ul>	
<p><b>Agreed charge for venue use:</b></p>	<p><b>£16.50 per hour</b></p>

**Declaration:** I agree on my own behalf and/or on the behalf of the above organisation which has given me authority to bind it by signing this contract on its behalf to comply with and be bound by the Standard Conditions of Hire copies of which I have received and read.

I agree to abide by the content of said document, to provide all necessary supervision and ensure that the group I represent acts in accordance with this.

I understand that I will be required to attend a full induction to the community centre before commencement of hire agreement.

\*Signed (Hirer) \_\_\_\_\_

\* Date \_\_\_\_\_

\*Signed (VXCC) \_\_\_\_\_ \* Position: \_\_\_\_\_ \*Date \_\_\_\_\_

Vicars Cross Community Centre – Owned and Managed by Great Boughton Parish Council  
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