

High Trees Venue Hire Policy:

1 Use of High Trees Community Development Trust Venues

Use of the venues (High Trees learning centre, Scouts Hut & The Adventure Playground) and its facilities is subject to the following rules and, in the case of hirers, to the conditions incorporated in this hire policy.

2 Equal Opportunities

The community hall shall be open to all members of the community regardless of race, nationality, sex, sexual orientation, age, disability, religious or political beliefs or marital status.

3 Applying to use the Hall

- 3.1 All enquiries should be made via email or the website booking system.
- 3.2 Booking requests for use of the venues/sites shall be made to the Operations Manager using the application form.
- 3.3 The hirer, having signed the form, undertakes to comply with the Hire Policy.
- 3.4 The right to refuse any application for the use of the centre facilities is reserved to High Trees Community Development Trust provided that the Operations Manager reports his/her actions. High Trees may refuse an application to use its facilities if the use by a particular association or individual presents a risk of public disorder or of alienating the Trusts beneficiaries or supporters. In any circumstance of doubt, the Operations Manager shall report the matter to the organisation, and shall not confirm the letting without agreement.

4 Deposits & Hire Charges

- 4.1 Payment of a refundable deposit (providing conditions are met) is required in order to secure requested date of booking.
- 4.2 Payment of the calculated hire charge is required a minimum of 3 weeks before the booking date requested. Failure to pay within the given time will result in the booking assumed cancelled.
- 4.3 In the case of the hire date being within one month of the date of booking, the deposit and full payment for hire must be received within 7 days.
- 4.4 No booking is confirmed until payment of the deposit and hire fee is paid in full.
- 4.5 A minimum of 15 working days notice is required in writing if cancellation is required. Failure to do so may result in deposit and/or all hire fees being retained by High Trees Community Development Trust.
- 4.6 The deposit will be refunded post hire provided that there have been no breaches of the Hire Policy. Facilities must be cleaned to the requirements set, and no damage to the building or its property has been incurred. The hirer will be liable for any additional cleaning costs and damage in excess of the deposit. This will be invoiced to the user if required.
- 4.7 If the hirer fails to evacuate the building at the agreed time, additional hourly rates will be applied, and deducted from the deposit.

- 4.8 If the hall has been hired until 10.00pm, at no point must the building be occupied after this time. All hirers must allow ample time to clear up and clean away to ensure that they have vacated the premises by 10.00pm. Failure to do so will result in loss of deposit and restrictions on booking the venue for future use.
- 4.9 The deposit monies may take up to 14 days to be returned. You will be contacted by a member of staff once the deposit is ready for collection. Failure to collect the deposit within 1 calendar month will result in your deposit being forfeited.
- 4.10 The scale of charges for the use of the community centre facilities is subject to proof that the hirer falls into its designated category in the case of categories A, B, C & D
- 4.11 The annual fees and charges for the use of the venues and its facilities are set prior to its annual budget in April of each year. Fees are subject to change and are to comply with the centres fees and charging policy.

5 Hours of Opening

All venues are available for use between the hours of 9.00am and 10.00pm Monday to Sunday. The hirer will only be permitted to use the centres facilities during the agreed hours of hire.

6 Maximum Capacity

The largest venue has a maximum capacity of 90 and on no account shall these figures be exceeded.

7 Safety Requirements

- 7.1 Hirers must ensure that nothing shall be done which will endanger the users of the building or invalidates the policies of insurance relating to it and its contents. In particular:
 - 7.2 Obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be immediately for free public egress.
 - 7.3 The user shall ensure all persons present have been briefed on exit procedures and meeting points in the case of an emergency, and shall familiarise themselves with the fire fighting equipment.
 - 7.4 The emergency lighting supply must be turned on during the whole time the premises are occupied and must illuminate all exit signs and routes.
 - 7.5 Fire fighting apparatus shall be kept in its proper place and only used for its intended purpose.
 - 7.6 The Fire Brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Premises Officer.
 - 7.7 The Hirer shall comply with all the conditions made in respect of the premises by the Fire Authority, Local Authority, and the Local Magistrates' Court or otherwise, in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
 - 7.8 Performances involving danger to the public shall not be given.

- 7.9 Highly flammable substances shall not be brought into or used into or used in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton etc.) shall be erected without the consent of the Centre Management.
- 7.10 All electrical equipment brought into the building shall comply with the Electricity at Work Regulations 1989. High Trees Community Development Trust disclaims all responsibility for all claims and costs arising from the use of any such equipment that does not comply.
- 7.11 Users are advised that no First Aid Box is provided by High Trees for general use, and each group using the premises is required to make its own provision.
- 7.12 The User must carry out risk assessments for the activity involved or purpose of hire and make these available for inspection.
- 7.13 Incidents or accidents occurring during use must be notified to the Operations Manager on the relevant form and include the names of any witnesses.

8 Security Requirements

- 8.1 The centre member of staff will be responsible for the opening and closing of the facility for user groups and hirers using the centre outside its normal office hours.
- 8.2 User groups and hirers should not be in the building outside allocated hours; any breach of these conditions may terminate the right to use the centre and will result in forfeiting the deposit.
- 8.3 User groups using the venue outside normal office hours are to ensure that no unauthorised persons are admitted to the venue.
- 8.4 User groups and hirers are responsible for ensuring that all windows and doors in the building are securely locked before leaving their hired venue.
- 8.5 All user groups and hirers must complete the Sign In and Out Book at reception where applicable.

9 Equipment

- 9.1 **Hall & Meeting Rooms:** Tables and chairs are provided as part of the centre hire, but should any additional tables and chairs be required, these are to be provided at the hirer's expense. Care must be taken in transporting and positioning tables and chairs, so that equipment does not damage the floor or walls, otherwise a charge will be applied for any maintenance or additional cleaning required.
- 9.2 **Kitchen:**
 - 9.2.1 The hire of the kitchen is only included with the booking of the Scouts Hut. However, the kitchen can be hired for other venues at an additional cost of 1 hour's equivalent of the hourly hire rate.
 - 9.2.2 The same cleaning and maintenance procedures for the kitchen area apply as set out in the cleaning policy.
 - 9.2.3 The kitchen area is for warming food only and not for cooking purposes.

9.2.4 Crockery and cutlery will not be supplied as part of the hire. It is the hirer's responsibility to provide these items for themselves.

9.3 Other:

9.3.1 Any other equipment i.e. PA system, projector, if available will be hired out under a separate agreement.

9.3.2 Centre Management is not liable for damage or loss of equipment or food belonging to the hirers.

9.3.3 All breakage and damage to centre equipment and building must be reported promptly to Centre staff so that repairs and/or replacements can be affected. Compensation for damage will be required.

10 Storage

The permission of the Operations Manager must be obtained before goods or equipment are left or stored at the community centre, except that the Operations Manager is authorised to grant permission for the overnight storage of goods and equipment brought to the centre for a particular function or event. In this instance, any equipment must be removed immediately on request and failure to do so within 2 days will give the Centre the right to dispose of it. A separate Storage Request form must be completed.

11 Set up and Cleaning

The hiring party is responsible for their own setting up and cleaning. Please read the additional list of Cleaning Requirements.

12 Operating Requirements

12.1 Supervision:

12.1.1 The hirer is responsible for the actions of their guests/members whilst using the premises. In the case of minors and public entertainment the following regulations will apply.

12.1.2 The hirer or person in charge of any activity shall not be under 18 years of age and shall be on the premises for the entire period of hire or duration of the activity. S/he shall not be engaged in any duties which prevent him/her from exercising general supervision.

12.1.3 When the premises or any part of them are used for the purpose of public entertainment, there shall be a minimum of two persons, neither of whom shall be less than 18 years of age, on duty where under 100 persons are attending the entertainment. When the majority of those present at the entertainment are less than 16 years of age, and when many people with disabilities are expected to attend, the numbers of adult supervisors required will be increased.

12.2 Safety of Vulnerable People: The User shall ensure that any activities for children under eight years of age will comply with the provisions of The Children Act 1989 and any conditions required by the Office for Standards in Education (OFSTED). Only fit and proper persons who have undergone appropriate CRB checks shall have access to work with the children.

- 12.3 Duty to disclose information:** There is a legal duty to disclose some information including:
- 12.3.1** Child abuse will be reported to the Lambeth Family Support & Child Protection Team
 - 12.3.2** Drug trafficking, money laundering, acts of terrorism or treason will be disclosed to the police.
 - 12.3.3** In addition, colleagues believing an illegal act has taken place, or that a user is at risk of harming themselves or others, must report this to the Operations Manager who will report it to the appropriate authorities.
 - 12.3.4** Users should be informed of this disclosure.
- 12.4 Supply of Food and Drink:** The User shall, if preparing, serving, or selling food observes all the relevant health and hygiene legislation, licences and regulations.
- 12.5 Intoxicating Liquor:** No intoxicating liquor is permitted to be sold on any part of the premises.
- 12.6 Music:** It is the responsibility of any User Group or hirer which uses recorded music in its activities to check if it requires a licence from Phonographic Performance Ltd (PPL) or Performing Rights Society, and if so obtain one.
- 12.7 Betting, Gaming and Lotteries:** Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries, and the persons or associations responsible for the functions held in the hall that the requirements of the relevant legislations are strictly observed.
- 12.8 Stage Plays:** The Operations Manager must be given at least four weeks' notice of a stage play production, so that the appropriate licence may be obtained from the Lambeth Council, which itself requires three weeks' notice.
- 12.9 No Smoking Policy:** All facilities of the centre are NO SMOKING AREAS. Non-compliance with the Policy may result in a loss of deposit and/or hirer or organisation being refused any future use of the facility.

13 Car Parking:

The venues/sites are all located in residence estates where parking is currently free. The hirer is to be mindful that there are limited spaces available for local residents. Both free and metered car parking spaces are located around the periphery of the estate on Tulse Hill and Upper Tulse Hill.

14 Nuisance

- 14.1** Hirers and organisers of events in the building are responsible for ensuring that the noise level of their functions is not such as to interfere with other activities within the building nor to cause inconvenience for the occupiers of nearby properties.
- 14.2** Hirers must ensure that the main door to the centre remains closed throughout the duration of hire. This is both a fire safety requirement and ensures that noise levels are kept to a minimum, reducing the nuisance caused to local residents. Failure to comply with this may result in the loss of your deposit.
- 14.3** Hirers must ensure that guests do not loiter outside the community centre. This causes an obstruction to the pathways and noise pollution.

- 14.4 If the centre receives any reports from local residents about the level of noise/nuisance from the function, this will be taken very seriously and again may result in the loss of deposit.
- 14.5 Except in the case of trained guide-dogs for the blind, dogs shall not be permitted onto the centre premises.

15 Insurance

Short term and casual hire (24-hour period) is covered by Public Liability Insurance. A copy of the insurance policy may be obtained from the centre coordinator.

16 Regular User Groups

- 16.1 All regular hirers and block booking will be reviewed by the Centre on a quarterly basis, and High Trees Community Development Trust reserves the right to cancel the bookings if felt that the purpose of hire does not remain within the vision of the centre.
- 16.2 Regular user groups will be invoiced on a monthly basis in advance for the months booking.
- 16.3 Invoices must be paid within two weeks of issue date.
- 16.4 One month's notice must be given if the use of the centre's facilities are no longer required or there is a change to your usual booking slots.
- 16.5 Regular user groups must take out a Public Liability Policy noting the centres interest as a joint party, as well as any other insurance that may be deemed necessary to carry out the activity/ purpose of hire. A certificate of such cover must be provided to the centre with the application form for hire prior to the hiring agreement being formalised. Copied of subsequent renewals during the hire period must be provided to the Centre prior to the policy renewal date. A hire will not be agreed to where Public Liability Insurance is required, and proof has not been supplied
- 16.6 Regular user groups are responsible for carrying out regular risk assessments on their groups and activities that they undertake.

Cleaning Requirements:

Please ensure the following cleaning requirements are carried out at the end of your function.

Entrance:

- Floor to be swept.
- All rubbish to be removed and placed in designated bins

Designated Booking Area/s:

- Floor/s must be swept.
- All tables must be wiped down and tables and chairs put away in allocated areas
- No sticky tape, drawing pins or other materials which will damage walls, floors or other surfaces are to be used. All decorations are to be removed completely at the end of hire.

- All rubbish to be removed and placed in designated bins
- All appliances to be turned off after use
- All equipment and articles brought onto the premises by the hirer must be removed promptly at the end of agreed hire period.

Kitchen Area:

- Floor to be swept and work surfaces to be wiped down
- All rubbish to be removed and placed in designated bins
- Cooking oils must be placed in sealed containers and removed from the premises. Under NO circumstances should oils be poured down sinks, drains or sewerage outlets.
- Should fridge/s be used all foodstuffs must be removed and fridge/s wiped out.

Toilets:

- All rubbish to be removed and placed in bins provided.
- Sink to be wiped down.

The following cleaning equipment will be provided by the centre:

- Broom
- Cleaning Products

The following cleaning equipment must be provided by the hirer:

- Black Bin Bags
- Cloths for wiping surfaces

All brooms and cleaning equipment provided to be returned to their respective area.