

Champions Manor Hall Community Centre

Conditions of Hire

Note: "The premises", where referred to, includes the whole of the building, outbuildings, the Bowling Green and the whole of the property within the boundary.

"The Council" includes the Town Council and the Town Council's delegated representative. If the hirer is in doubt about the meaning of any of the following, the Council office should be consulted.

1. BOOKINGS

- 1.1 All bookings must be made on the official form, signed by the hirer, and returned to the Council offices. The hirer is deemed liable for payment of all fees and charges in advance and for ensuring compliance with the Conditions of Hire.
 - 1.2 Sub-letting of bookings is not permitted.
 - 1.3 The Council reserves the right to refuse any booking.
 - 1.4 Use of the premises must be restricted to the use and accommodation stated on the booking form.
 - 1.5 All bookings of Champions Manor Hall will only be accepted by person(s) of 21 years of age or over.
 - 1.6 For parties of young persons, i.e. over twelve and under eighteen years of age, the Hirer agrees that **one adult per 10 youths** will be present as supervisors for the duration of the booking throughout the premises including the changing rooms/ toilet areas and corridors.
 - 1.7 For children's parties, i.e. those under twelve years old, the Hirer agrees to provide one **adult per 5 or 6 children** as supervision. The Hirer agrees to monitor all children throughout the premises including the changing rooms/ toilet areas/corridors, plus the exterior of the Hall including the Bowling Green.
 - 1.8 Hiring and payment of storage facilities are in conjunction with a current room/hall hire booking. Cancellation of the hire booking would also include cancellation of storage hire.
 - 1.9 All external doors and openings in the Hall activity space shall remain closed whilst musical events And parties are in progress. Both halls have full air conditioning.
- Hiring of facilities does not include the use of the outside green space at Champions Manor Hall.

2. PAYMENT OF CHARGES

- 2.1 The scale of charges is revised annually and implemented from 1st April each year or at such other interval as the Council may determine. Details of current rates are available from the Council offices. Should any increase, notified to the hirer subsequent to the booking being made, be unacceptable to the hirer, the booking may be cancelled and the damage deposit returned if necessary.
- 2.2 Provisional bookings may be made by contacting the Council office. These are retained for 7 days only and will then be deleted from the diary if the booking form and payment are not received.
- 2.3 Confirmed one-off bookings will be invoiced for immediate payment. Failure to pay within 7 days of receipt of the invoice may result in your booking being cancelled.
Regular hirers must pay their invoices **3 months** in advance to obtain our discounted rates. Failure to comply or late payment may result in the withdrawal of the discounted rates of hire.
- 2.4 **ANY UNNECESSARY STAFF CALL-OUTS WILL BE CHARGED AT £30 PER VISIT.** Clarification can be sought on the telephone from the Town Clerk prior to their attendance at the Hall.

3. HIRE CANCELLATIONS

- 3.1 The Council reserves the right to cancel any booking without notice on reasonable grounds and refund any fees paid. We will try to give as much advance notice as possible.
- 3.2 The Council will not be liable for any consequential loss to the hirer arising from a cancellation for whatever reason.
- 3.3 **For One-Off Hirers, if less than 6 weeks' notice is given of a cancellation, the council is under no obligation to refund any monies paid.**
- 3.4 **For Regular Hirers, if less than 6 weeks' notice is given of a cancellation, no refund of hire charges is automatically given. Any such incidence will be reviewed on an individual basis and may be dealt with by means of a credit note being issued.**

4. HOURS OF LETTINGS

- 4.1 Hours of hiring are from 8.30am to 11.00pm Monday to Saturdays and 9am to 9pm on Sundays and including clearing up time.
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- 4.2 Clearing away, removal of articles, etc. shall be the responsibility of the hirer. Failure to comply may result in a charge being levied for cleaning costs.
- 4.3 Hirers are respectfully reminded that setting up and clearing away time MUST be allowed for within the hours booked and paid for. If the hiring period is overrun, a penalty charge will be payable.

5. DAMAGE, LIABILITY AND SECURITY

- 5.1 The hirer will be responsible for the supervision of premises, the fabric and contents, care and safety from damage. Any damage caused must be reported to the office at the earliest opportunity.
- 5.2 If the booking is outside normal office hours, it is the hirers responsibility to ensure that the accommodation booked, the main entrance door and the exterior gates are all locked upon leaving the premises. **PLEASE NOTE THERE IS NO CARETAKER AT THE HALL.**
- 5.3 All hirers are responsible for ensuring that the facilities being hired are suitable for their requirements and agree to immediately report any health and safety risks/concerns to the Office. All Regular Hirers will be required to complete a risk assessment form.
- 5.4 The hirer may be required to pay a damage deposit in advance of the hiring. This will be returned subject to the key having been returned to the Town Council office no damage having been reported or caused.
- 5.5 The hirer shall be responsible for the full cost of making good any damage or loss arising to the premises or the contents thereof, as a result of the hiring or not securing the building/site correctly on leaving. If the damage deposit paid is insufficient to cover the cost, an account will be rendered for the balance.
- 5.6 The hirer is liable for and shall indemnify the Council against any loss damage or injury sustained or incurred by the hirer or any person attending the premises in connection with the hire.
- 5.7 Bouncy Castles and Inflatables etc. must not be erected in the grounds of Champions Manor Hall Community Centre. Permission may be granted by South Woodham Ferrers Town Council to allow an inflatable to be erected in the Hall hired. It is the hirers responsibility to ensure that the appropriate risk assessment and insurance is in place for all inflatables. See Hire of Champions Manor Hall Policy (12) on the website.
- 5.8 The doors and windows in the Main Hall and Multi-Purpose Room must remain closed when live or recorded music is being played.

6. FIXINGS & DECORATIONS

- 6.1 No decorations, posters or any other material of whatever sort may be affixed by whatever means to any part of the premises without the agreement of the Town Council officers.
- 6.2 Posting of items on official notice boards may only be carried out with the Council's permission.
- 6.3 Footwear which may cause damage to floors is not permitted. Non-marking shoes/trainers must be worn.
- 6.4 No special preparations, such as those required for dancing, may be applied to the floors.

7. SMOKING

- 7.1 Smoking or vaping is not permitted anywhere within the building.

8. FIRE RISK

- 8.1 No activity which may constitute a fire risk may be undertaken.**
- 8.2 ACTIVITIES INVOLVING NAKED FLAMES - FIRE EATING/SPARKLER CANDLES/SMOKE/ICE/FOG MACHINES ARE NOT PERMITTED AS THEY CAN ACTIVATE THE FIRE ALARM. Please ensure that any entertainer booked is aware of this. See also condition 2.4.**
- 8.3 The Council must be informed in advance and permission given, if any flammable materials for whatever purpose are to be brought on to the premises. Any such material is to be treated and maintained in a fire-resistant condition.**
- 8.4 Self closing doors must not be fixed open. All fire exits and escape routes must remain unobstructed and free access maintained. Fire fighting equipment must not be tampered with, other than to use for its proper purpose.**
- 8.5 Regular Fire Drill practices are carried out at the Hall. It is every hirer's responsibility to ensure that on hearing any fire alarm activation, the building must be evacuated to the Fire Assembly point at the far end of the car park, as detailed in the Fire Procedures notices displayed throughout the Hall.**
- 8.6 Any persons who may have difficulty evacuating the building are advised to stay in a room behind a fire door until the Fire Brigade arrive.**
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Before the function/event, the responsible person must take a list of names of all attending and inform all those present of the following:

- **The fire alarm activation signal is a loud siren**
- **The location of the fire exits and escape routes**
- **In an emergency, attendees to take only valuables to hand, not to collect other belongings**
- **The location of the fire assembly muster point, at the far end of the car park**

9. INSURANCE

- 9.1 Hirers who use rooms on a regular basis are responsible for arranging their own insurance for all aspects of the hiring, including Public Liability to a minimum of £5m, insurance against any damage or loss to the premises, and any necessary additional insurance against loss or damage arising from the hiring. The Council will require seeing proof that insurance policies are in force.
- 9.2 Any exceptional cost placed upon the Council by its own insurance company in respect of any hiring will be charged to the hirer in addition to the normal hiring fees.

10. CLEANING & FURNITURE

- 10.1 All rubbish, waste, etc. must be packed in plastic bags and placed in the bins provided outside the building.
- 10.2 At the end of the hire period, furniture must be replaced in a clean condition in its allotted place, and the floors swept. Any liquid spills should be mopped up immediately, as this could cause damage to the wooden floors.
- 10.3 All parts of the premises used in connection with the hiring shall be left in a clean and tidy condition.
- 10.4 Any additional costs incurred by the Council in respect of extra cleaning required as a result of a hiring will be re-charged to the hirer.

11. ELECTRICAL EQUIPMENT

- 11.1 No alteration or addition may be made to the electrical arrangements on the premises, including the provision of sound and lighting equipment and the use of any portable electrical equipment, without the Council's express permission. Any equipment for which such permission is granted must be maintained in a safe condition and in accordance with the relevant regulations, and the Council reserves the right to require a Test Certificate for any such equipment. Please be aware, both halls are governed by sound limiting devices which will automatically switch off the power should sound levels be exceeded. At the end of every session, hirers are requested to turn off all the lights in the room hired and the air conditioning should be turned off on the wall.

12. LIMITS OF ACCOMMODATION

- 12.1 The hirer must ensure that the limits of accommodation are strictly observed, and that any City or County Council or other authority's rules and regulations for the arrangements of seats, gangways, etc. are followed.
- 12.2 The limits of accommodation for Public Entertainment are as set by the Licensing Authority, a copy of which is affixed to the notice board.

13. REFRESHMENTS

- 13.1 The provision of refreshments and of crockery, cutlery, etc. is the responsibility of the hirer. A limited amount is available in a ground floor kitchen cupboard, for shared use by hirers, if required.
- 13.2 Use of the kitchen is a shared facility between hirers of both halls and this allows the use of the cooker, fridge /freezer and microwave.

14. SALE AND CONSUMPTION OF INTOXICATING LIQUOR

- 14.1 Intoxicating liquor shall not be sold on the premises. Personal consumption of alcohol is permitted within the hire of the facilities.

15. DISORDERS OR DANGERS

- 15.1 The hirer shall not allow any unseemly, disorderly or improper conduct, or conduct or practices which may endanger persons or property on any part of the premises.
- 15.2 The hirer shall ensure that adequate supervision by a responsible person and aged over 21 years of age, is maintained on the premises throughout the period of the hiring. The responsible person, as named on the booking form, shall be present throughout the hire period.
- 15.3 All persons 16 years and under, must be supervised by an adult at all times whilst on the premises.
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16. FIRST AID

- 16.1 The hirer is responsible for First Aid provision.
There is a defibrillator located in the kitchen lobby next to the lift.

17. DOGS

- 17.1 Dogs, other than service dogs, are not permitted on the premises (including the external environs).

18. CAR PARK

- 18.1 Use of the car park at Champions Manor Hall Community Centre is restricted to users of the facilities only. Vehicles must be parked on the official car park, within the indicated spaces where shown. Spaces marked for the use of disabled people must not be used by others. Vehicles are not allowed to park or drive across the paved or turfed areas surrounding the Hall.
- 18.2 Exits and carriageways must be left unobstructed.
- 18.3 All vehicles and property in the car park are left entirely at the owner's risk and the Council accepts no responsibility for them.
- 18.4 Hirers are advised that all entrance and exit gates will be locked when the facilities are not in use.

19. LICENCES

- 19.1 The Hall is licensed for public dancing, music or public displays, contests or exhibitions of sports or similar types of entertainment, and for public Sunday musical entertainment.
- 19.2 The hirer must observe all conditions attaching to the granting of a Public Entertainment Licence; a copy of these may be seen on request to the Council office.
- 19.3 Applications involving the performance of a stage play, ballet or opera must be made at least six weeks in advance of the event, and the booking will be subject to the granting of a Theatre Licence by the local authority. Any cost arising from the obtaining of this licence will be payable by the hirer.
- 19.4 The hirer is responsible for obtaining any necessary licences in connection with the hire, e.g. Phonographic Performance Ltd., etc., shall not infringe any copyright or performing right, and indemnifies the Council against any charge which may be made upon them in respect of any such infringement.
- 19.5 Where music is played at an event, the hirer must inform the Council of the numbers attending within five days of the event.

20. STATUTORY REQUIREMENTS

- 20.1 The hirer is required to comply with any statutory requirements, and any conditions or regulations made by other bodies, e.g. local authority, fire authority, etc., arising from the hire and use of the premises.
- 20.2 The hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law on gaming, betting and lotteries.

21. COMPLAINTS

- 21.1 Any complaint arising out of a booking should be made in writing to the Council office within twenty-four hours of the hiring, or of the event giving rise to the complaint if earlier.

22. CONDITIONS AND ENTRY OF OFFICIALS

- 22.1 All hirers are required to comply with the Conditions of Hire and any deviation from them will entitle the Council to exclude the hirer and other connected persons from the premises. Hirers will still be liable for payment of the hire charges, etc.
- 22.2 The Council reserves the right to amend or vary the booking conditions at any time and without notice.
- 22.3 The Council or its representative retains the right of entry to the premises at any time during the hiring.

23. LEAVING CHAMPIONS MANOR HALL AND SITE

All hirers are requested to enter and leave the building and site quietly so as not to cause any disturbance to our neighbours and other local residents.

24. GDPR

Please note that all regular hire contact information and details will be kept in the office securely and disposed of when the hire terminates.

Responsible Officer	Town Clerk	Date effective from	November 2025	Review date	November 2026
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Reviewed Council 18/11/2025 minute ref C25-223