

Mark Cross Community Centre, St Mark’s Church, Mark Cross, East Sussex TN6 3PJ

*Registered Charity No.1171983*

**Conditions of Hire and Booking Form 2021/22**

**IMPORTANT INFORMATION FOR HIRERS**

**Please read the following and take this form with you for your event**

**KEY COLLECTION**

 Debbie Farmer (via email: markcrosscommunitycentre@gmail.com) for key collection instructions.

 Return key promptly to key box - **PLEASE LOCK UP SECURELY** after use.

**LIGHTS**

Main Community Centre and entrance Community Centre lights switches are located on entrance to the main Community Centre and the lights to the corridor to the back are by the back door.

**HEATING**

The heating is currently controlled by the Community Centre and should be on ready for your booking.

**KITCHEN INFORMATION**

**COOKER/HOB/KETTLE/HOT WATER URN**

**WASHING UP -** Please bring your own Tea towels/dishcloths and wash/dry all items used.

**FRIDGE -** Please do not touch the temperature control.

**KITCHEN EQUIPMENT**

 There is an assortment crockery/cutlery/glasses/mugs in the cupboards.

 There are **NO** serving dishes, oven ware, serving spoons or saucepans.

**CHAIRS & TABLES**

There are currently 50 x chairs stacked in the Community Centre (do not remove the chairs from the Chapel without prior permission). In the cupboard there are currently enough tables to seat 50 people, which is the maximum capacity of the hall for seating.

**Wi-Fi**

Wi-Fi Is available at the hall - **Name:** markcrosscommunitycentre **Password:** mccc1234

**FONT**

Please make sure the Font is screened off when the hall is in use with the screen provided.

**ON LEAVING COMMUNITY CENTRE**

 Hirers are responsible for ensuring the Community Centre is left in a clean and tidy state.

 All bins to be emptied and rubbish taken away and all furniture should be returned to proper positions.

 **Please clean up ALL spillages promptly (**mop and bucket in WC) and sweep all floors you have used - brooms/wooden floor cleaner mop in cupboard.

**For late night bookings: -**

* All music/PA systems **to be turned off at 11pm**.
* Please consider local residents – keep the main doors closed during your event to reduce noise pollution from the hall; be mindful of excessive noise if using the outside space; and leave the hall quickly and quietly after your event is finished.
* The hall must be cleaned and vacated by 12.00am (**please remember to turn off the lights**!).

***The hall will be inspected after your booking to ensure compliance with our policy***

***.***

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**Conditions of Hire and Hiring Agreement.**

**COMMUNITY CENTRE LICENCE**

The Community Centre is in the process of researching the benefits of acquiring a premises licence.

*(If granted/issued by Wealden District Council under the 2003 licensing act for Play, Dance, Live Music, Film and Recorded Music between the hours of 10.30 and 23.00 hrs* ***inside*** *the Community Centre only. The licence also includes the sale or supply of alcohol between the hours of 10.30 and 23.00 for inside and outside the Community Centre. For further information regarding the extent of the licenced area outside of the Community Centre, please refer to the booking secretary or Community Centre Trustees. Not less than four stewards, one of whom will be required to act as Licensee, to be continuously employed by the hirer to maintain order in the building and to control admission.)*

**MAXIMUM CAPACITY**

The Community Centre has a maximum capacity for 100 persons standing and where table seating is provided 50 Persons.

**1(i). MCCC HIRE**

1. Charges for one off hiring are currently set at £15.00 per hour (see 23. Below for Commercial Hire rates and block booking rates). Fees to be reviewed next April 2023 and should be paid in advance of hiring the Community Centre by electronic transfer/cheque into the MCCC bank account. Contract hirers of the Community Centre will be required to pay monthly against accounts to be administered in advance (Payment to be made within 14 days).
2. Provisional bookings must be confirmed with an “application to hire” form and payment of fee. If not confirmed and paid in a timely manner the provisional booking will be terminated. The hirer’s (or society’s treasurer’s) name and address details will be entered onto a computer solely for the preparation of the invoices.
3. The Mark Cross Community Centre Trustees reserve the right to request payment of a refundable deposit of up to £100, in addition to the booking fee, where an individual or organisation is not represented on the Mark Cross Community Centre Committee.
4. Notice of cancellation of hiring must be given by occasional hirers in writing fourteen days in advance. In the absence of such notice the hirers must pay hiring charges.
5. The person or organisation to whom the Community Centre is let be responsible for its proper and orderly use; for the observance of any licensing regulations or other local requirements governing such use (copies of the Licenses are displayed on the Community Centre notice board and also in the Community Centre's Emergency Procedures).
6. **Safeguarding of children and vulnerable adults** - if you are using the Community Centre to run an event it is your responsibility to ensure appropriate training and safeguards are in place for any activities involving children and vulnerable adults, such as valid CRB/DBS checks are in place and the associated guidance is adhered (Safeguarding Vulnerable Groups Act 2006).
7. Hirers are responsible for leaving the Community Centre in a clean and tidy state; for ensuring that doors are locked, windows closed and all lights and heating, including water heaters, extinguished, all kitchen equipment (except for the fridge) switched off and be responsible for any consequential loss or damage arising from a breach of this Condition. The Trustees reserve the right to make a surcharge for non-compliance of these rules.
8. The Hirer will be liable for any damage done to the Community Centre and its contents and for any breakages or loss, which must be reported to the Community Centre Trustees immediately after the letting. Please be aware party poppers will stain the floor especially if wet. Please clear up spillages immediately.
9. An application to hire the Community Centre can only be made by a person over the age of 18 years.
10. The right to refuse any application received for the hire of the Community Centre, including any application received after the date due, or to refuse admission to any individual, without assigning any reason, is reserved to the Committee or to the Community Centre Trustees, who will report this action to the next meeting of the Committee.

**1(ii). MCCC HIRE RESTRICTIONS (IN RELATION TO OUTSIDE SPACE)**

A small fenced off outside space is available next to MCCC by special arrangement – please enquire when making your booking. This space is used at your own risk and hirers are responsible for the safety of minors who are using this space (which has exit gates). Hirers and their parties are not permitted to enter the school grounds adjoining this space.

**1(iii). MCCC HIRE RESTRICTIONS (IN RELATION TO ST MARK’S CHURCH)**

a) The Chapel and Vestry are **"OUT OF BOUNDS"** to all hirers of the Community Centre, unless given prior permission, or are affiliated to St. Mark’s Church.

b) The building is **not available on Sunday’s**, as it is reserved for normal Church activities.

c) In the event of additional Church activities, such as **weddings or funerals**, priority will be given to these Church events. Block bookings are accepted on the understanding that Mark Cross Community Centre Trustees may, at their discretion, cancel the original booking (giving notice), in the event of a funeral needing to be conducted in the building on a given day.

**1(iv). MCCC HIRE RESTRICTIONS DUE TO ELECTIONS (POLLING STATION)**

Block bookings are accepted on the understanding that Mark Cross Community Centre Trustees may, at their discretion, cancel the original booking (giving notice) and request that all bookings are cancelled on a given day, in the event of an Election being called, as the building is used as a Polling Station.

**2. INTOXICATING LIQUORS**

*(The Community Centre is in the process of researching the benefits of acquiring a Premises Licence, which if granted the hirer, with the Committee’s* ***prior*** *consent, may be allowed to apply for a* ***Temporary Event Notice (TEN)*** *from Wealden District Council. Should a TEN be granted by W.D.C., the Committee must be sent a copy of the authorised form before the keys are released to the hirer.)*

**3. FOOD HYGIENE**

The Committee will make every attempt to ensure that the kitchen and its equipment are clean and suitable for the preparation and serving of food. It is the responsibility of the hirers to satisfy themselves before use that the facilities are suitable for purpose and to ensure that they have any necessary permits required by Wealden District Council and that they follow any practical or documentary procedures required under such permits or licences. All foodstuff, whether perishable or not, must be removed from the Community Centre at the end of the hire period.

**4. BETTING, GAMING & 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 person or organisation to whom, the Community Centre shall not be responsible for seeing that the requirements of the Gambling Act 2005 are strictly observed.

**5. MUSICAL COPYRIGHT**

The Management Committee is **NOT** yet licensed by the Performing Rights Society Ltd. for live and recorded music.

**6. SAFETY REGULATIONS**

*(All conditions attaching to the Licence by Wealden District Council or any other authority must be strictly observed by the Hirer. A copy of the Licence is kept in the Emergency Procedures Manual, which is kept in the First Aid cupboard in the kitchen.)*

Nothing shall be done that will endanger the policies of Insurance relating to the Community Centre or its contents, and in particular:

1. No obstruction must be placed in gangways or exits. All exits including fire escapes should be left clear to allow sufficient access for quick evacuation by able and disabled people.
2. Hirers should know the position of the fire exits and firefighting appliances provided and ensure that these are kept in their proper place and used only for extinguishing fires.
3. No candles or naked flames to be used in the Community Centre.
4. Children, under the age of 14, are not allowed in the kitchen unless supervised by an adult.

**7. CAR PARKING**

Cars must not be parked so as to cause an obstruction on the road outside, or local residents driveway access. Parking is available opposite the MCCC and at Mark Cross Millennium Green. Please use the minimum of noise on arrival or departure. Hirers of the Community Centre do not have priority in the use of the Car Park spaces.

***Note: The Committee shall not be responsible for loss of, or damage to any car or its contents.***

**8. NUISANCES**

1. Litter shall not be left in or about the Community Centre premises or in any of the bins provided. All rubbish to be placed in black sacks and taken away – **there are no available dustbins at the Community Centre and all rubbish must be taken away from the property and disposed of sensibly by hirers**.
2. Bottles and crates should not be left in or outside the Community Centre. The nearest bottle bank is at **Rotherfield** Millennium Green Car Park. Remains of perishable foods should be placed in bags and taken away
3. For late night bookings, all music/PA systems to be **turned off by 11pm**. Please be considerate to the nearby neighbours of the hall and leave as quickly and quietly as possible after your event. **The hall MUST be cleaned and vacated by 12.00am.**
4. Animals, apart from registered Guide Dogs and Assistance Dogs (Equality Act 2010), shall not be brought into the Community Centre without the express permission of the Committee.

**9. GOOD ORDER**

The Hirer shall be responsible that good order is kept in the Community Centre during the hiring and the Committee may, if it thinks fit, charge the Hirer for any extra expense that may be incurred for engaging police to preserve order prior to, during, or after any entertainment or meeting in the Community Centre.

**10. PLACARDS, FLAGS, DECORATIONS**

No bolts, nails, tacks, screws etc. shall be driven into any part of the Community Centre, nor should any placards or other articles be fixed thereto.

The Hirer shall remove any flag, emblem or other decoration displayed inside the Community Centre if, in the opinion of the Committee, or any one of its Officers, it shall be unseemly or expose the Community Centre to undue risk of fire or be likely to lead to disturbance or a breach of the peace or to cause offence.

**11. LIGHTING**

Hirers are not allowed to install extra light or heat. MCCC also has a no candles or naked flames policy.

**12. SUB-LET OF HIRE**

The Hirer shall not license or sub-let the Community Centre or any part thereof or grant any licence whatever to any third party.

**13. RIGHT OF ENTRY**

The right of entry to the Community Centre is reserved to any Committee member and to any Police, Fire Authority or Licensing Officer at any time during the hiring.

**14. LOSS OR DAMAGE**

The Committee shall not be responsible for any loss or damage to any property arising out of the hiring, nor for any loss, damage or injury which may be incurred by or done or happen to any person or persons using the Community Centre during the hiring arising from any cause whatsoever, or for any loss due to any breakdown of machinery or supply of electricity, leakage of water, fire, Government restriction or act of God which may cause the Community Centre to be temporarily closed or the hiring to be interrupted or cancelled; and the Hirer shall indemnify and by their acceptance of the Hire do automatically indemnify the Committee against any claim which may arise out of the hiring or which may be made by any person using to the Community Centre during the hiring in respect of any such loss, damage or injury.

**15. TREATMENT TO FLOOR**

No crystals, powder or the like shall be used on the floor. Please use the wooden floor cleaning mop for the main hall, and the mop and bucket in the WC for the tiles/lino areas in the kitchen/corridor/WCs.

**16. FURNITURE**

Before leaving the Community Centre, Hirers should ensure that all furniture is back in place – chairs stacked to the left of the main hall and tables returned to the cupboard, as found.

**17. SMOKING**

We have a **NO SMOKING OR VAPING IN THE COMMUNITY CENTRE** policy, in compliance with the No Smoking Law which came into effect on 1st July 2007, it is against the Law to smoke anywhere within the Community Centre. Failure to comply with this law could lead to police prosecution, and any further booking from the society or individual being refused.

**18. ACCIDENTS**

Should the hirer or anyone using the Community Centre during the hirer’s duration of hire, have an accident that requires medical assistance, the hirer is responsible for reporting the accident to a member of the MCCC Committee and logging the accident in the “accident book” located with the first aid box in the kitchen.

**19. ADVERTISING YOUR EVENT**

If your Community Centre hire is for an event that requires advertising, please be aware that the ESCC do not allow signs to be attached to their property, i.e., lamp posts. However, if you do place advertisements in locations around the village, e.g., small posts on verges, railings, with the landowner’s permission, please can you ensure they are removed immediately after your event. Rotherfield Parish Council will allow advertisements to be placed on the fencing at Mark Cross Millennium Green with prior permission.

**20. THE COMMITTEE** reserve the right to alter and to add to these rules as occasion demands.

**The hiring agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.**

**The Committee reserve the right to refuse any future bookings for Hirers who do not comply with this agreement.**

**21. CLEANING**

**You must play your part and ensure all touch points and surfaces in the hall/kitchen are cleaned using antibacterial cleaner. Hirers agree: -**

* All rubbish will be taken away.
* The toilets will be cleaned after use. This means the toilet seats, lids, taps and door handles.

After a hire, if the Community Centre requires additional cleaning, the Trustees reserve the right to levy an extra cleaning of charge up to £100.

**22. BOOKING FEES**

**ONE OFF HIRE CHARGE** of £15.00 per hour – next review April 2023

Hirers leaving LIGHTS ON or WINDOWS or DOORS OPEN will be liable to a surcharge of £50.00

**23. COMMERCIAL HIRING & BLOCK BOOKING**

Currently commercial hiring rates are being offered at the rate of £11.00 per hour. These rates are due for review in April 2023. To block book MCCC please provide termly dates for forward planning (see application form). Payment to be made in advance of each month once dates are agreed.

**24. BOOKING PAYMENTS**

**Invoices will be issued in advance. All payments to be made in advance of use to secure the booking – direct transfer to:**

Account name: Mark Cross Community Centre

Reference: Name/society and date/month of hire

Sort Code: 20-88-13

Account No: 63681742

*The Trustees review fees annually and reserve the right to implement a new fee structure at the next review in April 2023.*

**ADDRESS OF VENUE**

Mark Cross Community Centre, St Mark’s Church, Mark Cross, East Sussex TN6 3PJ.



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**INFECTIOUS DISEASE CONTROL [Covid 19]**

It is the responsibility of all in the community to mitigate the risk of the spread of infectious disease and to follow all government guidance, governing body guidance and the law. Hirers agree to:

* Adopt the hirers covid security risk assessment or utilise own covid risk assessment.
* To bring hand sanitiser to bookings which will aid as a back up to the MCCC supplied dispensers.
* To consider the use of face shields or face coverings to be worn unless the activity is covered under an exception.
* To set up a cleaning station during sessions. All touch points must be wiped clean with anti-bacterial wipes or anti-bacterial spray and cloth provided by hirers.
* Upon leaving, the door handles, key and key box will be cleaned.
* A one-way system will be implemented or clients to respect ‘social distances’ at the entrance and exit of the building.
* To record names/contact details for the track and trace system and keep this information for 21 days and notify MCCC immediately in respect of any positive test results.
* To be aware of school peak times of 8.30am/3.00pm and avoid attendees of classes waiting outside the front or back doors of MCCC at these times.

**RISK MANAGEMENT AND INSURANCE**

The hirer is responsible for their own risk management of their activities. It is strongly recommended that the hirer obtain their own public liability insurance. The MCCC are not responsible for any negligent act, third party injury or damage to public property or the property owned and used by the hirer.

**If you have a new continuous cough, high temperature or a loss/change of sense of smell or taste, you and or your clients must stay at home and follow government guidelines:**

[**https://www.gov.uk/coronavirus-covid-19-list-of-guidance**](https://www.gov.uk/coronavirus-covid-19-list-of-guidance)



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**ENQUIRY/ BOOKING FORM**

*(No bookings are confirmed until this form is completed and returned to the Bookings Secretary - PAYMENT TO BE MADE IN ADVANCE TO SECURE BOOKING)*

**By Completing this form, the Hirer agrees to comply with all Conditions of Hire April 2021**

**I/We (Name of Person) of (Organisation):**

**of (Postal Address):**

**Postcode:**

**Telephone No:**

**Email address:**

We will confirm your booking by email

**Hereby apply to hire the Mark Cross Community Centre, on (Date):**

**Time (*to include preparation and clearing up*) from to:**

**For the purpose of *(continue on back for multiple bookings):***

**Details of any commercial entertainers/entertainment booked for the event:**

**Amount of people to be in the Community Centre during use:**

**Age Range of Users:**

**Kitchen required for catering purposes: Y/N**

*In accordance with the General Data Protection Regulation (GDPR May 2018) I agree to my details above being kept solely for the purposes of hiring the Community Centre. They will only be used by members of the committee for the administration of the booking.*