

# Hall Hire Pack 2020

## PSCA – EVENTS BOOKING



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Dear Hirer

Thank you for thinking of us for your event!

We have a variety of halls to hire at Potter Street Community Association (PSCA). You can have your pick in sizes, capacities and times to make your booking. Our halls are often used for parties, classes, dinners, meetings and much more! You can use these halls either as a one-off or as an ongoing hire.

If you want to know which hall is the best for you, please contact us and we will be happy to assist you and advise you on the best choice. Tours of our halls can also be arranged.

Like with any other organisation PSCA adheres to its policies. When booking a hall with us you will have to follow and agree to our *Terms and Conditions* described to you in detail at the end of this *Hall Hire Pack 2017*

We look forward to hosting your event. Do not hesitate to contact us for any help or with questions.  
Best wishes

The PSCA Team

## 2. General Hire Terms

PSCA is situated in a residential area. Any disturbances from hall hirers will be treated very seriously. It is therefore your responsibility to ensure that guests stay within the centre and do not cause any disturbances in the surrounding streets.

- 1) Hirers are solely responsible for their event as well as the safety and wellbeing of those attending it and providing other services.
- 2) Hirers must provide an adequate first aid box and personnel for their event.
- 3) Hirers must ensure that they are aware of our Fire Safety Policy and Health and Safety Policy available upon request.
- 4) All fire exits must be left clear and unobstructed at all times.
- 5) Upon arrival please make sure that you have inspected the venue for any damage and that you have signed the damage waiver form. Please note you will lose your damage deposit if the venue has any damage or is not left as per our cleaning instructions. (See section 4)
- 6) Potter Street community centre is a Non-Smoking building. Any smoking in the building may set off the fire detection system and will result in you losing your damage deposit.
- 7) No food or drink is to be taken in to the corridors and must only be consumed in the halls that you have hired. Alcohol must not be consumed outside the building.
- 8) Hirers may only use the space(s) they have booked.
- 9) The hirer must be present throughout the period of hire.
- 10) Hirers may only book space during the centre's running hours (9am to 1:00am).
- 11) Hirers are expected to begin and end their function at the time agreed on the booking form, which includes setting up and cleaning. Hirers will be charged for any extra time used for setting up and cleaning up. The times stated on the booking receipt form are those during which the room(s) will be available to the hirer, and must be adhered to. The premises must be vacated by the finish time stated on your booking form. Any hire not vacated by these times will incur an additional hourly charge at the current rate. All music must be turned off by 12.00am due to our entertainment license issued by Harlow District Council. Failure to comply will result in the hirer losing their deposit. The hirer will be responsible for all guests attending the event and have consideration for other users of the Centre, our neighbours and the Centre staff. They must ensure that the activities do not constitute a nuisance.
- 12) Hirers must leave the premises in the way they were found, including cleaning up all spillages and accidents, sweeping and/or mopping the floor(s) and bagging up all and removing all rubbish (see cleaning instructions & notes in the Room Hire Pack). All chairs and tables should be folded and placed by where they were found.
- 13) The Hirer shall ensure that minimal noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall, if using sound amplification equipment, make use of any noise limitation device provided at the premises (if any) and/or comply with any direction to reduce noise to a level deemed acceptable at the sole discretion of the Chairman and/or any representative of the PSCA. Failure to do so may result in the forfeiture of the Hirer's deposit
- 14) Hirers must accept any instructions issued by the PSCA staff whilst they are on the site. This includes adhering to noise levels and behaviour, both during the function, entering and leaving the building.

### 3. Fire Procedure

#### IF YOU DISCOVER A FIRE:

- Immediately operate the nearest fire alarm. (Fire points are shown in each room)
- Dial **999** to call fire brigade. (*Potter Street Community Centre, Potter Street, Harlow, Essex, CM17 9AQ*)
- Attack fire if possible using appliances provided. (*Do not take any unnecessary risks.*)

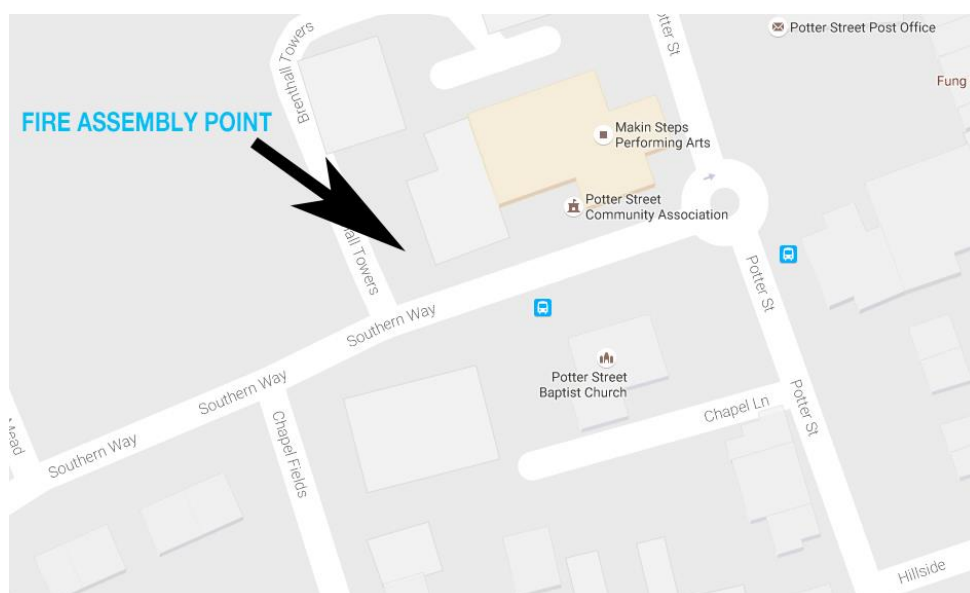
#### ON HEARING THE FIRE ALARM

- Leave the building by the nearest available exit. (Evacuation routes are displayed in each hall)
- Close all doors behind you.
- Report to assembly point (*Brenthall Towers Car Park*).

#### REMEMBER

- Always call the fire brigade on suspicion of a fire.
- Always use the nearest available exit.
- Never stop or go back for personal belongings.
- Do not re-enter the building once you have left.

#### **\*FIRE ASSEMBLY POINTS ARE BRENTHALL TOWERS CAR PARK**



### 4. Cleaning Instructions

#### We ask our hirers to follow these guidelines:

- Please put chairs back to the sides of the room after being used.
- If you have taken out tables please wipe them down if they are dirty, fold them away and put them back.
- Setting up and cleaning time needs to be part of your booked time. Your deposit will be taken if you do not leave the space clean, tidy and ready for the next person's use.
- Any spillages on the floor must be mopped up.
- All rubbish must be taken with you at the end of your hire.
- Please wipe clean all the surfaces used in the kitchen.
- Please leave the floors clean – our caretaker will show you where the broom or mop and buckets are stored
- No food or drinks are to be taken into the corridors and must remain in the room hired.
- All decorations must be removed after your event. Any decorations left after your hire time will incur an additional charge

## 5. Complaints Policy

PSCA strives to offer an excellent service to its community and hirers. If you feel we could do things better, have an idea to suggest or need to make a complaint, please contact a member of staff by:

- Calling on **01279 422746**
- Emailing [potter.streetca@gmail.com](mailto:potter.streetca@gmail.com)
- Writing to *Potter Street Community Centre, Potter Street, Harlow, Essex, CM17 9AQ*

PSCA aims to respond to all written complaints within 28 days. Complaints will be placed in the complaints file in the main office. After a complaint has been resolved the final outcome will be placed on file.

## 7. Hall Hire Fees

Hall	Private Rate	Regular hirer rate	Capacity
Main Hall	£30 per Hour	£18	150 Standing
Small Hall	£25 Per Hour	£15	90 Standing
Blue Room	£25 Per Hour	£15	70 Standing
Kitchen (must be hired with additional room)	£10 for length of hire		N/A
Yellow Room	£30 per Hour	£18	90 Standing

**Halls are available for hire from 9am to 12:00pm - 7 days a week**

## 8. TERMS & CONDITIONS

**Please read carefully the following Terms and Conditions before signing your booking form. Signing our booking form means you agree to these terms and conditions.**

### **OUR CENTRE & EQUAL OPPORTUNITIES**

PSCA welcomes people of all ages and backgrounds and wishes to host a diverse range of activities and events. All hirers must comply with the Equality Act of 2010 ensuring our community centre is open to everyone regardless of gender, sexual orientation, nationality, age, disability, race and political/religious affiliations.

### **CHILD PROTECTION & SAFETY OF VULNERABLE PEOPLE**

It is the responsibility of the hirer to ensure that all activities/events involving children or vulnerable adults comply with the Children Act 1989, the Home Office Code of Safe Practice from Harm and any relevant provisions from the Office for Standards in Education (OFSTED). Hirers may also contact Essex Social Services Department to ensure all relevant legislation is complied with.

All activities/events must comply with PSCA's following policies: Safeguarding Children, Safeguarding Vulnerable Adults. These policies can be made available to hirers upon request.

It is the responsibility of hirers to ensure that they have met their DBS (Disclosure and Barring Service) obligations if working with children and vulnerable adults.

### **BOOKINGS**

A booking form must be completed for all bookings, including ongoing and one off bookings. Dates will not be confirmed until a form is completed (and a deposit paid). The final account will be based on the information received by Potter Street Community Association from the hirer.

### **Hire Times**

The times stated on the booking receipt form are those during which the room(s) will be available to the hirer, and must be adhered to. The premises must be vacated by the finish time stated on your booking form. Any hire not vacated by these times will incur an additional hourly charge at the current rate. **The hirer undertakes to cease all activities and music by 12.00am in line with our entertainment license issued by Harlow District Council. Failure to comply with these times will result in the hirer losing their deposit.** The hirer will be responsible for all guests to the event and have consideration for other users of the Centre, our neighbours and the Centre staff. They must ensure that the activities do not constitute a nuisance.

### **Increase in charges**

Potter Street Community Association reserves the right to amend the hire charges at the Potter Street Community Centre, but this shall not affect bookings made within 3 months of a price increase. (Prices are revised with effect from 1st January)

### **Payments**

20% of your entire hire cost will be required to secure your booking. The remaining balance is due 4 weeks prior to the event. Events book less than 4 weeks prior to the booking will require full payment when the hire is made

You will be shown round the premises prior to your event and will be required to sign a damage report form. Please make sure that you sign this before your event starts. Until the damage deposit is received you will not be able to hire the venue.

### **DAMAGE DEPOSIT**

A damage deposit of £250 is payable in cash or bank transfer a minimum of 48 hours prior to your event. This will be returned to you within 5 working days after your event should PSCA consider the room hired to be left without damage and in clean and acceptable conditions.

Failure to pay the damage deposit before the deadline of 48 hours before your event may result in the cancellation of your booking or a booking for the required hall to be given to another user with a paid deposit.

This deposit will serve as a cancellation fee or as payment for any damage made to the room(s) as a result of your booking(s) after your event has taken place.

This deposit may be used to offset the costs for cleaning should you leave the room(s) in dirty or unacceptable conditions after your booking.

The hirer undertakes to pay the Potter Street Community Association the amount of damage that may be done to the building, furniture, fittings or equipment in consequence of the hiring.

This deposit may be non-refundable when hirers fail to pay for their booking(s).

**PLEASE NOTE:** If you are paying by BACS transfer. Your deposit of £250 will be returned into your account within 5 working days after your party date. Please supply your bank details so we can process/return your deposit to you.

### **CANCELLATIONS**

For one off booking(s), PSCA has set these cancellation fees:

More than 1 week notification: £30 administration fee.

1 week or less notification: full total cost of booking.

PSCA reserves the right to refuse or cancel a booking if:

- Information supplied by the hirer is found to be false.
- The hirer breaks the conditions of hall hire.
- The safety of staff and/or the security of the building could be endangered
- 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, the Hirer shall be entitled to a refund of any deposit or hire fee already paid, but the PSCA shall not be liable to the Hirer for any resulting direct or consequential loss or damages whatsoever.

## **PAYMENT**

Payments are preferred by cheques made out to *Potter Street Community Association* or by BACS:

**Bank: Lloyds Bank**

**Account Name: Potter Street Community Association**

**Account Number: 23435960**

**Sort Code: 30-93-89**

Cash is also accepted.

## **GENERAL**

Hirers should receive a Room Hire Pack.

Hirers must be at least 18 years of age or older.

Hirers may only use the space(s) they have booked.

Hirers may only book space during the centre's running hours (9am to 1:00am).

Hirers are expected to begin and end their function at the time agreed on the booking form, which includes setting up and cleaning. Hirers will be charged for any extra time used for setting up and cleaning up.

Hirers must leave the premises in the way they were found, including cleaning up all spillages and accidents, sweeping and/or mopping the floor(s) and bagging up all rubbish (see cleaning instructions & notes in the Room Hire Pack). All chairs and tables should be folded and placed by where they were found.

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall, if using sound amplification equipment, make use of any noise limitation device provided at the premises (if any) and/or comply with any direction to reduce noise to a level deemed acceptable at the sole discretion of the Centre Manager and/or any member of the PSCA. Failure to do so may result in the forfeiture of the Hirer's deposit

No food or drink is allowed without prior permission.

Hirers must accept any instructions issued by the PSCA staff whilst they are on the site. This includes adhering to noise levels and behaviour, both during the function, entering and leaving the building.

## **CHARITABLE EVENTS**

Hirers booking space to host a charitable event or ongoing community-based projects may be eligible to concessionary booking rates. These rates must be discussed and agreed with PSCA and may be subject to additional terms & conditions.

## **Liability**

The hirer is responsible for providing adequate insurance and liability cover for their event, including Public Liability insurance where appropriate.

Potter Street Community Association does not accept any liability for the death of, or personal injury to any person attending the Potter Street Community Centre unless such death or injury shall be due to negligence of Potter Street Community Association and does not accept any liability for claims of any loss or damage suffered by the hirer of their personal belongings or equipment. Potter Street Community Association accepts no liability for any loss or damage to vehicles and/or their contents whilst parked at the Potter Street Community Centre site, unless such damage or loss shall have been caused by the negligence of Potter Street Community Association. The hirer shall indemnify Potter Street Community Association and all employees, volunteers and representatives of PSCA against all such liability as may be referred to in this condition.

## **SAFETY**

Hirers are solely responsible for their event as well as the safety and wellbeing of those attending it. The hirer is also responsible for providing an adequate first aid kit for your activity.

- Hirers must ensure that they are aware of our Fire Safety Policy and Health and Safety Policy available upon request.
- Hirers are responsible to keep a fire register and to adhere to our Fire Safety Policy.
- All fire exits must be left clear and unobstructed at all times.
- No live flames will be permitted, either for social, entertainment or religious purposes.
- The number of persons using the hall must not exceed the maximum number listed in the Room Hire Pack.
- Hirers must ensure that an adult supervises all children attending their function at all times.
- Hirers are responsible for stewarding their own function.

PSCA will not be held responsible for lost/stolen or damaged equipment bought or left on the premises.

- Users must ensure their equipment is appropriately insured and PAT tested.

## **ALCOHOL**

To avoid disturbing the PSCA'S neighbours and to avoid violent or criminal behaviour, the Hirer shall ensure that.

- Care is taken to avoid excessive consumption of alcohol by members of the public and/or invitees
- there is no drunken and/or disorderly behaviour either on the premises or in The Hall's immediate vicinity
- no alcohol is served to any person suspected of being drunk or ny person suspected of being under the age of 18
- any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way is asked to leave the premises

Hirers are NOT permitted to sell any alcohol at any time during their function.

Hirers may serve alcohol (for free) to adults only. Hirers are responsible with ensuring that alcohol is served to adults only. PSCA will not be held responsible for alcohol being served to underage people.

## **FOOD & DRINK**

- Hirers are welcome to bring their own food and drink for their event upon prior consent with the Centre Manager.
- Food must be ready for consumption and may not be cooked or prepared onsite.
- Food and drink must be brought in and disposed of within the time-frame of the booking made. PSCA will not store food and drink before or after a hirer's function.
- Food and drink left behind by hirers at the end of a booking will be disposed of and may be subject to a fee at the Centre Manager's discretion.

## **MUSIC LICENCE**

If the hirer is holding a public performance using recorded music it is their responsibility to ensure they have a license with PRS.

## **ELECTRICAL EQUIPMENT**

Hirers are responsible to ensure that all electrical equipment brought to the centre is safe, in good working order and if necessary has undertaken the required PAT tests in accordance with the Electricity at Work Regulations Act 1989.

## **ACCIDENTS AND SAFETY INCIDENTS**

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations Act of 1995 (RIDDOR): Hirers must report to the Centre Manager any accidents or injuries caused to a member of the public as a result of their event or activity.

Any faulty equipment, including electrical equipment, belonging to PSCA or the hirer must be reported to the Centre Manager.

Hirers will be asked to report incidents above in the PSCA Incident Log Book.

## **LOSS OF PROPERTY**

PSCA will not be held responsible for any loss, damage to or theft of property. Any lost items will be placed in the lost property. Please contact us to arrange collection.

## **DATA REGISTER**

The contents of these forms will remain confidential in line with the Data Protection Act.