



[www.combehub.org.uk](http://www.combehub.org.uk)

## Conditions of Hire of Combe Community Hub

### Hirer

1. The Hirer must be an adult. He/she shall accept responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions relating to management and supervision of the premises are met.

### Deposit

2. A deposit is payable and will be used to defray the cost of any expenses to which Combe Hub is put as a result of the hire, such as cleaning, unblocking/servicing the drains, repairing damage caused. The deposit will be returned when Combe Hub has satisfied itself that the conditions of hire have been complied with.

### Supervision

3. The Hirer shall be responsible for the supervision of the premises, the fabric and the contents; their care, safety from damage; the behaviour of all persons using the premises whatever their capacity; the observance of conditions placed on maximum numbers; and the orderly parking of cars.

### Use of premises

4. The Hirer shall not use the premises for any purpose other than that agreed with Combe Hub and shall not sub-hire them. The premises are available for events held during the hours of 0800 to 2300 hours. An hour's clean-up period is included in the agreed hire times. The premises must be vacated and locked by 2400 hours.

### Licensable activities

5. The Hirer shall ensure that the premises holds any licenses relevant to his/her activities.

### Public safety compliance

6. The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, the premise's Fire Risk Assessment or otherwise.

### Means of escape

7. All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.

### Outbreaks of fire

8. The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the Directors.

### Equipment

9. Use of electronic equipment owned by the Hub shall be separately negotiated.

### Toilets

10. Only toilet paper is to be flushed down the toilets. All other materials, particularly wipes and sanitary products MUST be disposed of in the labelled pedal bins provided in each toilet. This is to

preserve the drainage system, which will be blocked by anything other than toilet paper. If it is necessary to unblock the system after a hire, the cost will be charged to the hirer.

#### Parking

11. There is limited parking available in Park Road. It is the Hirer's responsibility to arrange adequate and suitable parking. The Hirer will ensure that guests' vehicles do not cause a nuisance in Park Road.

#### Health and hygiene

12. The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

#### Electrical appliance safety

13. The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner.

#### Insurance and indemnity

14. The Hirer shall be liable for the insurances relating to any activity not covered by Combe Hub's policy.

#### Accidents and dangerous occurrences

15. The Hirer must report all accidents involving injury to the public to a Combe Hub as soon as possible and complete the relevant section in the accident book.

#### Flammable substances

16. The hirer shall ensure that highly flammable substances are not brought into, or used in any part of the premises and that no internal decorations of a combustible nature (e.g. polystyrene, cotton wool) are erected without the consent of Combe Hub. No decorations are to be put up near light fittings or heaters.

#### Heating

17. The Hirer shall ensure that no unauthorised heating appliances are used on the premises.

#### Drunk and disorderly behaviour

18. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity.

#### Animals

19. The Hirer shall ensure that no animals except guide dogs are brought into the premises.

#### Compliance with the Children Act 1989

20. The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of the Children Act of 1989 and that only fit and proper persons who have passed the appropriate Criminal Records Bureau checks and comply with ISA requirements have access to the children.

#### Cancellation

21. If the Hirer wishes to cancel the booking, the question of the repayment of the fee shall be at the discretion of the Combe Hub.

#### End of hire

22. The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured. All rubbish is to be removed from the premises by the hirer, including from the toilet sanitary bins; the external wheelie bins and recycling containers at the Hub are for Pre-School use only. Any contents temporarily removed from their usual positions must be properly replaced. The Hub reserves the right to make an additional charge if rubbish disposal is required or contents are not adequately replaced.

#### Noise

23. The Hirer shall ensure that the minimum of noise is made outside on arrival, during the period of hire and at departure, particularly late at night. Where the premises are licensed to the Hirer during hours of operation of the Pre-School, the Hirer shall ensure that no use made of the Premises by the Hirer interferes with activities of the Pre-School.

#### Stored equipment

24. No responsibility is accepted by Combe Hub, its volunteers, agents or directors 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) must be removed at the end of each hiring.

#### Other Equipment

25. Equipment belonging to the Pre-School is stored in the premises and is clearly marked. The Hirer undertakes to make no use of such equipment and will ensure that all such equipment is kept safe and left undamaged at the end of the hire.

#### No alterations

26. No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior approval of Combe Hub.

#### Smoking

27. The Hirer shall, and shall ensure that the Hirer's invitees, comply with the prohibition of smoking in public places provisions of the Health Act 2006.

In the event of problems or queries please contact: the Lettings Officer: 01993-898348 or Chairman of the Hub (Andrew Hobson): 01993-891273.

The Directors, Combe Community Hub