

## The Shoreham Centre Contract of Hire – Functions 2016

### Hours

The time booked must include the setting up of a function and the clearing up afterwards. All functions must finish by 11.45pm and the Centre must be vacated by 12.30pm(except Sundays). The bar will finish serving at 11.30pm. On Sundays functions must finish by 10.30pm and the building vacated by 11pm.

### Payment

Unless otherwise stated bookings are secured by payment of a 20% deposit accompanied by a signed copy of a 'Booking Confirmation' form. Full payment must be made at least 14 days prior to the function.

A refundable damage deposit of up to £100 may also be required for functions.

This will be returned within 7 days following the function minus any deductions made for the following reasons:

- Damage made to the premises, it's fixtures or fittings.
- Excessive overrun of allocated booked time.
- Excessive litter/Rubbish. (See *Monitoring the Function*)

*Please note: damage deposits will be banked straight away.*

Failure to pay the damage deposit and the outstanding hire balance by the stated date may result in the cancellation of your booking.

### Cancellations

In the event of cancellation of the booking by the Hirer for whatever reason, with more than 4 weeks' notice, before the date of the function, the full deposit will be returned. With **less than 4 weeks' notice** before the date of the function, no deposit money will be returned.

**If a booking is cancelled with less than 14 days notice, full payment will be retained.**

In the event of bad weather, if the Centre is open and staffed, the above cancellation rule applies.

If no deposit is requested a cancellation fee will still be charged & will be calculated as above.

Notwithstanding the above, the Association may at their discretion or for reasons beyond their control, cancel any booking, and in such circumstances we will refund all monies paid by the Hirer. No other compensation will be paid.

### Health and Safety

**Capacity:** Each room is licensed to contain a certain number of people. These must not be exceeded at any time.

**Fire Exits:** Fire Exit doors **MUST** be kept clear at all times.

If the fire alarm sounds evacuate the building in a calm and orderly manner. The nearest fire exit and assembly point is stated in each room; please make yourself and any attendees aware of these as soon as you enter your hired room(s).

**Noise:** The noise level must be kept to a reasonable level and will be monitored using a noise level meter. The Manager or caretaker's decision on noise level is final and must be complied with at all times. Failure to comply will result in the function being cancelled immediately, with no refund given. All outside doors and windows must be closed and curtains drawn at 10.30pm whatever the weather. At the end of the function please leave quietly out of respect for our neighbours.

**Parking:** Parking is only permitted in the public car park at the rear of the premises or on street. There is no parking available in the staff car park or tarmac driveway at the Centre.

### Monitoring the Function

- The Hirer is responsible for the wellbeing, safety and conduct of their guests/audience, and the prevention of damage to the building.
- Anyone causing a disturbance will be asked to leave the Centre. Children must be supervised at all times so that they are not a nuisance or danger to themselves or others and do not play in the foyer or toilet areas or in any rooms that have not been booked.
- **Decorations:** Decorations such as balloons and streamers may be tied where appropriate. Please do not use pins or adhesive tape on the walls, ceiling, curtains, stage or paintwork. Blue tack may be used but all traces must be removed immediately after the event. Nothing may be hung in front of the fire exits. Candles are permitted but hirers **must** inform the Manager prior to the date of the function and must provide a safe method of containing them.
- No additional tables or chairs may be brought in without prior consent from the management.
- Please Note: **NO SKY LANTERNS ARE TO BE USED AT OR NEAR THE CENTRE.**
- **SMOKE MACHINE:** If you wish to use a smoke machine you **MUST** seek permission from the management prior to the date of function.
- **Rubbish:** The Centre will allow up to 3 bags of rubbish (to be supplied by the Hirer) to be disposed of in the Centre's refuse bins. Any excess must be taken home by the Hirer.

**Alcohol:** Our licensee is responsible for the bar. **No alcoholic drinks are to be brought onto the premises.**