

## **Lagley Meadow Youth Centre Hall Hire Charges**

Charity/Community users and children's parties.

Main hall including kitchen £15 per hour

Business users £20 per hour

Key deposit £100

Hirers to ensure that they allow at least 15 minutes before the start of the session (for setting up) and 45 minutes after their session (For Cleaning and leaving the building)

There is a further smaller meeting room, price subject to negotiation

Conditions apply to all bookings.

**Effective 10.01.12**

## **Terms and conditions of hire of the Lagley Meadow Youth Centre**

These conditions shall apply to any hiring of facilities at the Lagley Meadow Youth Centre and must be read in full by every hirer before booking is confirmed. Upon receipt by the Council of a signed contract of hire, the hirer shall be bound by and shall comply with the following conditions of hire, from the date of booking until the conclusion of hire, which shall include discharge by the hirer of any liability which shall fall upon the hirer under the following conditions All applications for the hire of Lagley Meadow Youth Centre facilities shall be made to:

Berkhamsted Town Council  
The Civic Centre  
161 High Street,  
Berkhamsted,  
Hertfordshire  
HP43HD  
Tel 01442 228945

### **Use of Kitchen – Terms & Conditions**

1. The hirer shall be responsible for all matters relating to food and drink hygiene especially in the preparation of food and drink when hiring the premises. The management cannot be held responsible for any food and drinks prepared on or off the premises by the hirer or those responsible for catering during the hire period. In addition the management cannot be held responsible for the maintenance of correct temperatures in the refrigerator/oven on the premises.

### **Conditions of hire**

1. All correspondence relating to the hiring must be conducted with the Civic Centre.
2. When determining the hire period you will need to include any time required for setting up before hand and clearing up afterwards. The hirer is expected to clear up after the function and be clear of the premises at the end of the booking period.
3. The number of persons using the premises shall not exceed the number authorised.
4. The hall shall only be used during the time and for the purposes stated on the booking form. The hirer shall not sub-let or assign the hall or any part thereof.
5. Hiring the hall requires a refundable deposit payable in advance. Deposits must accompany the application. The deposit will be returned if the application is not accepted. If the application is granted the hire charge must be paid in full no less than fourteen days in advance of the function date.
6. Deposits will be returned to the hirer if the terms and conditions are adhered to. If any aspect of the terms and conditions are not met, the management reserves the right to retain the deposit. This will include if the premises is not vacated within the booking period or if any damage of any kind has been made as a result of the hiring.
7. If the hirer cancels the booking and seven or more days notice of cancellation is given then only the initial deposit maybe retained by the management. If less than seven clear days notice of cancellation is given then the whole of the hiring charge maybe retained by management.

8. The hirer shall not permit any gas fittings, electrical fittings, seating fittings or other fixtures and fittings in any part of the Lagley Meadow Youth Centre to be removed or altered without prior consent in writing to the management.
9. No nails, tacks, screws, etc shall be driven into any walls, floors, fittings, furniture or structure, or adhesive substances used on them.
10. No fixings may be made to any part of the premises. Poster and display materials can only be used by obtaining written permission in advance from the management.
11. The hirer shall not permit without previous written consent the installation or use of any sound equipment, additional lighting (including spotlights) or heating apparatus of any kind beyond that provided by the management unless prior agreement is arranged and the details confirmed in writing.
12. The hirer shall not permit the entrance or exit doors to be fastened up or taken off or any entrance or exit doors to be obstructed in any way.
13. The hire shall be responsible for ensuring that people dancing in the hall have suitable footwear. Any footwear with studs is not permitted anywhere in the building.
14. Dogs are NOT allowed in the Youth Centre except for guide dogs that are accompanied by their owners.
15. No guarantee is given to the number of chairs, tables, cutlery, cooking utensils or other equipment that will be available. The hirer is responsible for setting out and returning such items to their correct place.
16. The hirer is responsible for ensuring that the premises are left in a clean and tidy condition and shall comply with any instruction given by the management.
17. The kitchen area and all kitchen appliances must be cleaned after use. All food and any rubbish must be taken away and disposed of.
18. The toilets must be left in a clean state.
19. Damage of any kind sustained by the premises, fixtures and fittings, furniture, structure and fabric of the building and any other chattels therein arising out of, in connection with or as a consequence of the hiring, shall be made good by the hirer to the satisfaction of the management.
20. The management reserves the right to retain the deposit or part thereof in order that the said premises maybe returned in a suitable condition (as it was found).
21. ALCOHOL IS PROHIBITED WITHIN THE PREMISES AT ALL TIMES
22. SMOKING IS PROHIBITED WITHIN THE PREMISES AT ALL TIMES.
23. No public performance of a play or showing of a film, nor any public dancing, singing, music or other public entertainment of the like shall be performed on the premises unless any necessary licence has been obtained from the appropriate authority, and all necessary measures taken to fulfil the conditions of that licence.
24. If necessary the hirer shall secure compliance with the law relating to copyright and with the conditions of any stage license, music and dancing license, cinematography license, performing rights society license or phonographic performing limited license which maybe applicable to the hiring of the youth centre. In addition they must supply the management with any information reasonably required for any of these purposes and shall be responsible for obtaining any license required in connection with the hiring that is not already held by the management.
25. The hirer shall not permit the playing of any game in respect of which a gaming licence must be in force in accordance with the provisions of the finance act 1966 and regulations made hereunder.
26. The hirer shall indemnify the youth centre owners against any failure to observe these rules.
27. No inflammable films shall be used on the premises.

28. The hirer must read the instructions for action in case of fire and be familiar with exit locations and all fire extinguishing equipment.
29. The hirer shall not permit persons to trespass in parts of the building not engaged by the hirer.
30. The hirer shall use his best endeavours to ensure that persons entering and leaving the centre do so in a quiet and orderly fashion. The hirer is responsible for maintaining good order of and within the centre and ensuring minimum disturbance to our neighbours during and after the function.
31. Good order includes control of the noise levels specifically any music, both live and recorded, and during the dispersal of guests at the end of the function.
32. If the hirer shall fail to observe or perform in any respect or secure due observance or performance by others of these conditions, the management may without notice forthwith, withdraw the hirer's rights under the hire agreement and effect immediate vacation of the premises. Such determination shall not release the hirer from any of his obligations under the hire agreement or affect any right or remedy which the management shall be entitled to retain for their own use and benefit any monies paid by the way of deposit and to sue for any balance outstanding.
33. The management reserves the right by notice to the hirer to terminate the hire agreement at any time whenever they are of the opinion that the continued hiring would not be in the interest of good management of the centre. In this case the management shall not be liable in damages or otherwise in respect of their actions under the clause. The termination of the agreement under this condition management may, at its discretion return to the hirer any monies paid, but shall not be liable for any loss or damage the hirer may sustain.
34. No liability is accepted by or on behalf of the management for loss or damage to any property, persons or things arising out of the hire or use of the centre premises or fixtures, equipment or fittings therein, or use of the facilities provided during the hire period. The hirer shall ensure that proper care is taken of valuables.
35. The hirer shall indemnify the management against all actions, claims and demands (whether on account of personal injury, damage, or loss of property) which may be brought against the management on behalf of any person whose presence in the centre is in any way connected with the use of the premises by the hirer and whether or not caused by or contributed to by the management or any of its officers.
36. Any individual named on the form, as the hirer must be over 18 years of age.
37. The hirer's signature on the booking form shall constitute full and formal acceptance of all the terms and conditions of hire contained herewith.

Payments shall be made by crossed cheque/cash or postal order made payable to Berkhamsted Town Council.

Any complaints with regard to the management and control of the premises must be made in writing to Town Clerk, Civic Centre, 161 High Street, Berkhamsted, HP43HD. Tel 01442 228945

## Lagley Meadow Youth Centre Booking Form

### **Name of person in charge during use**

Company/Organization

Representatives Name

Address

E-Mail

Phone Number

Booking Date(s) from

Time from

Booking Date(s) to

Time to

### **Purpose of use**

I confirm that I am over 18. I have read and undertake to observe the terms and conditions.

I agree to pay the hire fee of

I agree to pay the deposit of

Date

Signature of applicant

For official use only

Customer

Cash receipt no

Nominal code

Cash receipt date

VAT

Paying in slip number

Bank code

Paying in slip date

## Key Deposit Form

Name of person(s) in charge during use

Company/Organisation

Representatives Name

Address

Email

Phone Number

I accept failure to return the keys WILL RESULT IN THE LOSS OF MY DEPOSIT.

I accept failure to return the keys (or loss of the keys) will make me personally liable for the cost of replacement and/or locks.

I have paid a deposit of £100

Clients signature

BTC Officer signature