



### **1. Security Stipulations**

- a. 2 SIA Security required in addition to hall hire fee at £15.00 per hour (Preferred Supplier provided by WFC)
- b. Engineer to setup for DJ/music to be played - £75.00

### **2. Payment**

- a. Payment of a refundable deposit and a hire fee is required for all bookings.
- b. Payment to SIA Security firm is required before booking can be confirmed.
- c. The booking will not be confirmed until the deposit payment has been received.
- d. Confirmation of receipt of the deposit is also confirmation of the booking.
- e. Payments (for deposit and hire fees) must be received by us:
  - i. No later than 90 working days before the date of the event if paid in cash or by BACS transfer, or
  - ii. No later than 90 working days before the date of the event if paid by cheque. Payments by cheque must be supported by a guarantee card.
- f. If your booking is made at short notice (within 90 days of the event) we may require immediate payment by direct bank transfer.
- g. Hire fees are subject to VAT charge of 20%

### **3. Retention of Deposits**

- a. We will retain all of your deposit if we suffer losses or damage for which you are responsible. If our losses exceed the amount of your deposit, we may demand additional compensation.
- b. We will retain all of your deposit the room/s hired are not returned to its original state.
- c. We will retain all of your deposit if there is damage to WFC equipment
- d. We will retain all of your deposit if you do not have Permission to use non- WFC equipment
- e. We will retain your deposit if you cancel the booking
- f. You may be invoiced additionally to cover cost of all damages

### **4. Cancellation**

- a. Cancellations from hirers are accepted.
- b. Cancellations to bookings automatically means that the deposit is waived.
- c. We reserve the right to cancel any booking in order to carry out essential repairs or maintenance; in this event any payments will be refunded.
- d. Any refund is entirely at the discretion of the management committee.



## **5. Liability for Loss or Damage**

- a. You are responsible for any loss or damage suffered by the Wally Foster Community Association as a consequence of your activities as a hirer. This includes (but is not restricted to) damage to the premises, garden, fixtures, fittings, furniture and equipment, call-out fees for false fire alarms, and loss of income.
- b. You are responsible for the actions of people you admit to the centre as part of your booking, or who gain access to the centre because you fail to control access properly. We hold the right to stop your event with immediate effect and retain your deposit.
- c. Any equipment used must be lifted into place and not dragged; damages caused during movement will be liable to payment.
- d. Unattended children is the responsibility of the hirer, if this becomes a disturbance to the centre and local community, we will shut down the event
- e. Any verbal or physical abuse towards any member of WFCC staff is unacceptable in any circumstances, we hold the right to stop your event with immediate effect and retain your deposit.

## **6. Fire Precautions**

- a. You must read and comply with the fire notices posted throughout the building. A copy of the standard notice will be supplied to you on request. You should familiarise yourself with the fire alarm points, the location of extinguishers and the available escape routes.
- b. You must not prop any fire doors open, obstruct any fire doors or escape routes, damage any fire safety equipment, cause any dangerous accumulations of combustible materials to occur, or do anything likely to cause a fire risk.
- c. In the event of a fire, your primary responsibility is to ensure the rapid and safe evacuation of the building.
- d. If you know that a false alarm has been raised (for example, because a member of your group has accidentally triggered the alarm) you may cancel it by following the instructions by the alarm panel in the front lobby. You should only do this if you are certain that there is no fire.
- e. You must contact us using one of the emergency numbers on the fire notices if there has been a fire alarm, even if it was a false alarm (the building may not be properly protected until we have completely re-set the system).
- f. You must inform the office of any of the fire extinguishers has been used, whether deliberately or accidentally.



## **7. Alcohol**

- a. You must tell us if you intend to provide alcohol on the premises. We will not permit the sale or provision of alcohol if it is not properly licensed, or breaches our licence, or if in our view it would not be desirable.

## **8. Illegal Drugs**

- a. You must not allow illegal drugs on the premises.

## **9. Noise**

- a. All bookings must end by 11:00pm (Mondays to Thursdays); 11:00pm (Friday and Saturday) and 11:00pm (Sundays). You must ensure that members of your group leave the premises quietly in the evening.
- b. You must ensure that the fire escape doors that allow you to exit the building are not left open or opened frequently if there is a noisy activity going on in the hall.

## **10. Musical Entertainment**

Any music (live or recorded) played in within the community centre can only take place with prior consent and knowledge of all equipment and specifications.

- a. Recorded music - all recorded music played in within the community centre can only be played using the Wally foster community centre equipment. It is the responsibility of the hirer to ensure that their DJ's visit the Wally foster community centre, test and familiarise themselves prior to the event. This is to ensure that everything meets their expectation, any damage to equipment after the event the losses will be taken from the hirer.
- b. Live Music - all live music played in within the community centre can only be played using the Wally foster community centre equipment. It is the responsibility of the hirer to ensure that their sound engineers/ Band members visit the Wally Foster community centre test and familiarise themselves prior to the event. This is to ensure that everything meets their expectation, any damage to equipment after the event the losses will be taken from the hirer.

## **11. Heating**

- a. The heaters in the main halls are automatically controlled.
- b. The heaters in the rooms 5 & 14 must be turned on for use and off at the end of a session.



## **12. Parking and Vehicle Access**

- a. Parking on Homerton Road is limited, but is generally unrestricted on neighbouring side streets.
- b. You may bring a vehicle into the car park in order to unload or load equipment needed for your activity. The registration numbers of 5 cars must be given to the centre prior to your event. Only those registration numbers will be permitted entry by the security.

## **13. Smoking**

- a. It is illegal to smoke in the building. Smokers must go into the designated smoking area provided by the community centre.

## **14. Your Equipment and Decorations**

- a. You must obtain our agreement in advance if you intend to introduce any materials or equipment into the premises that might introduce a safety hazard, cleaning problems or inconvenience to other users; for example straw, hay, sawdust, flammable drapes, glues, paints or cooking equipment. We may refuse permission to introduce these items or impose additional conditions on your hire to mitigate hazards.
- b. Smoke machines trigger our fire alarm system. You must not use smoke machines in the premises.
- c. You may attach decorations to the hook fittings that you will find about 2 metres above floor level around the walls.
- d. Any other decorations must use temporary fittings; for example 'BluTack' or masking tape, and you must remove them at the end of your booking.
- e. You must not use permanent or semi-permanent fittings, for example nails, screws and staples. You must not use drawing pins for any purposes – they are easily lost and are dangerous to small children.
- f. You must not attach anything to the acoustic drapes in the lower hall.
- g. You must not attach anything to electrical wires, gas or water pipes, or electric, gas or water fittings.

## **15. Insurance**

- a. The centre is insured for Wally Foster Community Association's public liabilities. You may inspect our certificate of insurance on request.
- b. We do not insure our users against risks resulting from the activities they undertake – it is your responsibility to insure against these risks.



## **16. Company Registration**

- a. No user/hirer must register their company to The Wally Foster Community Centre Association Ltd.
- b. Any user/hirer that breaches this agreement will face termination of contract and will be liable to honour the full terms of the contract.

## **17. Health & Safety**

- a. You must ensure that your activities, levels of supervision, working practices and equipment comply with current health and safety legislation and guidance.
- b. You must take reasonable care at all times for the safety of yourself and all others who might be affected by your actions.

## **18. Accidents**

- a. All accidents or near-accidents must be notified to the office so that we can try to prevent any re-occurrence.
- b. There is a first-aid box in the kitchen. You must notify the office if you use any supplies so that we can re-stock.
- c. If there is no member of staff available, you should post a note of the accident and/or use of first-aid supplies through the office door letterbox.

## **19. Afterwards**

- a. Furniture
  - i. After use, furniture must be returned to its proper place. If you have used furniture from another room, it must be returned to its proper place in that room.
  - ii. You must observe any notices regarding the placement of furniture and how it should be stacked.
- b. Cleaning and Tidying
  - i. We clean the building every evening. You must ensure that the rooms you have used are left clean enough for the next hirer.
  - ii. Floors should be swept (and mopped if there were any spillages). Brooms, mops, buckets, dustpans, etc are kept next to the kitchen and in cupboards under the sink.
  - iii. All rubbish must be taken away, or put in the industrial bin in the garden if there is room. You must not pile rubbish up by the bin
  - iv. You must check the toilets and clean them if necessary.
  - v. If we have allowed you to store equipment on the premises, whether in a store room or elsewhere, you must ensure that it is stored safely and



tidily so that it does not cause any inconvenience or an issue to the health and safety of anyone.

**20. General Disclaimer**

The WFCC does not permit any corporation, company or persons to hire our facilities for profitable gain.