

WELLINGTON COMMUNITY ASSOCIATION (WCA)

REGISTERED CHARITY 503857

TERMS & CONDITIONS OF FACILITIES HIRE

GENERAL

1. Application for hire must be made through the Hallmaster booking system with times of start and finish strictly adhered to. Sub-letting is forbidden. **All functions must be finished by 1.00am.** Hirers must be aged 18 or over and must ensure that all activities are conducted in an orderly and lawful manner. Once your booking is confirmed and the invoice is paid you will be issued with a code to access the entry keys from a keysafe which is sited at the hall.

2. Up to fifteen minutes immediately prior to the function time, may be granted free of charge for preparation provided that no other hirer has booked that time. Time required on prior days, assuming no other booking has been made will be subject to a charge of 1/3 of the hourly rate for the facility.

3. Access to the kitchen may be denied to hirers of the main (school) hall if the Community Room is already in use by another hirer.

4. Sufficient crockery and cutlery for 100 people is available in the kitchen. For regular provision of meals for the public (i.e., monthly or more frequently) a valid food hygiene certificate is required.

5. **INFLATABLES** (e.g. Bouncy castles etc) - Subject to prior notification to the WCA and full adherence to specific health and safety requirements, which you are required to establish, inflatables may only be used in the MAIN (SCHOOL) HALL. The WCA insurance does not cover any liability for accidents, injuries, damages etc arising from the use of an inflatable. Hirers should obtain confirmation from the inflatable provider that they have suitable and sufficient insurance in place. If not then the hirer should obtain their own insurance for the inflatable(s). If adhesive tape is used you must ensure that it does not damage the school hall floor, you will be liable for any such damage.

6. A deposit of a) £100 will be required at events where alcohol is served as security against possible damage; b) £20 will be required for activities which may require additional cleaning. Exemptions may apply at the discretion of the WCA Management Committee.

7. **CLEANING ETC** - The centre should be thoroughly cleaned and tidied after use. Soft chairs and small tables should be replaced behind the curtain in the Community Room, trestle tables and hard chairs returned to the store.

Children's furniture from the main school hall stored behind the curtain in that hall **should not be used on ANY occasion** regardless of which hall is hired. It is school property and not that of the WCA with whom your hire agreement is made. Crockery etc. should be washed, dried and returned to the correct cupboards. All windows should be closed and latched; all lights and electrical appliances except fridges turned off and all doors locked securely. Keys must be returned to the keysafe(s).

8. You are asked to respect the next hirer by taking away with you **ALL WASTE INCLUDING FOOD WASTE**. The WCA supports and encourages recycling and urges users to separate waste and recycle as appropriate.

9. Any damage to the building, fabric, fixtures, fittings, furnishings or equipment must be reported to the Bookings Administrator and may incur an extra charge for repair, cleaning or replacement.

NO BALL GAMES OR TRAMPOLINES TO BE USED IN THE COMMUNITY ROOM AND CHILDREN MUST NOT BE ALLOWED TO PLAY BEHIND THE CURTAINED OFF AREA IN ORDER TO PROTECT THE AUDIO-VISUAL EQUIPMENT – any damage noted to either the ceiling mounted projector or the control equipment following a hiring, will result in the hirer incurring costs for repair/replacement.

10. Important Note: On very rare occasions bookings (possibly in June, July, December) may be subject to change due to school commitments. We will notify you as early as possible should the need arise.

HEALTH & SAFETY ETC

1. The maximum number allowed at any function is as follows: Community Room 70 (seated); Main (school) Hall 250 dependent upon type of function; Complete Centre 320 dependent upon type of function.
2. Access to the front and side of the buildings must be kept clear at all times for emergency vehicles. During school hours, parking at the front is for school visitors. You may park briefly to drop off. Designated disabled parking bays are available in the adjacent small car park. All parking is at owners' risk. Additional parking is available on the playground outside school hours.
3. Hirers must follow the procedures described in the accompanying Fire Safety Instructions (link provided in the booking confirmation email). It should be noted that there is no public telephone in the Community Centre.
4. Smoking is not permitted anywhere on the premises. Please refer to Fire Safety Instructions.
5. It is the responsibility of the hirer to ensure that electrical equipment brought into the Centre is PAT tested. This may be subject to random checks.
6. **Accidents/injuries** must be entered in the accident book (located with the first aid box, beneath the wash hand basin in the kitchen) and any requiring intervention by paramedics or transportation to hospital reported to the Bookings Administrator
7. Officers of the Local Authority and of the Wellington Community Association are entitled to enter the centre at any time to inspect the premises for safety reasons.
8. **STRICTLY NO DOGS ANYWHERE ON THE PREMISES OR IN CAR PARKS** (except official guide/assistance dogs).

LICENCES

The Community Centre does not have the benefit of a Premises Licence (aka a Public Entertainment Licence). If you intend to serve alcohol or provide entertainment such as music, dancing, films (licensable activities) at your event, even at a private event, you may need to apply for a formal Temporary Events Notice from Herefordshire Council.

A link to Herefordshire Temporary Event Notice is available on-line by clicking on Community Centre at www.wellingtoncommunity.co.uk, or direct to Herefordshire Council website www.herefordshire.gov.uk by searching under licensing.

It is the responsibility of the hirer to ensure all regulations are followed and that the required licence is obtained in advance. A copy of it MUST be emailed to the Bookings Administrator prior to the event.

NOISE

Hirers and organisers of events are responsible for ensuring that the noise level of their function(s) is such that it does not cause interference with other activities within the building or inconvenience for occupiers of nearby premises. Hirers and organisers must ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Management Group reserves the right to stop the event or reduce its noise impact (e.g., through disabling of music systems etc) if unacceptable disturbance is being caused.

POLICIES

The WCA has its own policies in place including those regarding the environment, equal opportunities and noise/disturbance together with data protection.

General Data Protection Regulations:

In line with the requirements of the May 2018 General Data Protection Regulations, the WCA has a Data Protection Policy – this is available to view on line under the Community Association section of www.wellingtoncommunity.co.uk. If you would like to receive a copy personally ask the Bookings Administrator at the time you receive this notice.

Safeguarding:

All hirers who wish to use the hall for activities that include children and/or vulnerable adults, **other than for private parties arranged for invited friends and family only**, will be required to produce a copy of their Safeguarding and Child Protection Policy as appropriate. This policy should outline the measures and procedures in place to ensure the safety and well-being of children and vulnerable adults during the event. It should include details on how to handle any safeguarding concerns, the process for reporting incidents, and the steps taken to prevent harm. Additionally, hirers must ensure that all staff and volunteers involved in the activity have undergone appropriate background checks and have received training on safeguarding practices. The Wellington Community Association reserves the right to request further information following the review of the policy to ensure compliance with safeguarding standards.

Wi-Fi Network Facilities and Services Guest User Acceptable Use:

The Wi-Fi network is provided as a courtesy to provide our hirers access to the internet. Once your booking is confirmed and the invoice is paid you will be issued with the log-on details and password. Hirers must:

- take all practical steps necessary to make sure that any equipment connected to WCA Wi-Fi network service is adequately secure (such as up-to-date anti-virus software, systems updates).
- WCA Wi-Fi network service is not secure, and WCA Trustees cannot guarantee the safety of traffic across it. Use of WCA Wi-Fi network service is done at own risk. By using this service, acknowledge that security errors and hacking are an inherent risk associated with any wireless network.
- WCA accepts no responsibility for any software downloaded and / or installed, e-mail opened, or sites accessed via WCA's Wi-Fi network service. Any damage done to equipment for any reason including, but not limited to, viruses, identity theft, spyware, plug-ins or other Internet-borne programs is the hirer's sole responsibility.
- not disclose any password that is given to them.
- not download any unauthorised software or applications.
- use WCA's Wi-Fi network service safely and responsibly and such use will always be in accordance with this policy and the Law including copyright and intellectual property rights. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites.
- not upload, download, access or forward any material that is illegal or inappropriate or may cause harm, distress or offence to any other person, or anything which could bring WCA into disrepute.

- report any online safety concerns, filtering breaches or receipt of inappropriate materials to the WCA Bookings Administrator.
- understand that the hirer's use of WCA's Wi-Fi network service may be monitored and recorded to ensure policy compliance in accordance with privacy and data protection legislation. (If WCA suspects that unauthorised and / or inappropriate use or unacceptable or inappropriate behaviour may be taking place, then WCA will terminate or restrict usage).
- when agreeing to this declaration on behalf of the organisation or group which the hirer represents, confirm the compliance with this policy for all within the organisation or group and that the hirer is authorised to make this declaration on behalf of the organisation or group.
- make a copy of this policy available to all within the organisation or group that the hirer represents and will ensure compliance with this policy within the organisation or group.
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In addition to above it is expected that all hirers (casual and regular) will have any other appropriate policies and insurance(s) in place pertaining to their specific activity. Wellington Community Association reserves the right to review these policies/insurance(s) and request further information if necessary to ensure compliance.

WCA reserves the right to refuse an application for hire, or to alter the charges on instruction from the Management Group. Should the hirer fail to comply with any of the above conditions, future requests by them or their organisation may be denied.

If this application is approved, you undertake to pay the hiring charge, to observe and be bound by the these Terms and Conditions of Facilities Hire and to indemnify Wellington Community Association (WCA) against any accident or damage to the Fern Academy or Community Association property, also against injury to persons which may occur as a result of the hiring, save and except in respect of any such accidents, damage or injury arising as a result of negligence or breach of statutory duty by the Fern Academy or the WCA.