**Narborough & Narford Community Centre**

Registered Charity No 292588

Hire Agreement

Date of Hire ………… Time From ……… To ………

Rooms Required (please tick)

Main Hall …… Kitchen …... Florence Green Room …...

Purpose of hire…………………………………………………………………………...…

Hirers Details

Name of Hirer or Organisation ……………………………………………………………

Name of authorised Representative ……………………………………………………...

Address: ……………………………………………………..............Post Code …………

Day time Phone No: ……………………. Evening Phone No: …………………………

|  |  |  |  |
| --- | --- | --- | --- |
| Hire Fee  | Number of Hours  | Price per Hour | Total  |
| Wedding A | 14 | 15 | 210 |
| Wedding B | 22 | 15 | 330 |
| Wedding C | 26 | 15 | 390 |
| Kitchen Hire  |  | TBC |  |
| Main Hall Hire |  | 15 |  |
| Florence Green Room  |  | 12 |  |
| Outside Area  |  | TBC |  |
| Affiliated Group  |  | TBC |  |

The balance is due on or before the end of the hire period. Preferred Payment by BAC’s transfer to **Account No 36750468** and **Sort Code No 776606** But also can be paid by Cash or Cheque made payable to Narborough & Narford Community Centre.

A security deposit cheque of £75 is required with the booking deposit. A £40 charge will be made if extra cleaning is required at the end of the Hire.

The following statement is signed by me as having read and understood the conditions at Annex A to this Hire Agreement.

I have read and understood the terms and conditions of hire detailed at Annex A and certify that I am 21 years of age or over with identification produced by me.

If entertainment, music, dancing, is to take place during the hire, I acknowledged receipt of ‘special conditions of hire’ and understand that all such entertainment must finish no later than 11:45pm except with prior authorization of the management committee through the caretaker on its behalf.

1. **Signed by the Hirer of Hirers Authorised Representative.**
2. **Confirmation of booking signed by Caretaker on behalf of the Narborough & Narford Community Centre Management Committee.**
3. Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annex A Special conditions of hire dash public entertainment licence**

For the purpose of these conditions the term HIRER shall me an individual hirer or, where the hirer is an organisation, the authorised representative. Any reference to the ‘committee’ shall mean the Management Committee of Narborough & Narford Community Centre.

1. The HIRER not being a person under 21 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present, and for ensuring that all conditions of the Public Entertainment Licence relating to management and supervision of the premises are met.
2. The higher acknowledge that he/she house received instruction in the following matters:
* The action to be taken in the event of a fire. This includes calling the fire brigade and evacuating the community centre.
* The location and use of the fire equipment.
* Escape routes and the need to keep them clear.
* method of operation of escape door fastenings.
* appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
1. In advance of the entertainment or play the hirer shall cheque the following items.
	* That all escape routes are free of obstruction and can be safely used.
	* That any fire doors are not wedged open.
	* The exit signs are illuminated.
	* That there are no obvious fire hazards on the premises.
	* the exact location of the telephone fire exits, and fire extinguishers must be noted before the community centre is occupied and the manner of opening fire doors should be made known to your guests.
2. There shall, in addition to the hirer be a minimum of two competent attendants on duty on the premises to assist people entering and leaving, none of whom shall be less than 21 years of age. If most of the audience is under 16 or if there are many disabled persons present, additional attendants are required. Or persons on duty shall have been instructed as to their essential responsibilities in the event of a fire all other emergencies, including attention to disabled persons, the location and use of the firefighting equipment available, how to call the fire brigade and evacuation procedure.

The minimum numbers of adult attendance required are-

2 attendants- up to 100 persons present

3 attendance- up to 270 persons present

**Capacity**

1. The number of people on the premises shall not exceed for dancing or seated the number permitted under the entertainment / premises licence granted in respect of the premises, hereinafter called “The licence”

**Means of Escape**

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

**Outbreaks of Fire**

1. In the event of a fire or other emergency, the community centre should be evacuated in an orderly manner using the appropriate exits, and the fibre gate called by dialling 999. Details of

**Annex A continued**

any such incident shall be given to the Trustees, and the Secretary of the Management Committee.

**Dangerous performances**

1. Performances involving danger to the public shall not be given.

**Explosives and flammable substances**

1. highly inflammable substances shall not be brought into or used in any portion of the premises.

**Heating**

1. no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the management committee portable liquefied propane gas LPG heating appliances shall not be used.

**Hours of opening**

1. The premises shall not be used for public entertainment after the hours of 11:45 PM unless special permission has been issued by Breckland District Council. After midnight only those helping to clear up the community centre should be on the premises failure to comply with this condition will result in the forfeiture of all or part of the security deposit.

**Affiliation fee to the Sports and Social club**

1. The sum of 10 pounds for the use of the bar supplied by The Sports and Social Club for use by unaffiliated person's shall be the responsibility of the Hirer to organise and pay the Social Club directly.