

# DRAKE COMMUNITY CENTRE

## CONDITIONS OF HIRE

1. Hirers are responsible for ensuring that the following permitted numbers are not exceeded:

DANCE/STAGE ENTERTAINMENT	250 PERSONS
DINNER/SEATING	200 PERSONS
2. Fire regulations state that when seating is used in the centre all passageways, gangways and doorways must be kept clear and unobstructed.
3. No copyright, dramatic or musical work shall be performed without the licence of the owner of the copyright, and such licence shall be made available to the Booking Secretary on request. The hirer must indemnify the committee against any infringement of copyright which may occur during their period of hire.
4. It is the responsibility of the hirer to maintain good order during their period of hire and to avoid any disturbance or damage either through behaviour or noise in the near vicinity of the centre. Failure to do so could cause further payment or loss of deposit to said hirer.
5. The Management Committee and the Police shall have the right of entry to the premises at all times.
6. All entertainment must cease by 23.00 hours Monday - Saturday and 22.30 hours on Sundays.
7. At the end of the hire period the premises must be left clean and as tidy as found; this enables the hire costs to be kept to a minimum. As the costs of the cleaning of the premises are not included in the hire charge you are expected to:
  - Remove all the rubbish and place in bin liners in the rubbish containers at the rear of the building.
  - Remove all property belonging to the hirer (a charge will be levied against any hirer leaving any equipment or belongings on the premises).
  - Tables and chairs to be cleaned as necessary and cleared away and stored in the designated area.
  - Toilets, washbasins and sinks to be left free from any blockage.
  - All kitchen equipment to be washed and stored in their respective cupboards and floors cleaned as necessary, especially where there has been an spillages.
8. Hirers are reminded that the car park and areas surrounding the centre are considered part of the premises and should be treated as part of the hire. Upon the hirers default the committee shall be entitled to take such measures as are deemed necessary to rectify the situation and the cost thereof of replacement or repairs shall be deemed a debt to the hirer and the committee will reserve the right to recover the debt as such. A damage deposit cheque to the value of £200.00 will be banked against any such damage and if no damage or loss is incurred shall be refunded to said hirer. If any damage or loss is incurred it will be at the Committee's discretion as to the amount that is to be subtracted from said damage deposit.
9. Any complaints must be made in writing to the Booking Secretary, and in any dispute the committee's shall and will be final.
10. Bookings are accepted on the understanding that the hirer assumes full responsibility for complying with the terms and conditions of hire. No bookings are accepted or confirmed by telephone.
11. The industrial cooker is a separate item for use by hirers. Its use is included in the hire charge when all facilities of the centre are booked - please inform the caretaker at the time of hire if you will to use it. If the cooker is required by the hirer when only part(s) of the facilities of the centre are booked, a separate charge of £25.00 will be levied.
12. It is the hirer's responsibility to ensure that all guest and their children respect the external areas of the building including all the planted and grassed areas.
13. No emergency exit door shall be opened during the time of the hire, except in the case of an emergency. All exit doors and passageways must be kept clear at all times.