

Reddings & District Community Association

The Community Centre, North Road West, The Reddings, Glos. GL51 6RF

Registered Charity No. 266092

The Reddings & District Community Association ("R&DCA") is the owner of the Community Centre.

The Community Centre is administered by the Management Trustees who offer the centre for hire in whole or in part subject to the terms and conditions set out below. Please Read these terms and conditions and keep them for reference.

Current details about Insurances, Premises Licence, Fire Precautions are displayed on the Notice Boards:-

No Smoking is allowed in the Building - Make sure the Building is locked after hire

The Building is licenced for TV

A. HIRE TERMS & CONDITIONS - Private Hire and Regular User Groups

June 2023

1. In a Private Hire, the hirer is deemed to be the person making payment for the booking, and will be regarded as the person responsible for ensuring compliance with these conditions. The Hirer must be present at all times during the booking.
2. Persons under 18 years of age will not be permitted to hire any part of the facility in their own right.
3. If permitted by agreement, hirings for persons under 18 years of age must have adequate adult supervision (Parent/Guardian) present throughout the hire period. The "R&DCA" reserves the right to seek proof of age if the need arises.
4. Bookings should be made at least one month before the required date. (The R&DCA Web Page calendar will provide relevant information)
5. Bookings will be accepted for events more than 12 months ahead but may be subject to cancellation by the Management Trustees where events such as National and Local Elections are called as the building is a designated Polling Station. These events will take precedent over those of the Hirer, but normally only the Small Hall is effected.
6. All bookings will be subject to scrutiny and approval by the Management Committee who may cancel the booking if deemed necessary. Any such actions by the management committee will be notified within 7 days of booking with the reason for cancellation and any booking payments already made will be returned via the hirers PayPal account, cheque or BACS, whichever method was used to make the booking.
7. There is no damage deposit payable at the time of booking but the **R&DCA will take steps to recover the full cost of any damage repairs.**
8. The R&DCA will inspect the building regularly but the incoming hirer must report any obvious damage or unacceptable building state on arrival.
9. Cancellation of the booking will be accepted provided it is notified to the Booking Secretary **at least 28 days** before the booked date. The R&DCA reserves the right to retain the booking charge if notification is not received before the 28 day cancellation period if the hall or building hired cannot be re-let for the period cancelled. Contact details to cancell are set out on the Web Site.
10. Access codes and arrangements relevant to the building and room hired will be advised to the hirer in the week of the hire and are valid for the time of the booked hire only. Hirers will be notified of the access codes and arrangements by email so it is important when booking that the hirers email address is current and will reach the hirer. In the event where company names are used in the booking details, it will be assumed that the address given will reach the person making the booking. The person making the booking will be responsible
11. The Hire Charge includes use of:- Kitchen facilities (General Duty Only- See Section C), cutlery, basic crockery, tables, chairs, lighting and heating, hearing Induction loop and rear external areas. The hearing induction loop is independent in each hall and activated by the respective marked switches
12. The R&DCA is responsible for the cleaning of the Community Centre but at the end of the hire period, the hirer is expected to sweep the floor and mop up any spillages, wipe down kitchen and table surfaces and wash any equipment used, in readiness for the next hirer. General cleaning equipment is located in the full height kitchen cabinet.
13. Waste bins are provided in connection with General Waste Only and are located in the external compound to the East of the building entrance. To assist in the recycling of bottles, cans etc., hirers are requested to take these to a recycling point themselves. Private Hirers and Regular Users must themselves dispose of all waste (boxes, packaging, unwanted equipment etc.) not suitable to be put into the waste bins provided. The R&DCA will seek to reclaim any costs it incurs arising from disposal of such waste.
14. **The booked period of hire includes time for setting up and clearing away. No additional time is allowed** as this effects the following hirer.
15. **First aid boxes** are situated in the kitchen cupboard. The Box marked with a Green Cross is for general use. The Box marked with a Blue Cross is for kitchen use. Whilst every effort is made to ensure that the first aid boxes are kept "topped up", the R&DCA accepts no responsibility for the contents. Use of any of the contents must be reported at the end of the hire.
16. The setting off of Fireworks or use of BBQ's is not permitted unless expressly agreed with the R&DCA who will direct the hirer to an acceptable location. (See Insurance & Liabilities F.7)
17. **The storage or riding of bicycles within the building is not permitted.** Rails are provided in front of the building for securing cycles.
18. The hirer is responsible for ensuring the turning off all lights, room heating controls and kitchen cooker at the end of the hire period.
19. The hirer is responsible for the orderly conduct of people in the centre during the hire period and vacating the premises following hire.
20. Members of the R&DCA Management Trustees reserve the right to inspect the hired areas at any time during the hire period.
21. Hirers should return any furniture (tables and chairs) to the store from where they were taken. Please lift furniture. Do not drag across floor.
23. No posters, decorations etc. are to be stuck or pinned onto the walls, ceilings or other timberwork internally or externally.
24. **The hirer can only use the facility for the purpose stated when booking and may not sub-let any part of the facility hired.**
25. The following activities are not permitted :- Line Dancing, Percussive dancing ie. Tap Dancing, Irish Dancing
This list is not definitive and the management committee reserve the right to amend the list as required.

Conditions Applicable to Regular User Groups Only

26. The Chairperson is deemed responsible for the activities and conduct of their group and is the designated keyholder. The keyholder is responsible for securing the building at the end of hire. A deputy may take over the responsibilities of the Chairperson provided they are a member of the group.
27. Regular Users through their respective chairpersons will be permitted to hire the facility on a Saturday night at their normal charges for Two occasions during any one year. The year runs from 1st January to 31st December. The Agreed User Group hire charge rate applies at other times.
28. Regular Users paying by monthly Invoice will incur a £10.00 late payment fee for any invoice not paid within 30 days of the invoice date.
29. All Regular Users must ensure that all their bookings are registered in the on-line booking system. Failure to do so may lead to a permanent loss of the preferred time slot. Any User having difficulty in using the on-line system should contact the Booking Secretary for assistance.
30. Regular Users may be requested to gain access via keys in the external key safes – Please ring the keys collection Phone for access info.

B. SECURITY

1. If you are the sole occupier of the building please secure the main doors during your occupation.
2. If you are the last to leave please check the common areas (**Toilets**) before you lock up the building
3. Both side gates padlocks are on the same key as the main entrance gate provided to you. If you use these gates please secure them afterwards
4. Ensure the rear stage door is locked if you use it to gain access to the side gate – This door is not a designated emergency exit.

C. USE OF THE KITCHEN

1. The Hire Charge includes use of:- Kitchen facilities (General Duty Only), cutlery, basic crockery.
2. The kitchen is provided as a clean area for the assembly and distribution of prepared meals and the appliances therein are provided solely to assist in this. **Meals ARE NOT to be prepared and cooked in the Kitchen.** The management accept no responsibility for any food provided from this facility nor accept any claims arising from use or mis-use of the equipment provided by the R&DCA within the kitchen. In exception the R&DCA will not object to the preparation of sandwiches or other snacks that use only the equipment provided.
3. Any utensil used must be cleaned and equipment turned off after use.
4. **Portable cooking equipment is not permitted to be brought in and used anywhere within the building. (BBQ exception see 10 below).** Hirers engaging outside caterers must make the caterer aware of the cooking restrictions.
5. Kitchen equipment in use must be monitored at all times. It **IS NOT** acceptable to leave the building whilst any of the cooking equipment is in use.
6. Do not leave the cooker un-attended. See Also Condition E1 Fire Precautions
7. No deep fat frying is allowed.
8. Kitchen appliances must be turned off and cleaned when finished with. See Also Condition E1 Fire Precautions
9. **No minor is allowed in the kitchen unless accompanied by a supervising adult. Minors must be supervised at all times.**
10. BBQ's can only be used at the rear away from the building. Please agree location beforehand.
For this purpose a BBQ is defined as solid or gas fueled Portable Appliance specifically designed for cooking with open flames.
11. Do not place any item on the kitchen work tops under the serving hatch/fire shutter as this will prevent the fire shutter fully closing off the opening.
12. The serving hatch shutters are to be pulled closed after use. See Also Condition E1 Fire Precautions

Hirers note: Please satisfy yourself that your requirements can be met when meeting these terms.

Hirers using outside catering companies to provide a service, should make the supplier aware of these conditions.

For the avoidance of doubt the reason for these conditions is explained here:-

The kitchen DOES NOT offer the service level of a Commercial Kitchen. It is equivalent to that of domestic standard and is provided solely for the purpose of providing a place of assembly and distribution of meals/food, prepared/pre-cooked by the hirer or their caterers off site. Any portable appliance in the building, and in particular, the kitchen, is subjected to annual safety certification for which the R&DCA undertakes with regard to its own equipment. Any equipment brought in by hirers or their caterers also needs to comply to this requirement, but unless advised, the R&DCA can not know if the equipment has been tested and has a safety certificate. Therefore hirers are not permitted to bring in their own portable equipment. The electrical supplies to the kitchen are designed to safely accept the loads from sockets and inbuilt fittings as intended for the use of this kitchen only. Overloading the circuits with numerous pieces of portable commercially rated equipment may result in the safety trips tripping out and interrupting the electrical supply to the kitchen. These circuits will not be turned back on until a full safety check has been made to establish the nature or reason for tripping out. This may not be immediately possible. The R&DCA will not allow the use of portable gas appliances. There is no gas supply to the kitchen so any gas appliance would need to be fuelled from bottled gas which for safety reasons will not be allowed inside the building. The fire safety precautions provided for this kitchen relate only to those necessary for the kitchen to meet the requirements associated with the equipment provided by the R&DCA and the intended use of the kitchen as described above. Any concentration of smoke arising from open gas cooking especially if multiple units are cooking, may result in the activation of the smoke alarm which in turn will cause the fire shutters on each side of the kitchen to close. These shutters require specialists to reset them and this would not be immediately possible.

Where a hirer employs a professional caterer, the R&DCA is prepared to consider the hirers use of the kitchen for limited cooking provided the caterer has acceptable indemnity insurance. Full details of the equipment and insurances will be required.

D. LICENCES

1. The Centre is licenced for live TV but this must be accessed via the WIFI Router as a download as there is no aerial connection.
The trustees will not accept any liability arising from a breakdown in the Broadband service or Router.
2. Please note that our Music and Entertainment Licence does not include the Outside Spaces to the front, sides, or rear of the premises.
A condition of our licence is that if there is any live or recorded music in either hall, the doors onto the rear veranda must be kept shut. Hirers must comply.
3. Please give consideration to neighbouring properties and help us to avoid complaints to the authorities by observing this requirement and keeping down sound levels. The times licenced for music is also displayed on the notice board beside the Kitchen door.
4. Provision of a Bar **whether alcohol is sold or not** will also be subject to approval by the R&DCA.
5. **Mobile bars** can only be set up outside the rear of the building. Internally, bar service is only permitted **from the hatched serveries**.
No part of the kitchen or servery fitted furniture must be dismantled to accommodate bar fittings.

The community centre has a **PREMISES LICENCE** for the purpose of **Music, Singing, Dancing, and Stage Plays** only.

The operating times for this licence varies (as noted below) and any requirement outside these times will be subject to an application for a **TEMPORARY EVENT NOTICE (TEN)** to Cheltenham Borough Council which the hirer will need to make at least 1 month before the hire date.

Any such event will also be subject to approval by the management committee.

Licence Times:-

Monday	19.00 - 23.00	Tuesday	19.00 - 23.00	Wednesday	19.00 - 23.00	Thursday	19.00 - 00.00 (Midnight)
Friday	18.00 - 00.00	Saturday	12.00 - 00.00	Sunday	10.00 - 22.00		

The Community Centre is **not licenced** for the sale of alcohol. Any hirer providing a bar where alcohol **is sold** will have to make an application to Cheltenham Borough Council for a **TEMPORARY EVENT NOTICE** which the hirer will need to make at least 1 month before the hire date.

The bar will need to be run by a person with a **PERSONAL LICENCE** to sell alcohol. Adequate supervision must be provided.

Sale of Alcohol includes any alcohol provided where the cost is included in the entrance or ticket charge.

E. FIRE PROCEDURES - These precautions and procedures form part of the hire terms and conditions
Please Familiarise Yourself With The Following Procedures Which Are to Be Followed In The Case Of Fire

E1. FIRE PRECAUTIONS

1. Users are to ensure they are familiar with the location of extinguishers, break glass call points, fire escape routes and assembly points.
2. **The Building is designated NON-SMOKING.** The Hirer is to make all visitors aware of the Non-Smoking policy.
Please ensure that smokers do so outside the building and cigarettes are extinguished in the external wall mounted bins provided.
3. **Use of equipment creating open flames of any kind (e.g. Candles, tee lights) is not permitted.**
4. Extinguishers are provided for the following uses - **Dry Powder** for Electrical fires **Water** for Cloth, wood, paper fires.
A fire blanket is provided in the kitchen for use with the cooker/cooking hob.
5. Extinguishers must remain in the fixed locations and in no circumstances are they to be used as door stops.
6. Emergency Exits are to be kept clear at all times.
7. Hall doors must always be closed and not left open. Store doors must be kept shut.
The hooks for hall doors are provided only to assist in manoeuvring equipment into the respective halls.
8. Do not place any item on the kitchen work tops under the serving hatch/fire shutter which will prevent the shutter fully closing.
9. The serving hatch shutters are to be pulled closed after use.
10. Do not leave the cooker un-attended.
11. Kitchen appliances must be turned off and cleaned when finished with.

E2. PROCEDURES IF YOU HEAR THE FIRE ALARM

1. **VACATE THE PREMISES** - Check your exit route is safe and proceed to one of the assembly points. If safe check the toilets
2. Direct your group to one assembly point and **CARRY OUT A ROLL CALL.**

Assembly points are:- **Point A** - Adjacent the main entrance gate into the site **Point B** - Adjacent the garage to the rear of the site

The assembly point nearest to you is stated on the break glass point on your exit route. Normally the following Assembly Points apply:-

ENTRANCE FOYER go to **POINT A** **MAIN HALL** go to **POINT A** or **POINT B** **SMALL HALL** go to **POINT B.**

A Plan of the building showing the exits and assembly points is displayed on the Notice Board adjacent the kitchen in the Foyer

E3. PROCEDURES IF YOU SUSPECT OR FIND A FIRE

1. **RAISE THE ALARM IMMEDIATELY** by breaking the fire **BREAK GLASS** on your route of exit.
Activation of the fire alarm alerts other users only. **The alarm does not call the Fire Brigade.**
2. **VACATE THE PREMISES** - Check your exit route is safe and proceed to one of the assembly points as noted above. If safe check the toilets
3. **TELEPHONE THE FIRE BRIGADE on 999 Or 112** from your mobile phone. **(Please Note there is no fixed telephone)**
4. Attack the fire with the correct fire extinguisher only if safe to do so. **DO NOT PUT YOURSELF AT RISK.**
5. Direct your group to one of the assembly points and **CARRY OUT A ROLL CALL.**
6. **IF YOU ARE NOT THE SOLE OCCUPIER OF THE BUILDING** - Liase with other occupiers for a **ROLL CALL.**
7. Confirm the following to the Fire Brigade :- a) **If anyone is missing** b) **Location and nature of the fire.**

F. INSURANCE & LIABILITIES

1. The R&DCA insures the building, and the contents supplied by the R&DCA, and indemnifies the hirer, provided the building and contents are used in accordance with the purpose for which they are provided and as described herein. (i.e a chair is not used as a step up).
The R&DCA Insurance Schedules are displayed on the notice boards
2. The R&DCA will not be responsible for personal injury or loss or damage to property in connection with the hirers own activities inside the community centre, the surrounding areas and car park or for use or misuse of any equipment provided and operated by the hirer or their suppliers.
The Hirer will indemnify the R&DCA against any claim brought against the R&DCA by any person in their group in respect of such matters.
3. Hirers should satisfy themselves that the building is suitable for the safe application of the activity for which it is hired.
4. In the event that the hirer engages the services of a third party provider for any service relevant to the purpose of the hire, the hirer must satisfy themselves that the provider has the relevant public liability cover for that activity.
5. Where there is a shortfall or uncertainty in the insurance cover of a third party provider, the hirer should determine whether they need to obtain independent event liability cover as The Reddings and District Community Association will not assume the liability.
6. In certain cases the R&DCA may request to see insurance details of hirers and third party providers.
7. When permitted, the hirer is to indemnify the R&DCA against damage or loss, relating to the use of BBQ's and Fireworks and is to safely clear away any ashes or unburned fuel. No hot ashes are to be placed into the plastic dustbins.

G. OTHER FACILITIES AVAILABLE

The items listed below are available to hirers but this can only be by arrangement.

1. A Demountable stage system is available but will be limited in size if a stage is required in both halls at the same time.
Maximum stage size in Main Hall (including permanent section) is 4.5m deep x 8.35 wide (full width of the hall)
Maximum stage size permitted in Small Hall is 3.6m x 2.4m. Four steps are available. Other size/shape combinations are possible.
The R&DCA will not accept any liability for personal injury, damage or loss to any equipment from use or mis-use of the stage.
2. Theatrical Lighting can be used in the Main Hall on the fixed lighting bars which are controlled from Store 8 where the lighting control cables are terminated in industry standard 15amp round pin plugs ready to connect into standard control module. Hirers must make their own arrangements for any equipment to be used with this facility but any equipment must have a current service inspection certificate. There will be a charge to cover service costs.
The R&DCA will not accept any liability for personal injury or for any damage to equipment provided by the hirer arising from use or mis-use of this facility.

F. OTHER CHARGES

1. An additional charge will be made for Large Bouncy Castles used externally and used for prolonged periods
2. An additional charge may be made in connection with special kitchen catering requirements.
3. A charge will be made for any labour costs incurred by the R&DCA associated with setting up the demountable stage.
4. An additional charge may be made for large paddling pools

G. DEFIBRILATOR

1. A defibrillator is located by the Disabled WC. Its location is indicated by direction arrows.
Remove it from the cradle, unpack it and follow the written and verbal instructions. The equipment is automatic and will only operate if the patient requires it.