

The Lancaster Centre



HIRE CONDITIONS *of the Lancaster Centre*

Please note the Parish Council are now responsible for the Centre Management

The centre is only available for groups, individuals cannot hire the premises except for childrens parties.

1. The hire of the Lancaster Centre includes the use of the kitchen facilities and car park.
2. Facilities in the Lancaster Centre are normally available for use between the hours of 8am and 11pm seven days a week.
3. No sale or consumption of alcoholic liquor is to take place on the premises, unless at community social events organised by the Parish Council, CRA or other bodies approved by the Committee (Parish Council), when alcohol may be supplied or brought along by the attendees to share with others without payment.
4. In order to meet fire regulations the number of people attending these events would be limited, maximum capacity being 40.
5. No smoking is allowed in any part of the Lancaster Centre or the car park.
6. One off events – are covered by the Centre’s insurance policy.. Regular users should arrange alternative insurance cover. Contact Nicola Beckett –Suffolk Acre 01473 242536. Cost per annum is £76 or £38 per 6 months.
7. Hirers must comply with any instruction of the Centre Manager/Parish Council relating to the security, maintenance, good order and Health and Safety of the Centre.
8. The Parish Council reserves the right to refuse to hire or may cancel with or without notice any agreed hire, if in the Centre Management’s opinion, such use could be detrimental to the fabric of the building or its fixtures, fittings or contents or be contrary to the principles of use for which the Centre is intended. No signage or posters should be erected internally or external to the building.
9. The Hirers shall not do, or permit, nor suffer to be done on the premises or within the curtilage of its boundaries including the car park, paths and surrounds anything which may invalidate the insurance of the premises or increase the premium of such insurance and/or which may cause a nuisance or be of annoyance to the general public or occupiers of surrounding properties.
10. It is the responsibility of the Hirers to ensure that all lights and electrical appliances are switched off and all equipment and kitchen facilities are properly cleaned.
11. It is the responsibility of the hirer to ensure that all external doors are locked and windows securely fastened. On exiting the premises the alarm code should be set. Hirers will receive this code on booking. The code number should not be divulged to any other person, and may be changed regularly.
12. All use of the Centre premises and facilities is subject to the users accepting responsibility for returning furniture and equipment to their **original position**, leaving the premises and grounds in a clean and tidy condition. This will include sweeping and wiping surfaces as necessary. If the premises and grounds are not left in a satisfactory condition, regular user groups will be charged staff time to bring the premises up to standard or in the case of

single hirers the deposit will be forfeited. All damage must be reported and be paid for. Please report all damage by email to swell2great@ntlworld.com

13. Litter, rubbish and all waste must not be left in or about the Centre premises and grounds; all rubbish must be removed from the premises at the end of any function or event. If the Centre is left in a condition where rubbish or litter needs to be cleared by Centre staff, the user group will be charged for the clearance or in the case of single hirers the deposit will be forfeited.
14. Regular groups will nominate a key holder who will take responsibility for all activities under the name of that group. That person will be given a key to keep and this will be signed for. They will also be the nominated person for setting the Alarm. The key holder will be responsible for all conditions of hire.
15. The Centre Management/Parish Council do not accept any responsibility whatsoever for loss of personal belongings, money or articles of any description belonging to the hirer or any person attending the Centre.
16. Cars may be parked in the confines of the car park only for the duration of use of the Centre and not parked in such a manner to cause obstruction to the entrance or exits from the building or car park. Cars should not park in the entranceway i.e. roadside of the gates or on the grass verges. In all cases users of the Centre should avoid undue noise on arrival and departure.
17. Except in the case of trained guide dogs for the blind, no animals shall be permitted inside the Centre.
18. Hirers and organisers of events in the community centre are responsible for ensuring that the noise level of their functions is such that it does not interfere with other activities within the building nor causes inconvenience for the occupiers of nearby houses and property.
19. All consumables must be supplied by the hirer e.g. food and toiletries etc
20. All groups involving children must submit their Child Protection Policy to the Centre Management at the time of booking. They must ensure that the correct ratio of adult leaders to children is adhered to at all times. Adults should be CRB checked as required.
21. No group should exceed the numbers as laid down by the Fire Officer.
22. The floor of the centre is not "sprung" so may not be suitable for some groups.

Hire Costs

All charges are per hour.

Each booking is classified as one of three types. Always at the discretion of the booking officer.

- 1) Community – all non profit making local groups.
- 2) Semi Commercial – any group that charges to make an income, normally for one individual, examples aerobics, dance, fitness. Also to include commercial organizations arranging events or meetings that may involve some community benefits.
- 3) Commercial – any business use, or any organization that charges fees that are collected towards the profits of that organization.

Before 1800 hrs	Community £6,	semi commercial £7.50,	commercial £15
After 1800 hrs	Community £7,	semi commercial £9,	commercial £15.

Any group wishing to use storage facilities, either in the form of the container or inside the Centre will be charged an extra £1 per hour for the period of hire. These groups will be given the key to the container to keep for the duration of use.

Cheques should be made payable to Cambourne Parish Council

All bookings up to May 2nd 2005 be made via Roger Hume roger.hume@ntlworld.com but see below

Phone 01954 201808 13 Willow Lane Great Cambourne

Please note that with effect from 2nd May 2005, the Clerk to the Parish Council will be taking bookings Mr John Vickery of 48, Burleigh Road, St Ives, Cambs, PE27 3DF Tel 01480 466674. (or at the Parish Office 01954 714403 answerphone) clerk@cambourneparishcouncil.gov.uk

Any comment or observation regarding the Lancaster Centre should be addressed to the Chairman of the Parish Council Howard Fall Phone 01954 710100 4 Stable Yard CB3 6EG

The Lancaster Centre

The hirer should ensure that they have read and understood the attached Hire Conditions, before completing the details below.

Name of hirer.....
Name of organisation (where applicable).....
Organisation's authorised representative & key holder.....
Address.....
Telephone (home).....(work).....
Email address.....

Occasional users

I request the hire of the Lancaster Centre on.....(date)
From.....Until.....Length of time must allow for preparation and cleaning.
Hiring Fee Total (*payable on booking*).....
Purpose of Hire.....

Regular Users

I request the hire of the Lancaster centre for the period of
Days of the week required.....
Times required From.....Until.....
Length of time must allow for preparation and cleaning.

Hiring Fee.....
Deposit: one third of the balance should be paid on booking
Balance.....
To be paid no later than half way through the period of hire

Purpose of Hire.....
Storage Fee.....
Storage will be charged at the rate of £1 per booked hour.
Please indicate what you intend to store and the approximate volume.

Is alcohol to be provided at the event Yes/No (delete where applicable)
Commercial use Yes/No Semi Commercial use Yes/No Community Yes/No (delete where applicable)
Cheques should be made payable to Cambourne Parish Council.

I declare that I have read and understood the Conditions of Hire and agree that they shall form part of the terms of this agreement.

I also declare that the information I have given in this agreement is correct to the best of my knowledge and I acknowledge that any misrepresentation will invalidate the agreement.

Proof of insurance where required Yes/No (delete where applicable)
CRB checked Yes/No (delete where applicable)
Child Protection policy Yes/No (delete where applicable)

Signed.....Name.....Date.....
The signatory must be over 18 years of age.

The committee agrees the Hirer to use the premises on the dates detailed and on the understanding that all conditions are adhered to at all times.

Signed.....Name.....Date.....

I have read agree to abide by all the hire conditions.

Name.....Name of
group.....

Signature..... Contact details Tel Address

Date.....

Key holders signature for receipt of the key.

Name.....Name of
group.....

Signature.....

Date.....

Cheques should be made payable to Cambourne Parish Council