

## Community Hubs

### Conditions of Hire

#### 1. TERMS OF AGREEMENT

1.1 This is an Agreement between Watford Community Housing and the Hirer in relation to the use of the hall/room.

#### 2. CODE OF BEHAVIOUR

2.1. Watford Community Housing expects a high level of conduct from its users. Everyone deserves respect and to be able to enjoy the peace, friendship and facilities of the building without disturbance.

#### 3. EQUAL OPPORTUNITIES

3.1. The Community Hub (“the Facility”) is open to all members of the community, who will be treated with dignity and respect regardless of sex, sexual orientation, race, age, disability, nationality, or political, religious or other opinions. No-one will be abused or intimidated on any of those grounds. Incidents of harassment will be treated seriously.

#### 4. MAXIMUM CAPACITY

4.1. Every room we hire has a maximum capacity. Please be aware of these figures, and on no account shall these figures be exceeded.

Room	Maximum Number
Large Hall	100 Seated / 150 total
Small Hall	35 Seated
Youth Room	20 Seated
LG Meeting room 1	16 Seated
LG Meeting room 2	8 Seated
Harebreaks Hall	60 Seated

#### 5. PAYMENT TERMS

5.1. Booking is only confirmed once payment in full has been received.

#### 6. CANCELLATION

6.1. It is the Hirer’s responsibility to inform Watford Community Housing of any cancellations or changes to booking times. Cancellations must be made a minimum of 7 days before the booking is due to take place.

6.2. If a minimum of 7 days notice is given before cancellation, the hirer will be refunded in full. Failure to inform Watford Community Housing of cancellations

within this time frame will result in the full hire charge being retained by Watford Community Housing.

6.3. If we suspect a Hirer to be using a Facility for an illegal or immoral purpose (including religious incitement or radicalisation) we have the right to cancel your booking or any subsequent bookings. .

## **7. HIRING PERIOD**

7.1. The hirer must only enter the hub at the agreed times and must vacate the premises on time, at the expiration of the hiring period. The hirer must ensure they only use the facilities that have been hired.

7.2. Failure to adhere to the terms of the hire will result in extra charges.

7.3. No activity shall be carried out which endangers those present or any other persons in the vicinity of the Facility or which invalidates the policies of insurance relating to the facility or its contents. In particular:

- Performances involving risk or danger to the public are not permitted.
- The use of unauthorised heating/cooking appliances on the premises is not permitted
- All electrical appliances or equipment brought into the building must be fully compliant with the Electricity at Work Regulations 1989 and display a current PAT test identification marking or certificate of electrical safety. Watford Community Housing Trust disclaims all responsibility for any claims or costs arising out of the use of any equipment which does not comply.
- A First Aid box is kept readily available for all users of the premises although it will be the responsibility of the user to ensure that arrangements for adequate first aid cover are met.

7.4. No extra furniture, staging or equipment can be brought into the Facility without the express permission of the Hubs Team and must meet all safety requirements as appropriate.

## **8. FIRE SAFETY PROCEDURES**

8.1. The Lead Hirer must ensure that all fire safety procedures are followed. In particular, they must ensure that:

- Obstructions are not placed in gangways or exits, nor in front of emergency exits, which must be immediately available for free public passage.
- Fire doors must remain closed and free from obstruction at all times.
- All members of their groups co-operate with the fire drills which are arranged at varying times in order to familiarise users with evacuation procedures. You must make all attendees aware that evacuation procedures must be followed at all times.
- They take responsibility for ensuring that any person with mobility issues, impaired hearing or eyesight is assisted by a nominated person in the event of an emergency evacuation.

- Fire-fighting apparatus is kept in its proper place and only used for its intended purpose; only trained persons are to use the fire extinguishers
- The use of any fire fighting apparatus must be reported to the Community Hub Officer as soon as practical
- The Fire Brigade (999) is called to any outbreak of fire, however slight, and details of the occurrence are to be reported to the Community Hubs Officers as soon as practical to do so;
- Highly flammable substances shall not be brought into, or used in, any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton, etc) shall be undertaken or erected, temporarily or permanently, without the consent of the Hub Officers;
- The following items are prohibited:
  - Candles
  - Incense sticks or shisha pipes
  - Barbeques
  - Any item with a naked flame

It is the responsibility of the Community Hubs Officer to ensure that all group leaders or hirers are informed of procedures for evacuation of the premises and are familiar with the fire-fighting equipment available. Any group leader or hirer who has not received such information or instruction shall inform the Community Hubs Officers without delay.

## **9. SHELTERED SCHEMES**

9.1. In the communal lounges within sheltered schemes, the 'Fire Emergency Plan' on display within the scheme shall be followed without exception, in the event of a fire.

## **10. SUPERVISION**

10.1. The hirer or other person in charge of each activity shall not be under 18 years of age and shall be on the premises for the entire period of hire or duration of the activity. They must not be engaged in activities or duties which prevent them from exercising general supervision.

10.2. When the premises or any part of them are used for the purposes of public entertainment, and where under 100 persons are attending the entertainment, there must be a minimum of two persons on duty, neither of whom are to be under the age of 18 years.

## **11.SAFEGUARDING**

11.1 It is Watford Community Housing's policy that care must be taken to safeguard the wellbeing of children (under 18) and 'adults at risk' (by reason of vulnerability), and it is the responsibility of all users of the Facility to make every effort to ensure that these groups receive all necessary care and attention and are protected from coming to any harm.

11.2 All work with children and young people under the age of sixteen organised by any user groups of the Community Hub must comply fully with the requirements of The Children Acts 1989 & 2004, 2014 Care Act (and such further

legislation as may be enacted) or, where applicable, with the Home Office Code of Practice Working Together to Safeguard Children (2015).

11.3 Activities or groups involving young people under the age of 18 will be permitted on the premises on the strict condition that the relevant provisions, and any conditions required by Ofsted, are complied with, and Trust staff will need to be satisfied that this is so before giving permission for such activities or groups to be held on the premises.

11.4 It is the Hirer's responsibility to ensure that only fit and proper persons have access to children and adults at risk and that such persons are at all times in attendance at the Facility.

11.5 In accordance with clause 10.4 above the Hirer agrees to produce copies of appropriate Disclosure & Barring Service ("DBS") checks for all employees, volunteers and others working on the Hirer's behalf and likely to come into contact with children or adults at risk.

## **12. SUPPLY OF FOOD**

12.6 Only persons who are food handlers within the meaning of the Food Safety Act 1990 (Food Premises (Registration) Regulations 1991) and who have satisfactorily undertaken any relevant training required by the Environmental Health Department and can demonstrate this are permitted to make and sell food on the premises.

## **13. ALCOHOL**

13.1 No intoxicating liquor may be sold on the premises, other than by a Personal License Holder. To become one of these you need to obtain a Temporary Events Notice (TENs) from Watford Borough Council. Anyone over the age of 18 may apply. User Groups are responsible for organising TENs themselves and can contact Environment, Health and Licensing directly on 01923 278503 for advice.

13.2 No intoxicating liquor may be consumed on the premises without the express permission of the Community Hubs Officers.

## **14. MUSIC IN THE HUB**

14.1 The premises are licensed with the Performing Right Society for the performance of copyright music. Users must, however, advise the Hubs Officers as to the frequency of musical performances during their activities. The Hub's licence with Phonographic Performance Ltd (PPL), on the other hand, does not cover the performance of recorded music by affiliated groups and other hirers of the premises, who must consult the Hubs Officers before making arrangements for the use of recorded music. It is the responsibility of any independent user group which uses recorded music in its activities to check if it requires a licence from PPL and, if so, to obtain one.

## **15. BETTING, GAMING AND LOTTERIES**

15.1 No activity is to be carried out either on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries, and those responsible for functions held on the premises must ensure that the requirements of the relevant legislation are strictly observed.

## **16. OTHER LICENSES AND PERMISSIONS**

16.1 It is the responsibility of all independent user group to check whether they require further licences or permissions for its activities, including the following and, if so, to make the appropriate arrangements:

- Showing films and videos.
- Royalty fees for performance of plays.
- Making recording of musical or literary works (Mechanical-Copyright Protection Society)
- Use of minibuses
- Alcohol licences

## **17.STORAGE**

17.1 The express permission of the Hubs Officers must be obtained before goods or equipment are left or stored on the premises.

17.2 Hirers and Affiliated Groups are reminded that they are themselves responsible for insuring their own property when in the premises.

## **18.LOST PROPERTY**

18.1 Watford Community Housing Trust cannot accept responsibility for damage to, or the loss or theft of, property and effects belonging to any user of the building.

## **19.CAR PARKING**

19.1 Cars must not be parked so as to cause an obstruction at the entrances to, or exits from, the building or site. Where parking accommodation is provided and available, this must be used, and in any case users should avoid undue noise on arrival and departure, or other undue inconvenience to local residents.

19.2 Users of the Facility must not restrict the access or egress of emergency vehicles to the building

19.3 Watford Community Housing cannot accept responsibility for damage to, or the loss or theft of, any vehicles, bicycles, items of equipment or other personal belongings in the car park.

19.4 Leavesden Green Community Hub: Car parking is not available in Green Edge, users should use the signposted rear car park, where street parking is used please be respectful of hub neighbours and private driveways.

## **20.NOISE**

20.1 Hirers and organisers of Facility events are responsible for ensuring that the noise level of their functions is not such as to interfere with other activities within the building nor to cause inconvenience for nearby residents either during the event or on attendees' arrival or departure.

## **21.ANIMALS**

21.1 No animal, except for guide dogs accompanying a visually impaired person, shall be admitted inside any building without Watford Community Housing's consent.

## **22.SECURITY**

22.1 All use of the premises and facilities is subject to the users accepting responsibility for returning furniture and equipment to their original position, and for securing doors and windows of the premises as directed by Hub Staff. Where a building has an alarm system the alarms shall be reset when leaving the building.

## **23.INSURANCE & RISK ASSESSMENT**

24.1 All groups using the facilities must arrange their own insurance as applicable (ie public liability and professional indemnity insurance where required) and provide current copies to Watford Community Housing on request. This will normally occur at the pre-booking stage.

24.2 Watford Community Housing also reserves the right to request a general or specific risk assessment in relation to hub use or activities as may be required.

## **24.CLEANING**

24.1 All waste shall be cleared away and placed into the external refuse bins. Waste that will not fit into the external bins is the responsibility of the event organiser and is to be removed from site and not be left on the floor. Excessive rubbish created for large events will incur additional costs if an additional refuse collection or additional cleaning is required.

24.2 All floors shall be completely clear of any debris and any spillages shall be cleared.

24.3 All work surfaces shall be cleaned to ensure that they are left clean and hygienic.

24.4 All cups glasses and cutlery used shall be washed thoroughly and stored in the designated storage area.

24.5 Ensure that all tables and chairs are returned to the designated storage area

24.6 No helium balloons are to be left in any part of the hub as they can activate the security alarm. You will incur all charges for the removal of balloons and the resulting security call out.

## **25.DAMAGE**

25.1 No bolts, screws, nails or tacks shall be driven into any part of the premises. The use of adhesive substance such as sellotape, blue-tac and glue sticks is also prohibited. The hirer shall pay Watford Community Housing Trust for all damage to the facility as a result of the unauthorised use of fixings.

## **26.NO SMOKING POLICY**

26.1 All Trust premises are designated as 'No Smoking' areas in accordance with the Smoke-free (Premises and Enforcement) Regulations 2006. Any person found to be smoking cigarettes, electronic cigarettes, pipes (including water pipes), cigars and herbal cigarettes in the Facility will be removed and this will result in permanent exclusion from the Facility

26.2 Smoking is only permitted in designated external areas

## **27.DATA PROTECTION**

27.1 Watford Community Housing will use the information provided on this form for the form's stated purpose. No personal information you have given us will be passed onto third parties for commercial purposes. Watford Community Housing's policy is that all information will be shared among Officers across departments and other agencies, where the legal framework allows, if this will help to improve the service you receive and to develop other services.

This organisation is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.