

## **Brixton Community Association (BCA) - Standard Conditions of Hire**

1. **Insurance** - Whilst the Brixton Community Association carries Public Liability Insurance, it is the responsibility of all hirers to ensure that their use of the premises is appropriately insured.
2. **Safeguarding** – It is the responsibility of the hirer to ensure that it has its own current policies for safeguarding vulnerable adults and/or children in place at the time of hiring.
3. **Supervision of premises** - The Hirer will, during the duration of the hiring, be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage, however slight or change of any sort and behaviour of all persons using the premises whatever their capacity, including proper supervision of car-parking arrangements and to avoid obstruction to the highway.
4. **Sub-hire** - the hirer shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring into the premises anything which may endanger the same or any insurance policies in respect thereof, nor allow the sale of alcoholic liquor thereon without a Magistrates License.
5. **Licenses** - the Hirer shall be responsible for obtaining such licenses as may be needed for the consumption of intoxicating liquor, and Performing Rights and for the observance of the same.
6. **Compliance with regulatory authorities** -the Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority\*\*, Local Authority, and local Magistrates Court or otherwise, particularly in connection with any events which include public dancing or music or other similar public entertainment or stage plays.
7. **Damage** - the Hirer shall indemnify the BCA for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building which may occur during the period of the hiring as a result of the hiring. **Please do not use blue tac on the walls**
8. **Cancellation** - if the Hirer wishes to cancel the booking before the date of the event and the BCA is unable to conclude a replacement booking, the question of the refund of the fee shall be at the discretion of the BCA.
9. **At the end of the hiring, the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition (cleaning equipment is in cupboard to the right of the entrance to the Community Room), lights off\* in the Community Room, the Hall and outside, properly locked and secured including the security shutter\*\*, and any contents moved from their usual positions properly replaced, otherwise the BCA shall be at liberty to make an additional charge. Please bring black plastic bags and take any rubbish home with you.**
10. **BCA's Right to cancel the hiring** - the BCA reserve the right to cancel this hiring in the event of the centre being required for use as a Polling Station for local or national elections, in which case the Hirer shall be entitled to a refund of any deposit made.
10. **Unfit for use** - In the event that the community rooms or any part thereof is rendered unfit for the use for which it has been hired the BCA shall not be liable to the Hirer for any resulting loss or damage whatsoever.
- 12 **Termination**-The BCA reserve the right to refuse or terminate a hiring if these conditions are not met from any previous hiring.

\* **The lights in the entrance to the Community Room are heat sensitive and will turn off on their own... there is no switch for these lights. Hirers need to ensure that the external light and the kitchen light are turned off at the switch. The steps outside the school are not lit at night and hirers are advised to use the ramp only for safe access and exit.**

\*\* **Fire Regulations require that the shutter behind the curtains on the west wall of the main Hall is opened during use for exit in the event of the need to evacuate the building. The shutter key is on the set of keys collected by the hirer.**