



DANBURY COMMUNITY ASSOCIATION (TRUST) LIMITED

REGISTERED CHARITY NO 1098742

Sports & Social Centre, Dawson Field, Main Road,

Danbury, Chelmsford, Essex. CM3 4NQ

Telephone: 01245 224515 Fax: 01245 227582

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Website: www.danburysportscentre.co.uk

CONDITIONS OF HIRE

- **SINCE THE BAR IS OPEN TO MEMBERS, EXCLUSIVE USE OF THE BAR CANNOT BE GUARANTEED.**
- **WE OPERATE A NO SMOKING POLICY IN THE BUILDING**

GENERAL PROVISIONS

1. Bookings will only be accepted at the discretion of the General Manager and, for outdoor activities, at the discretion of the Parish Council.
2. Hirers are expected to vacate the booked area/s promptly at the end of the hired session.

No children under 14 are allowed in the bar during our permitted opening hours.

3. All evening functions or other activities must finish by the agreed time.
4. ***All music must finish by 12.00 midnight***
5. If you want to hire the Sports Hall and would like a private bar there will be an extra charge of **£30.00**
6. Bar Extensions can be requested. These must be made in writing stating what type of function you would like and how long you would like the extension extended to. Please address this request to the General Manager and note an additional fee of **£25.00** will be charged to the hirer.

Unless a bar extension is requested the bar will close at 11.00pm with a further 20 mins drinking up time. After this time we will then, by law, have the right to remove any unfinished drinks.

HIRERS RESPONSIBILITIES

7. Persons, groups or organisations wishing to hire the Centre's facilities and outdoor facilities must nominate an individual over 21 years old who must be present at the function or activity.
8. This person must ensure Conditions of Hire are complied with and act as guarantor to the Management against damage, loss or misuse.

Unacceptable behaviour will not be tolerated at anytime.

A damage deposit (refundable) is required for all bookings. This amount will be determined by the nature of the function and the anticipated numbers attending.

Hirers will be held responsible for any damage or loss to the premises, contents or land during the period of hire or incidental thereto.

Any damage must be reported to the Duty Officer immediately so that it may be assessed and acted upon accordingly.

8. Where the function or activity is intended primarily for juniors (under 18 years) there must be one adult to every 12 juniors in attendance to supervise the group. If you are hiring the hall for a Sports party and any of the ceiling tiles become damaged there will be a charge of £10 per tile.

9. The Hirer shall ensure the following occurs:

- A) Set out furniture/equipment as required.
- B) Protect the floor as required and to clear up any spillages as they occur.
- C) Tables must be wiped clean and put away.
- D) Stack chairs and tables neatly and leave the hired area, as it was found. All rubbish to be tidied away.
- E) The Hall including the toilet areas must be left clean & tidy.
- F) For outdoor activities, all litter must be taken away and any equipment brought onto the land be removed.

FAILURE TO DO THESE WILL RESULT IN SOME OF YOUR DAMAGE DEPOSIT NOT BEING REFUNDED

10. Users of football pitches, changing rooms and the Sports hall must ensure that studded, spiked or black-soled sports footwear are not worn inside the building.

Damage to floors and floor coverings arising from this may result in additional charges for the Hirer and the possible refusal of further use of the Centre.

11. The kitchen is available for use, however access to it by the Centre staff shall be permitted. All the equipment in the kitchen is the property of the Centre and may not be used except by prior agreement with the Management. An additional charge will be made for the use of the kitchen by outside caterers and the limitations to its use will still apply.

12. Hirers should note that:

- **The Centre can accept no liability for the loss of or damage to clothing or any other personal property left unattended in the building or on the land.**
- **The Centre's Public Liability insurance provides cover ONLY against incidents arising from acts or omissions of the Centre or its staff. Hirers should, in their own interests consider whether additional insurance cover is necessary.**
- **For outdoor activities, the Hirers must provide a copy of their Public Liability Insurance and an up-to-date risk assessment of the activity.**

FIRE AND SAFETY REQUIREMENTS

13. A) Maximum number of persons permitted in each area is shown below:

Main Sports Hall without chairs	300
Main Sports Hall with chairs at the perimeter	250
Dawson Suite without chairs	100
Dawson Suite with chairs	80

Lounge Bar 60

The Centre may impose a lower maximum amount.

B) All Emergency Exit doors and the area directly in front of those doors must be kept clear at all times. External areas in front of the Exit doors must not be used for parking, temporary storage nor be obstructed in any way.

C) No decorations, draperies, scenery or other material liable to cause a fire hazard may be brought onto the premises without the consent of the General Manager.

D) The Emergency Access routes to the fields must not be obstructed.

MUSIC AND DANCING

14. The premises are licensed for music and dancing and arrangements are made with the Performing Rights Society to make payment in lieu of royalties for the public performance of copyright music. Hirers must give notice at the time of booking if it is their intention to perform music (live or recorded) or to permit dancing. No music or dancing is permitted on the outdoor facilities unless by prior arrangement.

INTOXICATING LIQUORS (LICENSING REQUIREMENTS)

15. NO alcoholic drinks may be brought onto the premises or land from outside.

Under NO circumstances may the Hirer sell alcoholic drinks on the premises or land.

Under NO circumstances may alcoholic drinks be sold to take off the premises.

16. The use of the Centre's bar is available to Hirers. There is an additional bar adjacent to the Sports Hall that is available for use (for a charge of £30.00).

If either of the bars are used, the Hirer or nominated supervisor must ensure the following:

- Alcoholic drinks may only be purchased by adults over 18 years of age. Proof of ID may be requested at any time.
- All drinking has ceased at the end of the booking or the end of permitted opening hours where appropriate.

17. No drinks (alcoholic or not) or food may be brought into the changing rooms, showers or toilets.

TERMS OF PAYMENT

18. Provisional bookings may be accepted by telephone. The booking can only be confirmed once the Centre has received a completed Booking Form along with the initial deposit of £100 which is non refundable.

19. The balance of charges must be settled in full at least 30 days prior to the function.

20. Outdoor activities will be invoiced separately by Danbury Parish Council although the Terms of Payment remain the same.

CANCELLATION OF BOOKING

21. When a booking is cancelled the initial deposit is **non refundable** in all circumstances.

GENERAL INFORMATION

22. During the summer the Parish Council hire out the Cricket Pitch at the front of the Centre. To prevent possible damage from the cricket balls users of the Centre are advised to use the lower car park during this time if a match is in progress.

EVACUATION PROCEDURE

FIRE/BOMB ALERT

If such a situation arises the fire alarm will sound. It is important therefore to evacuate the building in a calm and orderly manner even if you do not receive confirmation of the above.

For the safety of the public using our facilities please assemble in the main car park in front of the Sports Centre. This is the designated fire assembly point.