



**Conditions for the Hire of North Wymondham Community Centre (NWCC)**  
**Premises maintained and run by Norfolk Wymondham Community Association (NWCA)**

Payment for Hire of NWCC premises

- Payment for Hire of the hall, including a damage deposit of £100 is due in advance of the event date, or immediately for late bookings.
- We reserve the right to refuse use of the hall if the hire fee and damage deposit have not been paid before the date of use.
- The damage deposit of £100 will be refunded (a) if cash/cheque, immediately after hall has been inspected for any damage issues or (b) if paid by BACS, refunded after NWCA Treasurer's approval . This damage deposit is non-refundable in certain circumstances with the Booking Clerk's report being used to decide if a damage deposit is withheld.
- The hirer is responsible for the actions of their guests and the hall must be left in a satisfactory condition.
- Please ensure your hire times on the booking form allow you adequate time to set up and time for your guests to exit the building, any additional time will be charged for.

Cancellation of Bookings

- Hirers will need to give NWCA one calendar month's notice to cancel a booking otherwise a charge could be levied. All refunds are at the discretion of NWCA Committee.

Keys

- Keys can be obtained from the Booking Clerk: Gill Waterton
- Phone mobile 07900332417 Email: gmwaterton51@gmail.com

Hirer's Responsibilities

- Ensure all lights, taps and appliances are turned off before leaving the premises.
- All windows and blinds are closed and external doors locked when leaving the premises.
- Clean and return all tables and chairs to the storeroom. Please do NOT drag chairs across the floor and ensure they are stacked not more than 6 high.
- Ensure that no nails, tacks, screws etc. are driven into the walls or adhesive fixed to the walls, floors, ceiling, furniture or fittings.
- Ensure that all litter and property belonging to the hirer or those present is removed at the end of the period of hire.
- Consider the needs of neighbours, particularly in the evening, with regards to the noise and general conduct of those present.

NWCA reserve the right to levy an additional charge if the premises are left in such a condition as to (i) require a cleaner after your booking and/or (ii) incur charges for the removal of rubbish or repairs to fixtures and fittings. Additional charges also apply if your session runs over your booked time. This applies to both Regular and Occasional hirers.

### Limitation of hire

- Functions organised for those **under 18 years** of age must be supervised by responsible adults at all times.
- Music No music or any kind is permitted after midnight and no live music or discotheques are allowed on Sundays. Breach of this condition may constitute a breach of the licensing laws.
- First Aid A first aid kit is available in the Servedy, enter any accident in the book provided and make Booking Clerk aware.
- Bouncy Castles Hirers wishing to use a bouncy castle must seek permission beforehand from NWCA Booking Clerk. The hirers are responsible for the hire and for ensuring that the relevant insurance is obtained.
- Smoking is forbidden in any part of NWCA premises. Hirers will be held responsible for anyone found smoking whilst they are hiring the premises.
- Barbeques are not permitted on any part of NWCA premises without prior permission.
- Candles etc. No candles, joss sticks or naked flames may be lit inside the premises except for birthday candles on a cake.
- Please switch water and electricity to the hot water boiler off at the wall.

### Fire Regulations and Emergency Action Plan

- All hirers have a duty before their event/function takes place, to be aware of the fire regulations and what to do in the event of a fire, with regards to the safety of everyone present.
- Ensure that the ban on smoking is understood and enforced and that there are no naked flames (except birthday cake candles).
- Ensure everyone knows where the emergency escape routes are. Fire exits are clearly marked and to be kept clear always.
- Assembly point outside the building so that a check can be made, and everyone accounted for. The safe place is the car park.

- Electrical Equipment No electrical equipment of any kind may be brought into the building unless it has been PAT tested and cleared by NWCA.
- NWCA shall not be liable for any injury (including injury resulting in death) or damage to or loss of property, which shall or may occur to, or be sustained by, the hirers, the hirer’s assistants or agents or others entering on the premises in the exercise of the arranged hire.
- The representatives or agents of NWCA shall have the right of entry to the premises at all times and to terminate the hiring immediately if in their opinion it is expedient to do so because of unruly or abusive or inconsiderate behaviour.
- NWCA accepts no responsibility or any goods, equipment, property etc. which is in use on, or left stored at the premises by any hirer.
- NWCA reserves the right to change, alter or add to these conditions as circumstances dictate.

On finding fire

- Raise the alarm and evacuate the premises in an orderly fashion as quickly as possible, ensuring that anyone with disabilities is help as required and that children are controlled.
- Call emergency services and ensure someone is delegated to meet them.
- Check all rooms including toilets, kitchen and store cupboard ensuring that no one is left on the premises.
- Contact the Booking Clerk when all safety measures are in place and not beforehand.

List of Don’ts

- Do not try to fight the fire unless it is very small and within your power to do so using the extinguishers and other equipment available.
- Do not wait to collect belongings when leaving the premises.
- Do not try to re-enter the premises once you have left for any reason until you are told it is safe to do so by the Fire Brigade.
- The hirer undertakes to pay for any damage by fire to the property caused by neglect or default by them or those they have responsibility for.

**The hirer understands and accepts the terms and conditions of hire as set out above by indicating that you have read and understood terms and conditions as outlined in the ONLINE BOOKING FORM on the NWCA Website**

If paper copy, please sign below:

Name:..... Signature:.....