

RYE COMMUNITY CENTRE

Contract of Hire

Name of Hirer Telephone No.

Address

Date of Hire Event

Tick the relevant box for what you require) Main Hall ☐ Kitchen ☐ (Upstairs) Dance Hall ☐
Chapel Room ☐ Heating ☐

Spotlights are available in the Main Hall. Please contact the Secretary for details.

Payment of hire fees and/or returnable security deposit must be agreed with the Secretary in advance of the event.

PUBLIC LIABILITY: The Hirer is responsible for all items, equipment, etc. brought into the Centre.

BAR LICENCES: Rye Community Centre is licensed to sell alcohol. If you require a licence in conjunction with your booking of the Centre we may be able to arrange bar facilities for you for a small fee.

CONDITIONS FOR SALE OR SUPPLY OF ALCOHOL ON THE PREMISES:

The hirer of the Community Centre is responsible at all times for the behaviour of their guests and for monitoring the sale and supply of alcohol. This responsibility cannot be delegated to a third person. The key responsibilities are:-
a) The prevention of crime and disorder
b) Public safety
c) The prevention of public nuisance
d) The protection of children from harm

The key objectives in fulfilling these four responsibilities are satisfied by denying the sale or supply of alcohol to the following people:
a) minors, people under the age of 18
b) anyone who, in your opinion, is inebriated

THE HIRER’S DECISION IS FINAL IN BOTH REGARDS.

The sale or supply of alcohol is restricted to private functions only where the guests have been specifically invited or have purchased tickets to attend. The sale or supply of alcohol at functions that are open to the general public is forbidden unless written permission has been obtained from the Community Centre committee at least 10 days in advance of the function.

N.B. Should you wish to apply for your own bar licence from Rother District Council, a Temporary Event Notice costing £21 is required and you must give them 10 clear working days notice when applying.

CANCELLATION OF BOOKINGS: A charge of 50% of the hire cost is due for bookings cancelled within one calendar month of the event. For bookings cancelled within 7 days of the event, a 100% charge will be made. Cancellations made more than one month in advance will receive a full refund.

ACCESS: R.C.C.A. reserves the right to gain admission (with no charge) during any hire period for the purpose of inspection of the premises for maintenance, repairs, security, etc.

CONDITIONS OF HIRE

The rules and regulations of the Public Entertainments and Theatre Licences must be adhered to at all times. A full copy of these is displayed in the office and they include the following:

No public music, dancing or entertainment of a like kind shall take place on the premises except on weekdays and Sundays between 10.30am and 11.00pm and Saturdays 10.30am and 11.45pm. Please note that from July 1st 2007 it has been against the law to smoke on the premises.

The number of persons on the premises at any one time must not exceed:

Main Hall – Theatre seating – 165 Main Hall – Dances/General Functions – 175 Upper Hall – 100

The hirer shall ensure that one stewards is provided for every 100 persons or part thereof. They are responsible for ensuring that all fire exits and fire doors are kept clear at all times. At functions for young persons there must be two stewards for every 100 persons or part thereof, or at least one steward per exit whichever is the greater. Stewards must be responsible adults who are readily identifiable to members of the public at all times.

The hirer is responsible for all fixtures and fittings in the Centre. Any damage to R.C.C.A. property will be rectified by R.C.C.A. after consultation with the Hirer who will be charged accordingly or a sum will be deducted from the Security Deposit.

The premises should be left in a clean and tidy condition. All refuse must be removed from the premises or hirers will be charged for the service. The Hirer is responsible for the security of the premises, turning of all lights are locking all doors when leaving the premises. Please also respect our neighbours when using the Centre, keeping vehicle noise to a minimum and parking carefully to avoid obstructing access to emergency vehicles and to Conduit Hill residents.

Any hirer using the kitchen must ensure that it is left in a clean and tidy condition. Those wishing to use our crockery or cutlery are permitted to do so, but it must all be washed thoroughly and dried (using clean tea towels provided by the hirer) and returned to the cupboard it came from.

If a hirer uses the cooker hob or oven, they must ensure that it has been fully turned off before they leave.

Hirers should ensure that the push bar fire exit door at the rear of the hall is left secure if it had been opened for ventilation.

No broken glass or similar may be placed in the washroom bins as our staff will only expect to find paper towels. In any event, all rubbish should be removed from the premises by the hirer.

PLEASE NOTE:

It is important that the Terms and Conditions of Hire as set out above are fully comprehended before signing this Contract.

I
(the above named Hirer) agree to the Terms and Conditions of Hire as set out.

Signed Date

(This Contract is regarded as confirmation of booking – see notes on Cancellation)

Please return to: Rye Community Centre, Conduit Hill, Rye, E. Sussex, TN31 7LE., Tel: 01797 222850