

**Canvey Island Football Club**  
**Community Hall Conditions of Hire**

**Conditions of Hire**

- These conditions apply to all hires of the hall. If you are in any doubt as to the meaning of any of the conditions please contact [lesleywright060560@icloud.com](mailto:lesleywright060560@icloud.com) or write to Canvey Island Football Club (CIFC), 1 Park Lane, Canvey Island, Essex, SS8 7PX or phone 01268 510555 to clarify.
- CIFC reserves the right to periodically review the conditions of hire.

**Hires at CIFC Discretion**

- CIFC has absolute discretion as to the hiring of its facilities and reserve the right to refuse an application for the hire of the hall.

**Bookings**

- Bookings can only be taken from people over the age of 21.
- The person making the booking (the hirer) is personally responsible for payment of fees and for ensuring these conditions are complied with.

**Payment of Hire Charges**

- Full payment, at the time of hiring will be required for all bookings of £100 or less.
- For bookings over £100 a minimum payment of £100 is required at time of booking.
- The balance of the hire charge must be paid 1 month before the commencement of hiring where applicable.
- CIFC reviews its fees and charges annually. Where full payment has not been received at the date of the revisions of fees and charges then payment must be made at the revised rate.

**Damage**

- The hirer is responsible for any damage (however slight) to CIFC property during, or as a consequence of the hiring, which is a result of the hirer's actions or negligence.
- The hirer shall pay a damage deposit of £100 by card or cash prior to the start of any hiring event at the hall. This deposit will be returned if there is no damage to CIFC premises or equipment at the end of the event.
- We reserve the right to charge the hirer for the costs of making good any damage to CIFC premises or equipment, or the excess of any insurance claim CIFC may have to make as a result of the hire.
- In no circumstances will CIFC make good or accept responsibility for the loss, theft, damage of or to any goods or property the hirer or any other person, left, deposited or brought onto the hired premises.
- Photographs will be taken as evidence of any damage to the premises or equipment.

## **Cancellation**

- Notification of cancellation of a booking must be made in writing to [lesleywright060560@icloud.com](mailto:lesleywright060560@icloud.com) or write to Canvey Island Football Club (CIFC), 1 Park Lane, Canvey Island, Essex, SS8 7PX.
- Notice periods
  - Over one month and any alterations to booking data; £20 administration fee will be charged.
  - Under 1 months notice: 50% of full charge to be paid.
- Cancellations can be made, with no administration charge within 10 working days from the booking date.
- CIFC reserves the right to cancel any booking if the hall is required for CIFC purposes, if any conditions herein are not performed, or appears to CIFC not to be in place prior to the event, or if the hall is unavailable for reasons beyond CIFC control, including but not limited to fire, flood, power failure, heating failure, industrial action, severe weather.
- CIFC will inform you of any cancellation with as much notice as possible. If the cancellation is made by CIFC full refunds will be given.
- Regular hirers (over 10 bookings per year) must give 30 days' notice for any cancellation to their annual booking.
- The cancellations periods still apply in the event of severe weather when the hall is open and available for use.
- CIFC will not be responsible for any additional costs incurred as a result of the cancellation of the booking.
- If the hall has not been left in a satisfactory condition and the damage deposit is not going to be returned you will be informed at the end of the event and in writing within 5 working days of your hall booking.

## **Insurance**

- CIFC provides certain insurance cover in respect of its own buildings, furniture and fittings. The insurance so provided does not extend to goods, equipment or things other than those provided by CIFC.
- Regular hirers will be required to provide proof of their current public liability insurance, so as to indemnify CIFC in case of claim, prior to the dates of the hire.

## **Use of Premises and Supervision**

- The hall does not offer a continuously manned caretaking facility. A member of staff will be available at the commencement of the booking for a minimum 1 hour from the booking time. If you arrive more than 1 hour after the booking time the member of staff may have left the premises and you may need to dial the contact number given.
- All hirers are responsible for ensuring that no nuisance is caused to any other user group, the local community or staff by their use of the premises.
- The hirer must treat other hall users who have shared use of the facilities with consideration.

- If a hall hirer causes a disturbance to another hall hirer, CIFIC will reserve the right to charge the hirer for any income lost by CIFIC caused by the disturbance.
- The hirer shall be responsible for the efficient supervision of the hall, the effective control, orderly and safe admission and departure of persons to the hall and the safe clearance of the hired premises in case of emergency.
- No birthday parties for people under the age of 21 will be allowed.
- The hirer shall ensure that any spillages are cleaned up immediately to prevent accidents and slippages.
- The hirer shall ensure that all doors giving access to and from the hired premises shall be left unobstructed and immediately available for exit during the whole time the hired premises are in use.
- You must make sure that you leave the hall at the time shown on your booking. Any overruns will occur additional charges at the hourly rate.
- The hirer shall ensure that users leave the hall in a quiet and orderly fashion and respect the surrounding neighbours.
- The hirer shall ensure that car parking is controlled for a large event.
- The hirer shall not use the premises for any purpose other than that described on their booking application.
- The hirer shall ensure that the capacity of the venue is not exceeded – Maximum 250 whole hall 175 maximum with partition in place.
- CIFIC accepts no liability if the number of people exceeds the capacity as stated on the application form.
- All heating, lighting and equipment to be turned off after use and windows and doors secured.
- No smoking is permitted anywhere in the hall at any time including e-cigarettes.
- Hirers shall not have access to other areas of the hall not included in their booking.

### **Cleaning**

- The hall and surrounding area must be left in a clean and tidy condition and in the same condition in which you found it.
- Kitchen must be left in a clean and tidy condition and in the same condition in which you found it.
- Toilet facilities must be left in a clean and tidy condition and in the same condition in which you found it.
- All rubbish must be removed by the hirer. There may be an additional charge for any rubbish left in the halls that has to be removed by CIFIC staff.
- Failure to leave the hall, kitchen, toilets and surrounding areas in a clean and tidy condition will result in an additional charge being incurred and may mean a restriction on future bookings.
- Photographs will be taken as evidence of the hall being left in an unclean and/or untidy condition.

### **Entry by CIFIC Staff or Agents**

- CIFIC reserves the right to enter the premises at all times.
- CIFIC reserve the right to terminate any hiring at any time during the hiring if in the opinion of CIFIC or their members of staff such hiring is not being conducted in the proper manner, without incurring the liability to the hirer whatsoever.

### **Alterations/Decorations**

- The hirer shall not cause or permit any interference with and any alterations to the fixtures, fittings, furnishings and all other equipment and apparatus in the halls.
- No decorations, flags, banners, signs, posters or placards shall be displayed either inside or outside the halls without the previous consent of CIFIC.
- No adhesive putty, nails, tacks, drawing pins, hooks, screws or bolts shall be driven into the walls, doors, furniture, woodwork or any areas of the halls.
- No advertising banners or promotional materials can be attached to railings or external areas of the building's.

### **Parking**

- Vehicles are only permitted to park in the designated parking areas. Vehicles left in the car park when the facility is closed are left at the owners risk.

### **Prohibited Items**

The following items are prohibited from being used in the halls. This list is not exhaustive:

- Candles (standard birthday cake candles are permitted)
- Bubble machines
- Chewing gum/bubble gum
- Flammable liquids, gases and oil
- Soldering appliances
- Unauthorised heating appliances
- Internal table or free standing decorations of a combustible nature (e.g. polystyrene, cotton wool)
- Smoke machines
- Any other highly flammable items or naked flames.
- Animals, except guide dogs (unless previously agreed with CIFIC)
- No bicycles or mobility scooters
- French chalk (any substance to increase floor slippage)
- No smoking is permitted anywhere within the building at any time including e-cigarettes.

### **Storage of Equipment**

- No items may be stored by the hirer on the hall premises without prior agreement from CIFIC and payment of the appropriate storage charge.
- All equipment and property (without storage consent) must be removed at the end of each hiring. Failure to do so will incur additional charges.

- If storage is agreed, storage charges will apply in all cases. The charges will vary according to the type of storage and length of time storage is required for.
- If storage is agreed it must not hinder access to gas or electricity meters.
- CIFIC reserves the right to request the removal of equipment at any time giving a period of 1 week's notice.
- If the equipment is not removed within the 1 week period CIFIC will dispose of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the hirer any costs incurred in storing and selling of otherwise disposing of the same.

### **Accidents and Dangerous Occurrences**

- The hirer must report all accidents involving injury to the public during the period of the hire to a member of staff as soon as possible.
- Any failure of equipment belonging to the CIFIC must be reported to a member of staff as soon as possible.

### **Safeguarding Children**

- If you are hiring the hall for the provision of activities for children you will be required to supply details / copies of DBS checks or approved coaching certificates for all adults who will be in contact with or supervising the children. This is not applicable if you are hiring the hall for children's parties.
- Regular hirers working with children will be required to comply with the CIFIC Safeguarding Policy.
- Regular hirers will also be required to have a Child Protection Policy or a Safeguarding Policy in place, a copy of which will be needed to be provided to CIFIC at the time of the booking and on request.
- Hirers must ensure that they have appropriate adult to child ratio's complying with appropriate guidance.

### **Electrical Appliance Safety**

- The hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe and in good working order and used in a safe manner. Electrical items that are stored at the hall, with the permission of CIFIC and a storage agreement will be subject to an annual PAT test. CIFIC will undertake the tests and will charge the hirers accordingly.
- No deep fat fryers or kitchen appliances are allowed to be brought onto the premises.

### **Entertainment**

- The hirer must inform CIFIC one month before the event or at time of booking the name of the DJ or band in attendance.
- The DJ or entertainment must have vacated the premises at the finish time specified on the booking form.
- Any additional time spent on the premises will be charged for at the hourly rate.

- Any violence or aggression towards our staff will not be tolerated. The perpetrator will be asked to leave the premises immediately and will not be allowed to re-enter the premises on future occasions.
- Smoke and bubble machines are not allowed on the premises.

### **Equipment**

- Music systems are not available at the premises. Users are advised to check with CIFIC in advance of the booking regarding the equipment available or to bring their own music and equipment.

### **Fire Safety**

- Hirers must make themselves familiar with the escape routes in the event of a fire.
- Fire doors must be kept shut but unlocked during the hire.
- On discovering a fire the hall hirer must:
  - Operate the nearest fire alarm.
  - Call the fire brigade by dialling 999.
  - Leave the building by the nearest exit point.
  - Proceed to the assembly point.
- Do not stop to collect personal belongings. Do not re-enter the building.
- If the fire alarm is activated the hall hirer must:
  - Vacate the hall immediately
  - Call the fire brigade by dialling 999.
  - Leave the building by the nearest exit point.
  - Proceed to the assembly point.
  - If the hirer is holding an event or production for the public, fire marshals should be appointed to ensure that members of the public are escorted out of the building. For any questions please call 01268 510555 or email [lesleywright060560@icloud.com](mailto:lesleywright060560@icloud.com)
  - Smoke and bubble machines are not permitted in the hall as these may activate the fire alarms.

### **Bars and Catering**

- Where an external catering company is used, the hirer will provide CIFIC details of their food hygiene registration and food hygiene certificates.
- The hirer shall, if preparing, selling or serving food, observe all relevant food health and hygiene legislation and regulations.
- Table plans for events should be sent to CIFIC at least 10 days prior to the date of the function.
- If alcohol is to be available for purchase on the premises, arrangements must only be made with the CIFIC appointed licensee.
- ID will need to be shown when purchasing alcohol from the appointed licensee.
- At the hall the approved bar provider must be used. You cannot hire the hall and provide your own alcohol or soft drinks (unless previously agreed by CIFIC i.e. children's parties)

- Where the approved bar services are used for an event you are not permitted to bring your own refreshments in for consumption.
- The hirer is responsible for ensuring that attendees drink sensibly and do not get excessively inebriated. The hirer is responsible for ensuring that alcohol is not consumed by people who are intoxicated.

### **Temporary Event Notices**

- CIFIC does not permit temporary event notices for the provision of alcoholic beverages. Any planned alcohol consumption and or sale taking place under a temporary events notice will result in the booking being cancelled.
- Where a temporary events notice is required for other services excluding the provision of alcohol, the hirer is responsible for requesting permission from CIFIC prior to the application for the temporary events notice.

### **Data Protection**

- Details regarding your booking including your name and contact number will be shared with the bar service providers.