Florence Park Community Association
HIRING TERMS AND CONDITIONS

Date Ratified:	15/04/2026
Next Review Date:	June 2027
Organisation Name:	Florence Park Community Association, Charity No. 1159506

1 Parties

1) The Florence Park Community Association acting by its Management Committee ('The Association')
2) The person or organisation ('the Hirer').

The Parties agree that:

- In consideration of the hire fee, the Association agrees to permit the Hirer to use the premises for the specific period(s) and purpose described in the booking request.
- The details inserted in the booking request are considered the terms of this agreement.

2 Hiring Fees

The total amount of hall costs due is payable at least 4 weeks before the event for which the premises are hired.

2.1 Deposit

The Hirer shall pay £100 as a deposit on receipt of the invoice to secure the booking

The deposit will be refunded within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents, no extra time has been used, no extra cleaning resulted nor have any complaints been made to the Association about alcohol, noise or other disturbance during the period of the hiring as a result of the hiring.

2.2 Cancellation Policy:

- Once the deposit has been paid if you cancel at any time £10 will be withheld.
- If you cancel five weeks in advance of the booking £20 will be withheld.
- Four weeks (& therefore after the hiring fees have been paid) £50 or 50% of the room hire cost – whichever is the greater.

2.3 Penalties:

- Use of Glitter or Confetti on any day will result in £20 automatic deduction from your deposit.
- Chalk drawings or markings inside or outside will result in an automatic £10 deduction from your deposit.
- Failure to remove any gas canisters will also result in a £20 deduction from your deposit.
- No open fires are permitted in the garden. Permission should be sought for the use of fire pits, barbecues or pizza ovens.

3 Capacity

The hirer agrees not to exceed the maximum permitted number of people per room including the organisers and any performers. This is to meet fire regulations and is a mandatory condition of the centre's premises licence.

3.1 Licenses & Permissions

The Association has a Premises Licence and other permissions authorising the following regulated entertainment and licensable activities at the times indicated.

- We are licensed to sell alcohol from noon each day until 23:30 on weekdays, midnight on Friday and Saturday, and 23:00 on Sunday.
- Indoor sporting events, live music, plays, recorded music, films, dance performances or anything of a similar nature are also licensed at those same times.

To provide alcohol at your event, you will need to include a bar on the booking request. **Your own alcohol may NOT be bought onto the premises. If a bar is provided, you may not provide any beverages other than tea, coffee or squash.**

The Hirer (or the Hirer's authorised representative if appropriate) agrees with the Association to be present during the hiring and to comply fully with these 'Terms and Conditions'.

None of the provisions of these 'Terms and Conditions' are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

3.2 Privacy Statement

Please see website for full policy.

The hirer shall have full control of all activities and have adequate staff with appropriate training and experience to supervise all activities undertaken. The hirer shall comply with all health and safety legislation including the Health and Safety at Work Act and associated regulations, including those for food hygiene.

4 Risk Assessments

If running a class, group, putting on a play or gig. Or anything where an entrance fee or charge is applied you must have a risk assessment and send through a copy if requested.

5 Safeguarding

Hirers agree to be apprised themselves of the FPCC safeguarding policy (see website).

Where a safeguarding incident occurs during an outside organisations or individual's hire or use of the community centre, that organisation or individual is required by the terms of the hiring agreement to report that incident to the Manager and to inform the Manager of steps taken in relation to the incident.

5.1 Business Hirers

Business hirers should have arrangements in place, if applicable, for safeguarding children and vulnerable adults which meet legal requirements (including DBS where appropriate).

5.2 Private Parties

Parents or guardians are responsible for the safety of their own children while at the event. It is the hirer's responsibility to collect the relevant safeguarding information from any entertainers or similar.