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INGATESTONE & FRYERNING COMMUNITY ASSOCIATION

TERMS AND CONDITIONS OF HIRE

1. The fees payable shall be as approved by the Community Association & prevailing at the time and date of the hiring.
2. Except for affiliated bodies, a provisional booking of accommodation will be accepted but the full charges for hiring must be paid 30 days in advance of the booking. A deposit of 50% is required in order to hold a provisional booking and a provisional booking not confirmed within the period stated may be cancelled without further notice to the hirer. (Deposit is non-refundable.)
3. The Community Association reserves the right to refuse any application without necessarily giving reasons for doing so.
4. Should the facilities be required by the Returning Officer for the Brentwood and Ongar Constituency any bookings on the date required by the Returning Officer will be deemed to be null and void, any monies or hiring fees advanced shall be returned to the hirer without deduction. No claims for consequential loss will be considered.
5. Persons hiring accommodation for an event must make sure that undesirable persons are not permitted to enter the accommodation and shall be responsible for good order and conduct during the term of the hiring and shall provide sufficient stewards to deal with any emergency and preventing breach of these regulations and conditions.
6. The hirer is responsible for leaving the accommodation clean and tidy and for any damage to the building and its contents incurred during the period of hire, whether by their members, their guests, or unauthorised people.
7. The hirer is responsible for any of the hirers, or unauthorised peoples' articles whether in the cloakroom or not.
8. The Community Association, its servants or agents, do not accept responsibility for injury or loss to persons, or loss or damage to property arising from the use of the accommodation however caused.
9. Persons hiring accommodation shall have the use thereof for the period and purposes stated in their form of application and shall take all steps to ensure that the accommodation is vacated at an agreed time.
10. The Community Association may require a damage deposit to be paid to meet the expense of making good damages including additional cleaning or loss of loaned keys. Such a deposit shall be returned, less the amount required to make good any such damage, and extra cleaning. Should the amount of the deposit not be sufficient to cover the expense of making good the damage or the extra cleaning, the deficiency shall be paid by the hirer.
11. No use shall be made of the accommodation which will result in any increased risk of fire or void any policy of insurance without permission being given by the Community Association and a special insurance being arranged at the expense of the hirer.
12. A decision by the Community Association on any application to use the accommodation shall be final. No use of the accommodation will be permitted which, in the Community Association's opinion, would be likely to lead to disorder or undesirable conduct.
13. The hirer undertakes to indemnify the Community Association against actions, proceedings, costs, claims or demands whatsoever that may arise as a result of letting.
14. Smoking will be prohibited in those parts of the accommodation where indicated by notices. Elsewhere smoking will be permitted on the distinct understanding that cigarette ends, matches etc., are placed in the receptacles provided and not dropped on the floor or in fire buckets.
15. No bolts, tacks, screws etc., shall be driven into any parts of the accommodation, nor shall any placards or other articles be affixed thereto.
16. No flags, emblems or other decorations shall be displayed outside any part of the building without the previous consent of the Community Association.
17. The hirer shall remove any flag or emblems or other decorations displayed inside the accommodation if, in the opinion of the Community Association, it shall be unseemly or expose the building to an undue risk of fire.
18. No additional electrical equipment shall be brought into the premises without obtaining permission to do so. Any electrical equipment used within the premises must be satisfactorily tested for safety and the appropriate documentation available for inspection on request. The Community Association reserves the right to refuse the use of any equipment that does not comply with the aforementioned.
19. The hirer affirms that no alcohol is to be brought into the let accommodation under any circumstances. Any requirement for alcohol should be discussed with the Secretary of the Social Club Ltd. who will arrange the use of the staffed licenced bar at no extra charge. PLEASE NOTE THAT THE BAR CLOSSES AT 23:00 – NO EXTENSIONS PERMITTED OTHER THAN AUTHORISED EXTENSIONS BY THE LICENSING AUTHORITIES. Breach of this condition will result in immediate termination of the hire with no refund of any kind.
20. Catering is provided by the Community Association by arrangement with the secretary. The use of outside caterers is prohibited.
21. The Community Association is situated in a residential area and it is a condition of your hire that you do not cause any noise or nuisance that will disturb the neighbourhood. AMPLIFICATION OF MUSIC MUST BE KEPT WITHIN BOUNDS.
22. Hirers are recommended to make insurance arrangements to cover your requirements as the Community Association's insurance does not extend to provide for you or your Society.
23. The use of the stage and stage lighting is not included within the normal hire agreement terms, the use of which is available, at additional cost, by special arrangement with the Secretary.