



## CONDITIONS OF HIRE

*(Applicable to ALL bookings, occasional and regular, whether Private Hire or on behalf of a Group.)*

### 1. Parking

EMERGENCY VEHICLE ACCESS TO THE BUILDING MUST BE MAINTAINED AT ALL TIMES.

A speed limit of 5mph applies, please be aware of children playing in front of the Building. Cars should only be parked in the designated spaces or in the public car parks. Do not block pedestrians' access to the sheltered housing (Black Lion Court). Tickets or invitations should carry this parking advice. Loading and unloading should be carried out quickly and quietly. UNDER NO CIRCUMSTANCE SHOULD THIS GO ON AFTER 11.30pm. Avoid any disturbance to our neighbours and do respect the ARC's location. PLEASE LEAVE QUIETLY AS THIS IS A RESIDENTIAL AREA.

### 2. Amplified Music

Amplified music should never be loud enough to cause a nuisance and must cease by 11.00pm. The hirer may also require a PPL licence. Doors should be kept closed at all times. If this music can be heard outside the Building then it is too loud and must be turned down. Any complaints from our neighbours will result in the deposit being withheld.

### 3. Public Safety

ALL USERS must be familiar with the location of Fire Exits, Extinguishers and the Assembly Point. The Responsible Person should keep a register of all people in the Building and is responsible for the actions detailed in the separate Fire Plan. Bare-foot activities should only be done on a protective mat, to avoid risk of injury. All spillages should be cleaned up immediately and a notice indicating a wet floor displayed. The Responsible Person must provide First Aid cover during the period of hire. There is a First Aid cabinet in the kitchen. All accidents must be reported to the Management at the earliest opportunity and recorded in the Accident Book, kept by the First Aid cabinet. The capacity of the Main Hall is 180 people: please do not exceed this figure. The capacity will be reduced with tables / chairs.

### 4. NO Smoking

The hirer is responsible for ensuring that smoking is not permitted in any part of the Building or its surroundings.

### 5. Tower

The Tower is out of bounds at all times and must be kept locked. Special dispensation is needed from the Management to gain access to the tower: any such access shall be restricted to one ADULT only.

### 6. Piano

The piano is valuable and delicate. It should not be moved or played without prior arrangement. The Management charges an additional fee for use of the piano. When not in use, the piano must always have its protective cover fitted. At no time should anything be placed on the piano.

### 7. Sound System

A sound system is available for all users of the Main Hall. **It will not reproduce loud music.** The system has a pair of wireless microphones (each takes 2 x AA batteries) and a special box for interfacing to a laptop computer. The system includes an induction loop for hearing aid users. Projection facilities are available by special arrangement.

### 8. Inside the Building

To avoid damaging the Hall floor, users are discouraged from wearing stiletto heels or dark-soled trainers. Controls on radiators and the central heating system should not be touched. Do not affix anything to the walls with Blu-tack, Sellotape, etc. Notices can be attached to the dado rail in the Main Hall. The use of Helium balloons is prohibited, this includes tethered/weighted balloons. Apart from standard birthday cake candles, the use of candles, oils, flammable liquids or gases is not permitted (e.g. no barbeques, cookers, gas burners or naked flame hotplates) inside the ARC.

### 9. Refreshments

Hirers are responsible for providing and clearing away their own refreshments. The kitchen facilities: hot water boiler, oven, fridge, dishwasher, cold water drink dispenser, etc. may be used at no charge. Any additional refreshments (e.g. tea, coffee, biscuits) provided by the Management will be charged for separately and such provision must be agreed with the Management in advance of the hire period. Crockery must be put through the dishwasher after use.

### 10. Kitchen and Serving Area

UNDER NO CIRCUMSTANCES ARE CHILDREN ALLOWED INTO THE KITCHEN OR SERVING AREA. The Hall, Refectory, Vestry Room, Toilets, Kitchen and Serving Area must be left in a clean, dry and decent condition within the period of hire. The Management reserve the right to extend the period of hire and to surcharge for caretakers' and cleaners' time, until this condition is fulfilled. The deposit may also be forfeited.

**PLEASE RETAIN THIS "CONDITIONS OF HIRE" DOCUMENT FOR YOUR INFORMATION.**

## 11. Food, Drink and Rubbish

Food and drink may only be stored by prior arrangement with the Management. The Hirer must remove rubbish and unwanted food/drink from the premises at the end of the hire period. **The ARC's rubbish bins are not to be used, nor should rubbish be dumped around the ARC.** Setting-up & clearing away must be done within the hire period.

**THE HIRER MUST NOTIFY ALL OF THEIR CATERERS AND BAR STAFF OF THESE CONDITIONS.**

## 12. Alcohol

The Hirer must obtain a licence (contact Harlow Council) to sell alcoholic drinks. The Management require a copy of this licence at the time of booking confirmation. A licence is not required if the alcoholic drinks are provided free of charge or included in the ticket price.

## 13. Outside the Building

Hirers may use the grassed area outside the Refectory double doors. Please remember that this is still a graveyard. Barbecues, hog/spit roasts and bouncy castles (outside) are specifically banned.

## 14. Security: Last Person Out

Hirers must not leave the Building unattended during the period of hire. The Management does not give out keys for Private Hire. Hirers are responsible for their use of the Building within the hire period shown on the booking form and for any extra period stipulated by Management. Late arrival or early departure does not affect the period of hire.

The Responsible Person, if no-one is left in the Building, must ensure that ALL electrical appliances (e.g. hot-water boiler, coffee machine, dishwasher, oven, etc.) and lights are switched off, except for one security light in the lobby. Instructions on the switchboard should be followed. ALL doors must be securely closed, especially the double doors at the far end of the Refectory. Chairs should be put away along the Main Hall walls, stacked in piles of six. All taps in the kitchen area and toilets must be turned off, not left dripping. Keyholders must ensure that all lockable doors are locked, when leaving the building. A separate "Regular Hire Checklist" is available for those entrusted with locking-up.

## 15. Insurance and Activities

For Group bookings and events open to the public, the Hirer is required to have Public Liability Insurance covering all activities for which the Building is being hired. This is particularly important for any sports activity, for the use of children's play equipment and for activities which involve children under 18 years of age, disadvantaged adults, elderly or disabled people. The Management require a copy of the Hirer's Insurance Certificate at the time of booking confirmation. The Hirer must obtain at their expense all licences (e.g. PPL) required for the event. The Management reserve the right to cancel a booking at any time if they believe the building might be used for inappropriate purposes, e.g. events involving nudity, controversial groups, events where rowdy behaviour might be encountered, or which could result in damage to the building, its surroundings, fixtures or furniture or the reputation of the Management. The Hirer is required to indemnify the ARC Management from claims relating to communicable and infectious diseases.

## 16. Event Publicity

Hirers are responsible for providing and distributing their own publicity material for public events, which must include the name of the event promoter. The Hirer shall indemnify the Management against any claims arising out of all publicity material (in whatever form) pertinent to the event. The Management may, at its discretion and without any implied warranty, offer to include supplied publicity material in ARC mailshots and internet-based advertising, or to create and distribute its own publicity material, to promote any events which are open to the public. All promotional material for a private event shall meet the same requirements as for a public event and shall also indicate that the event is not open to the general public.

## 17. Lost property

The Management is not responsible for any property left in the Building. Any property left by the hirer or guests after an event will be disposed of after 30 days, if not collected. Handbags, etc. should not be left unattended in the ARC.

## 18. Damage

Any damage to the Building, fixtures or furniture, including loss or breakage of crockery, sound equipment, etc, must be reported to Management at the earliest opportunity and be paid for. The deposit will also be forfeited.

## 19. WiFi / Internet Access

This is (sometimes) available within the building. Please contact the ARC Management for details and a password.

## 20. Payment and Cancellation

Payment in full (plus a deposit and any additional charges) is required before the booking can be confirmed. It must be received at least 2 weeks (1 month for wedding receptions, parties or major events) before the hire period commences. Special arrangements will be made for regular groups. There is no refund for cancelled or postponed events, even for regular users, if there are less than 2 weeks to the event. All bookings must be paid for in full.

## 21. In Case of Emergency

Staff home and mobile phone numbers are shown on the wall by the kitchen door, next to the Certificate of Insurance.

**HIRERS ARE RESPONSIBLE FOR REMOVING ALL OF THEIR RUBBISH FROM THE ARC AND THE VICINITY OF THE ARC.**