



TIDWORTH COMMUNITY CENTRE
Wylve Road, Tidworth, SP9 7QQ Tel: 01980 847390

Regular Hirer AGREEMENT form

Name of HIRER

Organisation

Contact address

Telephone Email

START DATE:.....

Timings: (to include setting up and clearing away) From:..... To:.....

Term Time Only: Yes / No Inclusive of school holidays? Yes / No

TERMS and CONDITIONS

1. All applications for the hire of Community Centre Hall or surrounding area must be in writing or email to The Town Clerk at the address above or town.clerk@tidworthtowncouncil.gov.uk If the hire is by an organisation and named on the above application, they will be jointly liable with the person who signs the form on their behalf. By signing these Terms and Conditions you will need to give your consent to us to keep your details on file (GDPR).

Please tick: GDPR consent

2. The following keys are made available: 1 x Entrance Door and can be collected from the key safe at the Community Centre. The keys will then need to be returned to the key safe at the end of the hiring. The key safe number is changed frequently and you will be informed by email if required.
3. No alcohol shall be sold at any function in the Hall unless a **Special Licence** from the responsible authority has been granted. The hirer must produce evidence of this Licence to the Clerk, Admin Officer or any Town Councillor.
4. Any conditions attached to the **Entertainment Licence** (attached) shall be duly observed.
5. The Hirer shall not sub-let the Hall or any part of it or the land.
6. The Hirer is responsible for all damage occurring to the entrance hall, main hall, toilets and kitchen and any Town Council property in it during the period of hiring or while persons are entering or leaving the premises, pursuant to the hire, however and by whom it is caused. Please inform tidworthadmin2@tidworthtowncouncil.gov.uk of any damage/litter when starting your session.



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7. The Town Council is not responsible for any loss of or damage to any property belonging to the Hirer or the Hirer's agent or employees arising out of a hiring, nor for any loss due to breakdown of machinery, failure of electricity or water supply or leakage which might cause the Hall/premises to be temporarily closed, or the hiring interrupted or cancelled.
8. The Town Council reserves the right to put a stop to any entertainment or meeting that is not properly conducted and the right of entry to the Hall/premises is reserved to the Clerk, any Town Councillor or Police Officer at any time during the hiring.
9. In an emergency situation the Hirer is responsible for fire safety and evacuation of all members of your party. A briefing on how to use the fire extinguishers /fire blanket and evacuation procedure is attached.
10. No bolts, tacks, nails, screws or similar objects shall be used in the Hall to secure decoration, banners, balloons etc. Blue tack can be used on some surfaces but NOT on emulsion paint i.e. walls.
11. No flags, emblems or other decorations shall be displayed outside any part of the building without prior consent from the Town Council.
12. Any electrical equipment brought onto the Community Centre premises by the Hire, or on behalf of the Hirer, (eg disco equipment) must be electrically safe.
13. At the end of the hiring the Hall/premises shall be left in a clean and tidy state and furniture must be replaced as found. Any food debris/spillages in the hall are to be cleaned (hoover/mop and bucket kept in store cupboard). Cups/plates etc are to be washed and kitchen sides to be wiped. Any consumables are to be removed. **The Hirer must remove ALL THEIR REFUSE. Should further cleaning be required after the Hirer has vacated the premises; the Town Council reserves the right to enforce further charges commensurate with the time/procedure required.**
14. **The Hirer will be responsible for the security of the Hall/premises, locking doors and windows, turning off all electric lights, heaters and cooker (not forgetting the toilet facilities).**
15. 7 days' notice is required for all cancellations or no refund will be given. Payment for hire can be made by Cheque to Tidworth Town Council, Cash or Bank Transfer using the following bank details: Sort Code: 30-90-21 Bank Account Number: 01794924 **please use your Invoice Number as your Reference.**
16. By signing these terms and conditions you are agreeing to Tidworth Town Council holding your details (Name, address, email and telephone number). Our Privacy Policy can be found on our website www.tidworthtowncouncil.gov.uk or you can request a copy from the office
17. **CCTV is in operation on this site.**



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Signed (Hirer)

Signed (TTC) Date

For Key holders only - I have been **issued** the following keys

- Front door
- Kitchen Cupboard Door No(s):

Signed Date

Returned

Signed (Town Council) Date

For Office use only

ID seen

Relevant Licence seen

Keys issued or

Keys returned

Consent from TTC for outside advertising/banners or decoration given

GDPR Consent Given