

# Woodvale & Ainsdale Community Association



'In the hands of  
people that care'

\*Woodvale Community Centre  
Meadow Lane  
Woodvale, SOUTHPORT  
Merseyside. PR8 3RS  
Telephone: 01704 573084

\*\*WACA Recreation Centre  
Orchard Lane  
Ainsdale, SOUTHPORT  
Merseyside PR8 3RG  
Telephone: 01704 575264



'In the hands of  
people that care'

\*Main Office

\*\*Address **ALL MAIL TO**  
Woodvale Community Centre

[www.woodvalecommunitycentre.co.uk](http://www.woodvalecommunitycentre.co.uk)

Email: [woodvalecentre@btconnect.com](mailto:woodvalecentre@btconnect.com)

Registered Charity No. 1042518

## Booking Agreement

**Woodvale Community Centre**  or **WACA Recreation Centre**

Name of Organisation: .....

Name of Contact Person: .....

Address of Organisation: .....

.....

.....

Telephone No: ..... Mobile No: .....

Email: .....

Hourly rate for booking: £ *per hour* Total amount due: £.....

Day & Date(s) of activity (From-To): .....

Times\*\* of activity (From-To): ..... How Often: .....

*\*\*Setting up and clearing up time to be included in session booking*

### 1. Purpose for which premises are required:

Brief details of your planned use of the facility:

a) If letting is of a commercial nature, please supply details: \_\_\_\_\_

b) Will the general public be admitted? Yes\*  No  (Tick as appropriate)

c) Details of any admission charges you may ask: \_\_\_\_\_

d) Is copyright music to be performed? Yes\*  No  (Tick as appropriate)

\* Should the HIRER answer 'Yes' to question '1d', it is the responsibility of the HIRER to provide a valid PRS (Performing Right Society) License.

e) Approximate number of people expected to attend? \_\_\_\_\_

f) Do you intend to use or bring into the premises any additional electrical equipment:

Yes\*  No  (Tick as appropriate)

N.B. (If you have answered 'Yes' to question '1f' see section 2 below)

*\*(If you have answered 'Yes' to any of the above questions (1a-1f), please provide details on a separate sheet)*

Chairperson  
Ted Hartill

Vice Chairperson  
Vacant

Secretary  
Vacant

Treasurer  
Vacant

Community Development Manager  
Davina Suthren

## 2. BOOKING CONDITIONS

These standard conditions apply to all hiring of the Association's premises. If the Hirer is in any doubt as to the meaning of the following, the Centre Manager should immediately be consulted.

### 1. Use of Centre

The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-let or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.

### 2. Age & Supervision

The Hirer or person in charge of an activity shall not be under 18 years of age and shall be on the premises for the entire period of hire or duration of the activity. He/She shall not be engaged in any duties which prevent him/her from exercising general supervision of the premises and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.

When the premises are used for the purpose of public entertainment, there shall be a minimum of two persons, neither of whom shall be less than 18 years of age, on duty where under 100 persons are attending the entertainment.

As directed by the Association, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

### 3. Safety Requirements

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, the hall's Fire Risk Assessment, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided, or which is attended by children. The Hirer shall also comply with the Association's Health & Safety policy. Nothing shall be done which will endanger the users of the building, or invalidate the policies of insurance relating to it and to its contents. In particular:

- a. Obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be immediately available for free public exit
- b. All groups are expected to co-operate in the fire drills which, may be arranged at varying times in order to familiarise users with evacuation procedures
- c. Highly flammable substances are not brought into, or used in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Association. No decorations are to be put up near light fittings or heaters
- d. No unauthorised electrical appliances shall be used on the premises, i.e. heaters, etc.,
- e. The First Aid box shall be readily available to all users of the premises. There is a First Aid box located in the kitchen of the Community Centre and also a First Aid box is located at the Reception Desk in the Recreation Centre. First Aid boxes **MUST** be returned to their original location after use. The centre manager **MUST** be informed of any accident or injury occurring on the premises
- f. Under no circumstances shall the permanent electrical installation be altered or otherwise interfered with. The Hirer may not erect any temporary wiring for specific function or purpose without prior approval by the Management Committee. All electrical equipment brought into the building shall comply with the Electricity at Work Regulations 1989 and any subsequent legislation. Further, the Hirer should inspect the facilities to ensure that they are clear and free of hazardous material, debris, spillages etc. prior to leaving the site. The management

committee disclaims all responsibility for all claims and costs arising from the use of any equipment that does not so comply.

#### **4. Outbreak of Fire**

The Hirer acknowledges that they have received instruction in the following matters:

- a. The action to be taken in event of fire. This includes calling the Fire Service to any outbreak of fire, however slight and details of the occurrence shall be given to the Centre Manager
- b. The location and use of fire equipment. (Include diagram of location when handing over keys.)
- c. Escape routes and the need to keep them clear
- d. That all fire exits are unlocked and panic bolts in good working order
- e. Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire
- f. That exit signs are illuminated
- g. That there is no obvious fire hazard on the premises

#### **5. Supply of Food & Drink**

As the centre is not registered as a food premises no food or drink shall be prepared on the premises and only dry goods such as packaged biscuits may be stored or served. However, if the Hirer is to bring prepared food in to the premises, it is the responsibility of the Hirer to make sure all food is thoroughly heated before serving. Canned or bottled drinks are permitted, but beverages such as tea or coffee may be prepared and consumed on the clear understanding that no milk may be kept in the centre for any longer period than two hours.

The Hirer shall, if serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator.

#### **6. Music Copyright at the Centre**

The premises are licensed with the Performing Right Society for the performance of copyright music. The Association's licence with Phonographic Performance Ltd. (PPL), on the other hand **does not** cover the performance of recorded music by affiliated groups and/or the Hirer of the premises, who must consult the Centre Manager before making arrangements. It is the responsibility of the Hirer to obtain a license from PPL should the Hirer play music of any nature.

The Hirer will indemnify the Management Committee, their staff, volunteers or agents against all actions, costs, claims and demands arising out of any breach of copyright as defined in the Copyright Act 1965, or under any other enactment in that behalf for the time being in force in respect of any performance of any literary, dramatic or musical or work which takes place on the premises by the Hirer.

#### **7. Loss of Property**

The Association cannot accept responsibility for damage to, or the loss or theft of, centre users' property and effects.

#### **8. Car Parking**

Cars shall not be parked as to cause an obstruction at the entrance to, or exits from, the centre. Where parking accommodation is provided and available, this must be used, and in any case users of the centre should avoid undue noise on arrival and departure.

#### **9. Nuisance**

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Ted Hartill

Vice Chairperson  
Vacant

Secretary  
Vacant

Treasurer  
Vacant

Community Development Manager  
Davina Suthren

Litter shall not be left in or about the centre premises. Hirers of events in the community centre are responsible for ensuring that the noise level of their functions is not such as to interfere with other activities within the building nor to cause inconvenience for the occupiers or nearby houses and property.

### **10. Cleaning & Security**

All use of centre premises and facilities is subject to the users' accepting responsibility for returning furniture and equipment to their original position, and for securing doors and windows of the premises as directed by the Centre manager. All users shall also leave the premises and surrounds in a clean and tidy condition, as may be directed by the Centre manager.

### **11. Insurance & Indemnity**

(a) The Hirer shall be liable for:

(i) The cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises

(ii) all claims, losses, damages and costs made against or incurred by the Association, their employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer and, subject to sub-clause (b), the Hirer shall indemnify and keep indemnified accordingly each member of the Association's Management Committee and the Association's employees, volunteers, agents and invitees against such liabilities

(b) The Association shall take out adequate insurance to insure the liabilities described in sub-clause (a)(i) above and may, in its discretion and in the case of non commercial Hirers, insure the liabilities described in sub-clauses (a)(ii). The Association shall claim on its insurance for any liability of the Hirer hereunder but the Hirer shall indemnify and keep indemnified each member of the Association's Management Committee and the Association's employees, volunteers, agents and invitees against (a) any insurance excess incurred and (b) the difference between the amount of the liability and the monies received under the insurance policy

(c) Where the Association does not insure the liabilities described in sub-clause (a) (ii) above, the Hirer shall take out adequate insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to the Centre Manager. Failure to produce such policy and evidence of cover will render the hiring void and enable the Association to rehire the premises to another Hirer

The Association is insured against any claims arising out of its **own** negligence.

### **12. Accidents & Dangerous Occurrences**

The Hirer must report all accidents involving injury to the public to the Centre Manager or, failing that, to a member of the Association's Management Committee **as soon as possible** and complete the relevant section in the Association's accident book. Any failure of equipment belonging to the Association or brought in by the Hirer must also be reported **as soon as possible**. Certain types of accident or injury must be reported. The Centre manager will give assistance in making this report. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

### **13. Noise**

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer must, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

### **14. Alcohol & Illegal Drugs**

No intoxicating liquors or illegal drugs are permitted to be brought, sold or consumed on any part of the premises

### **15. Animals**

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Community Development Manager  
Davina Suthren

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by the Association. No animals whatsoever are to enter the kitchen at any time.

## **16. Compliance with The Children Act 1989 & Subsequent Legislation, Including Working With Vulnerable Adults**

It is the responsibility of the Hirer concerned to ensure compliance with these requirements, so that only fit and proper persons have access to young children and or vulnerable adults, and that such person shall at all times be in attendance upon children and or vulnerable adults who are on the premises for the activities concerned. The Hirer shall provide the Association with a copy of their CRB Check and Child Protection Policy on request.

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and subsequent legislation, and that only fit and proper persons who have passed the appropriate Criminal Records Bureau (CRB) checks have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities.

## **17. Cancellation**

If the Hirer wishes to cancel the booking within 24 hours of the hire commencing, the Hirer, may be charged at the full hourly rate, for the duration of the cancelled booking. Cancellations by the Hirer, more than 24 hours of the hire commencing, will receive a partial refund of any money paid, subject to discretion of the Management.

The Association reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- a) The premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election
- b) The Association reasonably considering that:
  - i. Unlawful or unsuitable activities will take place at the premises as a result of this hiring
  - ii. The premises becoming unfit for the use intended by the Hirer
  - iii. An emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Association shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

## **18. End of Hire**

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise, and any contents temporarily removed from their usual positions properly replaced; otherwise the Association shall be at liberty to make an additional charge.

## **19. Booking Form**

Booking forms must be completed in full by the Hirer before final confirmation of room hire will be given. Bookings will remain provisional until the booking form is received by the Management Committee. The booking form should be received by the Management Committee no later than seven days before the booking is to start.

In order to comply with Health & Safety regulations, the Hirer must ensure **ALL** visitors Sign In/Sign Out of the centre at all times. Registers supplied by the Community Centre staff are to be properly completed by the Hirer and returned to the Community Centre Staff on the day of hire.

I have read and agree to the above conditions. (Signature of Hirer) \_\_\_\_\_

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Name of Hirer (Print name using Block Capitals) \_\_\_\_\_

Designation \_\_\_\_\_ Date \_\_\_\_\_

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### 3. Maximum Hourly Premises Charges from March 2011

Are you, as the Hirer, a current annual member of Woodvale & Ainsdale Community Association?

(Please tick as appropriate) Yes  No  Not eligible \*(see below)

What date did your annual membership commence? Date \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

#### **ANNUAL MEMBERSHIP OF WOODVALE & AINSDALE COMMUNITY ASSOCIATION**

***\*We now offer annual membership to residents who live within our 'Area Of Benefit', which is Woodvale & Ainsdale. Annual Membership is 50p for under 18's and £1 for Adults. A young person's annual membership entitles an existing member to priority bookings on activities/courses here at WACA. Adult annual membership entitles an existing member to priority bookings on activities/courses as well as a discount on Room Hire at both of our sites. Existing Adult annual members will also be invited along to our Annual General Meeting where they can vote to elect new Committee Members.***

Rates shown include all reasonable heating costs, use of the kitchen, changing rooms (where appropriate) and car parking facilities. **Refreshments are not included.**

<b>Community Centre</b>	Current WACA Annual Member	Non Member	Community/ Voluntary Organisation (if Hirer is a Current WACA Annual Member)	Community/ Voluntary Organisation (non members)	Statutory Organisation	Private Business
Main Hall	<b>£15.00</b>	<b>£16.00</b>	<b>£15.00</b>	<b>£16.00</b>	<b>£20.00</b>	<b>£20.00</b>
Kitchen & Utensils	Free To hirer of premises	Free To hirer of premises	Free To hirer of premises	Free To hirer of premises	Free To hirer of premises	Free To hirer of premises
Other Equipment	On request	On request	On request	On request	On request	On request
Refreshments	Available upon request at additional cost. Please contact Community Centre Manager for details.					

<b>Recreation Centre</b>	Current WACA Annual Member	Non Member	Community/ Voluntary Organisation (if Hirer is a current WACA Annual Member)	Community/ Voluntary Organisation (non members)	Statutory Organisation	Private Business
Main Hall (full)	<b>£25.00</b>	<b>£26.00</b>	<b>£25.00</b>	<b>£26.00</b>	<b>£30.00</b>	<b>£30.00</b>
Kitchen & Utensils (when available)	Free To hirer of premises	Free To hirer of premises	Free To hirer of premises	Free To hirer of premises	Free To hirer of premises	Free To hirer of premises
Changing Rooms & Showers	Free To hirer of premises	Free To hirer of premises	Free To hirer of premises	Free To hirer of premises	Free To hirer of premises	Free To hirer of premises
Other Equipment	On request	On request	On request	On request	On request	On request
Refreshments	Available upon request at additional cost. Please contact Community Centre Manager for details.					

**Note:** These charges will be reviewed annually or where deemed necessary by the Management Committee.

**FOR ASSOCIATION USE ONLY**

Booking received on (Date) \_\_\_\_\_

Booking Confirmed on (Date) \_\_\_\_\_

Booking confirmed

Booking request unavailable

Deposit paid £ \_\_\_\_\_

Full amount paid £ \_\_\_\_\_

Free Letting

Is Concessionary Rate applied? Yes  No

Invoice to be sent

Details of Concessionary Rate: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_