

**PREMISES BOOKING FORM & HIRE AGREEMENT**

Name of Applicant / Organisation ("The Hirer"):					
Name of Responsible Person:					
Tel/Mobile:					
Email Address:					
Address of Applicant / Organisation:					
Purpose of Hire:					
Date(s) Required:					
Time Required (Including preparation and clean-up time):	From:		To:		
Facilities Required:	The Garron Suite	<input type="checkbox"/>	Small Meeting Room	<input type="checkbox"/>	
	Centre Kitchen	<input type="checkbox"/>	Male/Female Changing Rooms	<input type="checkbox"/>	
Estimated Number of People:		Number of Persons requiring Assistance:			
Type of Assistance Required:					
Furniture:	No of Rectangular Tables:		No of Chairs:		
	No of Round Tables:		No of High Chairs:		
Any Other Equipment Required:					
Catering Requirements:					

**For Office Use**

Number of Hours:		Hire Cost:	£	Deposit:	£
Deposit is 1/3 Hire Cost Refundable Kitchen Deposit: £50		Balance:	£	Kitchen Deposit:	£

## CONDITIONS OF HIRE

These standard conditions apply to the hiring of Glenariffe Community and Recreation Centre rooms and facilities and a signed copy should be retained by the Hirer.

### Definitions:

“The Hirer” denotes the person who has completed and signed the Booking Form.

“The Centre” denotes Glenariffe Community and Recreation Centre and also the Friends of Glenariffe as the organisation which owns and manages the Centre.

“The premises” denotes the room, rooms or facilities which the Hirer is hiring under the terms of this agreement.

### 1. The Hirer

The Hirer must: -

- Be 18 years or older.
- Accept responsibility for supervision of the Hired Facilities and account for any damage incurred.
- Accept responsibility for the supervision and good conduct of persons attending their function.
- Be present at all times during the period of hire where possible.
- Where they cannot be present in person: appoint an approved representative to be on the premises to assume responsibility.
- Understand they, or the approved person, are the Evacuation Warden for the group attending their function and whomever is appropriate, sign the Evacuation Responsibilities Agreement.
- Ensure that all conditions under this agreement, relating to management and supervision of the premises are adhered to.

### 2. Hire Fees

The Hirer shall pay a refundable deposit of at least one third of the cost of the booking to guarantee the booking. The balance of the booking fee is payable by the day of the event at the latest for which the premises are hired (the deposit having been paid when the agreement is signed).

If use of the kitchen is required, an extra Refundable Deposit of £50 will be required. This Deposit will be refunded within **14 days** of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents.

### 3. Cancellation

If the Hirer wishes to cancel the booking, the Centre may, with absolute discretion, refund any fees paid, but shall be under no obligation to do so. The Centre reserves the right to cancel the booking if exceptional unforeseen circumstances arise and without a reason being stated. In the event of the Centre cancelling the booking, all fees/deposits paid by the Hirer shall be refunded.

### 4. Supervision

The Hirer shall, during the period of the hiring, be responsible for:

- (i) supervision of the premises, the fabric and the contents;
- (ii) the care, safety from damage however slight or change of any sort; and
- (iii) the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements in order to avoid obstruction of the highway.

As directed by the Centre Manager, 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 same.

## **5. Use of premises**

The Hirer shall not use the premises (including the car park for any purpose other than that described in the Premises Booking & Hire Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable 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.

## **6. Insurance and 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 Friends of Glenariffe management committee, their employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and;
  - (iii) all claims, losses, damages and costs made against or incurred by the Friends of Glenariffe management committee, 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 Friends of Glenariffe management committee and the Friends of Glenariffe's employees, volunteers, agents and invitees against such liabilities.
- (b) The Friends of Glenariffe shall take out adequate insurance to insure against the liabilities described in sub-clauses (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) and (iii) above. The Friends of Glenariffe shall claim on its insurance for any liability of the Hirer hereunder but the Hirer shall indemnify and keep indemnified each member of the Friends of Glenariffe management committee and the Friends of Glenariffe'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 Friends of Glenariffe does not insure the liabilities described in sub-clauses (a)(ii) and (iii) 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 Friends of Glenariffe Secretary. Failure to produce such policy and evidence of cover will render the hiring void and enable the Friends of Glenariffe Secretary to rehire the premises to another Hirer. The Friends of Glenariffe are insured against any claims arising out of its own negligence.

- (d) An "individual" Hirer will be liable for any claims for injury or damage arising out of their negligence e.g. accidents caused by lack of supervision. Most householders' policies cover Personal Liability wherever that might occur. The provision of the details of the Householder Policy and confirmation that Personal Liability is included will be required.

## 7. Childcare Act 2006

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of the Childcare Act 2006 and the Safeguarding Vulnerable Groups Act 2006 and only fit and proper persons who have passed the appropriate Access NI checks should have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The Hirer shall provide the Friends of Glenariffe management committee with a copy of their Access NI check and Child Protection Policy on request.

Where the Hirer is a **private individual** for 'one-off' bookings (for example a children's birthday party), safeguarding arrangements are the sole responsibility of the parents/carers of those children or young people attending. An 'individual' Hirer would be a single booking, where there is no on-going and repeated contact with children or young people, and is regarded as a private arrangement between the organiser and the parents/carers of the child or young adult such as would exist if the event was to take place in the Hirer's own house

## 8. Public safety compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and the Centre's Health and Safety Risk Management Policy, Fire Risk Management Policy, Fire Risk Assessment and any relevant Risk Assessment. The Northern Ireland Fire & Rescue Service (NIF&RS) shall be called to any outbreak of fire, however slight, and details shall be given to the Centre Manager.

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

- The action to be taken in event of fire. This includes calling the NIF&RS and evacuating the building;
- The location and use of fire equipment;
- Escape routes and the need to keep them clear;
- Method of operation of escape door fastenings;
- Appreciation of the importance of any fire doors and that these should be kept closed at all times;
- Location of the first aid box.

(b) In advance of any activity whether regulated entertainment or not the Hirer shall check the following items:

- That all fire exits are in good working order;
- That all escape routes are free from obstruction and can be safely used for immediate unobstructed exit;
- That any fire doors are not wedged or held open by other objects;
- That there are no obvious fire hazards on the premises, whether caused by their activities or not;
- That exit signs are illuminated during the whole of the time the premises are occupied **by** them.

## **9. 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 shall, 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.

## **10. Alcohol**

Alcohol may be consumed within the premises. However, alcohol cannot be sold within the premises. The Hirer is not permitted to apply for Occasional Licences for the sale of intoxicating liquor in the building.

## **11. Drunk and disorderly behaviour and supply of illegal drugs**

The Hirer shall ensure that in order to avoid disturbing neighbours to the Centre and avoid violent or criminal behaviour; care shall be taken to avoid excessive consumption of alcohol. No illegal drugs may be brought onto the premises. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises in accordance with the Licensing (NI) Order 1996.

## **12. Health and Safety**

Whilst the Friends of Glenariffe will take steps to ensure the premises are safe to use, it is the responsibility of the Hirer to ensure the safe conduct of their activity during the period of hire, including the presence of a suitably qualified First Aider if necessary.

The Hirer must report: -

- Any failure of equipment belonging to the Friends of Glenariffe or brought ~~in~~ onto the premises by the Hirer.
- All accidents involving injury to the person to a member of the Friends of Glenariffe management committee as soon as possible and complete the relevant section in the Accident Book which is located at ~~in~~ the Centre Reception.
- All incidents and/or near misses which did not result in injury, but which could have the potential to cause injury.

All entrances and exits must be kept clear and unobstructed, where relevant, external gates and doors to be kept open at all times and the number of people attending must be declared at the time of booking to ensure that this does not exceed the maximum number allowed for the Premises. The Hirer will be responsible for ensuring that Security, Fire and Health and Safety requirements are adhered to.

## **13. Electrical appliance safety**

The Hirer shall ensure that any electrical appliances brought by them onto the premises and used within shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations (NI) 1991.

Where a residual circuit breaker is provided the Hirer must make use of it in the interests of public safety.

Any portable electrical appliance or device brought ~~in~~ onto and used in the premises from elsewhere must have an up-to-date test certificate which must be made available for inspection upon request.

The Hirer is not permitted to bring onto the premises, ~~in~~ any supplementary heating appliances or deep fat fryers.

#### **14. Smoking/Vaping**

A strict **No Smoking/Vaping Policy** applies to all rooms (including toilets). The premises are fitted with smoke alarms, which will be activated by cigarette smoke.

There are two designated Smoking Areas: (1) Outside the ground floor entrance adjacent to the playing field. (2) The balcony on the first floor overlooking the playing field and accessed from the Garron Room.

The Hirer shall, and shall ensure that the Hirer's invitees, comply with the prohibition of smoking in public places provisions of the Smoking (NI) Order 2006. Any person who breaches this provision shall be asked to leave the premises. The Hirer shall ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in the provided receptacles a tidy and responsible manner, so as not to cause a fire.

#### **15. Explosives and flammable substances**

The use of small candles and/or sparklers as used on celebratory cakes is permitted. After use, they must be extinguished properly by immersion in cold water and removed from the premises. Internal decorations of a combustible nature (e.g. polystyrene, cotton wool) may only be erected with the consent of the management committee. Decorations must not be put up or displayed near light fittings, ~~or~~ heaters or any source of heat/ignition.

The following are NOT permitted and must not be brought onto or used in any part of the premises:

- (a) Lighted table candles or tealights as these will trigger the fire alarm;
- (b) Highly flammable or volatile substances;
- (c) Fireworks or handheld sparklers.

#### **16. Animals**

The Hirer shall ensure that animals (including birds) with the exception of guide assistance dogs are brought onto the premises, other than for a special event agreed to by the Friends of Glenariffe. Animals of any description are not to enter the kitchen area at any time.

#### **17. Care of the premises**

- (a) No drawing pins, nails, adhesive or fixing material may be used which may damage the fabric of the premises.
- (b) No alterations or additions may be made to the premises nor may any fixtures be installed, or placards, decorations or other articles be attached in any way to any part of the premises

without the prior written approval of the Centre Manager. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the Friends of Glenariffe remain in the premises at the end of the hiring. It will become the property of the Friends of Glenariffe unless removed by the Hirer who must make good to the satisfaction of the Friends of Glenariffe any damage caused to the premises by such removal.

## **18. Access and Security**

The Hirer is responsible for all setting up and putting away of any equipment used. Any letting of the premises requires a responsible person to be there at all times during the hire period. The premises must not be left unattended during the period of the booking.

All events are to finish by the stated finish time. The premises will not be available to the Hirer before the beginning of the booking time and must be vacated 30 minutes after the end of the booking.

The right is reserved for a representative of the Friends of Glenariffe or their appointed officer to enter any part of the building at any time.

## **19. Car Parking if Applicable**

If applicable, the use of the Centre Car Park is available to Hirers but is **not** part of the Hiring Agreement and Hirers must be ready to vacate in case of emergency Centre needs.

## **20. Kitchen Use/Refreshments (if applicable)**

Applications for the use of the Centre kitchen must be indicated in the Premises Booking Form and will be subject to separate approval. The kitchen may be used for the preparation of Tea/Coffee and refreshments by approved personnel and by prior agreement. It will be the responsibility of the Hirer to provide the refreshment materials unless agreed otherwise in the Premises Hiring Agreement. It is the responsibility of an external Hirer to ensure that any persons using the kitchen are aware of the requirements of the relevant Food Hygiene Regulations and Food Safety Act Codes of Practice. Particular attention should be paid to the cleanliness of the kitchen, kitchen utensils and crockery at the end of the letting. Any breakages must be reported immediately in writing and will be subject to an additional charge.

The Hirer shall, if preparing, serving 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.

All foodstuffs **must** be removed from the kitchen at the end of the hire period. Please bring your own containers. Crockery, pots, utensils etc. belonging to Friends of Glenariffe are not to be removed from the kitchen. Missing items will incur costs and/or forfeit of the Refundable Kitchen Deposit.

## **21. Legal requirements**

The Hirer must comply with any legal requirement concerning music, singing and dancing licences, theatre licences and copyright. The Hirer shall be fully responsible for obtaining any such licences or any other permission required, always providing that no such application shall be made without the approval.

The Hirer shall not use the premises for any other purpose than that specified in the Premises Hire Agreement, and is specifically forbidden to use, or allow the use of the premises or its surrounding grounds for any illegal or immoral purpose.

## **22. No rights**

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

## **23. End of hire**

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

All rubbish must be taken from the premises by the Hirer and must not be deposited in the outside refuse bins without the prior consent of the Friends of Glenariffe. No food or drink must be deposited on the ground outside the premises or in the car park.

## **24. Compliance**

Failure by the Hirer to comply with any or all of the terms of this Hire Agreement where applicable, whether intentionally or not, may be deemed by the Friends of Glenariffe management committee to be just cause for immediate cancellation of any letting or series of lettings and may result in forfeiture of the entire security deposit.

## **PRIVACY POLICY/SERVICE USER DECLARATION**

The Friends of Glenariffe collect personal information when you make an enquiry, register for any of our services or activities, or place a booking for our facilities. We will only use this information to provide the services requested, maintain records and compile statistics as required by funders and under relevant law. For more information explaining how we use your information please see our Privacy Policy. A hard copy is available on request.

**The Friends of Glenariffe will NOT share your information with anyone else for marketing or for any other unlawful purposes.**



## **Appendix 1: Glenariffe Community & Recreation Centre – Important Information**

### **Opening and closing the Centre**

The Centre will be opened up for your hiring and will be closed and locked up for you at the time you have indicated. Please ensure that any outside caterers, contractors and staff are aware of the hire period and that they will not be able to enter before or leave after the hire period. Guests are expected to vacate the premises within 15 minutes of the end of the hire period.

### **Safety**

The Centre has a No Smoking Policy. The Centre's Accident Book and Health and Safety file is kept at reception. A first aid box is located at the reception, the gym and the kitchen.

The Centre telephone is located at reception. This is for emergency use only and has a list of contact numbers beside it. We also recommend that you bring a fully charged mobile telephone for use in case of emergency.

Do not fix decorations near light fittings or heaters.

### **Location and use of fire equipment**

The Fire Control Panel is on the left just inside the main entrance at the side of the building with full instructions on how to deal with an alarm and also a map of the building and fire exits. This will be shown to you when we run through the fire alarm procedure with you before your event. The exact location of the nearest telephone, fire exits, and fire extinguishers must be noted before the Centre is occupied and the manner of opening Fire Doors should be made known to your guests.

In the event of a fire, the Centre should be evacuated in an orderly manner using the appropriate exits, and the Northern Ireland Fire & Rescue Service contacted by dialling 999.

### **Car parking**

The lane leading to the Centre is a public road and this must not be obstructed. The Centre car park will accommodate a small number of cars. Any overflow may park on the back field, if it is not in use, or around the main pitch.

### **Consideration for others**

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents.

### **Faults/ damage/ comments**

Please report any faults or damage to the Centre reception as soon as possible so that they can be rectified quickly. Please do not use drawing pins, nails or Sellotape on the walls or other surfaces, use Blu-tack if you need to put up notices or decorations.

The Friends of Glenariffe Management Committee welcome comments or observations that you may have about your hire of the Centre. Thank you.

## Appendix 2: Contact Numbers

**The Centre Reception Number: 028 217 71585**

Reception is staffed:

- between 9am and 9pm Monday to Friday
- between 9am and 6pm on Saturdays and Sundays

**For room hire bookings and associated queries, please email us at [info@glenariffecrc.org](mailto:info@glenariffecrc.org), ring or call in to the Centre Reception on 028 217 71585 or call any of the following:**

<b>Fern Major</b> (anytime)	07702 500715 028 2177 2744
<b>Myra Murray</b> (anytime)	07855 275 363
<b>Maire Mort</b> (Mon/Evenings/Weekends)	07774 574710
<b>Sheila Burns</b> (Mon & Fri/Evenings/Weekends)	07881 339402

**In case of emergency, security, door access, fire alarms etc, please contact the following, or if not available, anyone of the four above:**

<b>Niall Wheeler</b> (anytime)	028 2177 1780
<b>Vincent Harvey</b> (anytime)	07756 894589 028 2177 1389

**The Centre address is:**

Glenariffe Community and Recreation Centre  
208 Garron Road  
Glenariffe  
BT44 0QZ

Email: [info@glenariffecrc.org](mailto:info@glenariffecrc.org)  
Tel: 028 217 71585

Glenariffe Community and Recreation Centre is owned, managed and operated by the Friends of Glenariffe, a community organisation and registered charity.



## Glenariffe Community & Recreation Centre

208 Garron Road  
Glenariffe  
Ballymena BT44 0RB  
Tel: 028 2177 1585  
Email: [bookings@glenariffecrc.org](mailto:bookings@glenariffecrc.org)

### PREMISES BOOKING FORM & HIRE AGREEMENT

Please sign and return this page to:

Glenariffe Community & Recreation Centre  
208 Garron Road  
Glenariffe  
BT44 0QZ

Email: [bookings@glenariffecrc.org](mailto:bookings@glenariffecrc.org)

### DECLARATION

I declare that:

- I have read and agree to abide by the conditions set out in this Hire Agreement.
- The answers given above to the best of my/our knowledge, are true and complete and are in place.

<b>Date of Event</b>	
<b>Time of Event</b> <b>To:</b> <b>From:</b>	

<b>Signature</b>	
<b>Print Name</b>	
<b>Date</b>	
<b>Organisation/Business</b> <i>(if appropriate)</i>	