**WATERLOO COMMUNITY CENTRE PRIVATE EVENT HIRE AGREEMENT**

**CONDITIONS OF USE FOR PRIVATE EVENTS**

1. The hirer must book the room(s) to be used at Waterloo Community Centre with **Waterloo Community Association** (WCA).

WCA will confirm with the hirer availability of room(s);

* 1. Main hall with adjoining sports hall (can be separated by closing divider wall doors)
  2. Meeting/ lecture/ class room facility.

1. The room charge event hire is:

£85 for up to 4 hours

£100 for up to 5 hours.

NB: **Hiresextending beyond 6pm will incur additional charges.**

***A deposit (refundable) on top of the hire fee will be required in certain circumstances depending on the nature and duration of the event.***

If a provisional booking is made, organisers must confirm the booking **within two days using this form** emailing [info@waterloocommunityassociation.co.uk](mailto:info@waterloocommunityassociation.co.uk) and finalise arrangements including payment no later than two weeks before.

Organisers hiring the room must pay two weeks in advance of the date they wish to use the room(s) unless agreed otherwise with WCA. Cancellation charges will apply at full rate if the room(s) is cancelled within 48 hours of the date of hire.

1. The hirer must not use the premises to:
   1. sell alcohol;
   2. view or initiate any illegal, obscene, pornographic, or disreputable purposes;
   3. hold any political rallies or religious services.
   4. store any equipment used at the event
2. Pre-prepared food and beverages may be stored in and served from the kitchen area which must be properly cleansed after use.
3. The hirer/organiser must ensure that the centre is left in a clean and tidy condition. Rubbish must be disposed of as instructed by WCA or its nominee. Specifically empty cans, glass/ plastic bottles and packaging must be taken away by the organiser**. Deposits will not be refunded if the venue is left unclean/ untidy.**
4. **The hirer/organiser must take responsibility for the health, safety and security of their private event and for all who attend including knowledge of the fire escapes and exits. The hirer/organiser take responsibility for any accidents that occur. A viewing of the centre is recommended before booking**.
5. Bouncy castles/ inflatables or other leisure equipment must be delivered and dismantled during the agreed hire start/end time by hirer or third-party supplier. The sports hall space is best placed for installation measuring **20x40 ft and 13 ft high.**
6. All persons using the centre will be required to abide by all centre policies, rules and procedures which are available upon request.
7. The hirer will be required to replace any equipment that is lost, stolen or damaged because of the actions of the group/individuals hiring the centre. A refund of a deposit (if applicable) will not be reimbursed in these circumstances.
8. Cancellation of the hire/use of the centre agreement can be terminated at any time by WCA if the above conditions of use are not followed.

As a hirer, I have read understand and will abide by these conditions of use.

|  |  |
| --- | --- |
| Name and address (print) |  |
| Email and contact number |  |
| Type of event |  |
| Event date and time duration (state start and end time) |  |
| Signature of hirer and date |  |
| Method of payment?  BACS -Account in name of  **Waterloo Community Association**  **Sort code: 08-92-99 Acct no: 65219072**  Cash – please arrange to pay 2 weeks before the event. |  |

This form must be completed in advance of any booking and returned by email to

[info@waterloocommunityassociation.co.uk](mailto:info@waterloocommunityassociation.co.uk) or posted to our address:

Private booking

Waterloo Community Association

Waterloo Community Centre

Old School Building

Great Georges Road

Waterloo

L22 1RD

For WCA records:

|  |  |
| --- | --- |
| Hire cost,  Payment date and method |  |
| Date agreement confirmed. |  |
| Signature on behalf of WCA |  |

**Use of Waterloo Community Centre**

**General:**

* Use the bins provided for any food/ general waste. When full, place in external yellow bin on the driveway.
* All bulky packaging, glass bottles, cans and large plastic bottles must be taken away with you.
* Please leave the kitchen area in a clean and tidy condition.
* If oven, hob and microwaves are used, please wipe down afterwards.
* Check that hot water urn is switched off before leaving if in use.
* Please brush kitchen floor and vacuum areas of the Centre used (vacuum cleaners x 3 in cloakroom area)
* Please check that the toilets are left in a hygienic condition.
* Ensure that any bouncy castles, equipment, disco’s etc., are removed by any third party by the end of your hire of the Centre.

**For your attention:**

* The ceiling lights take time to come on. If you switch off, then on, they will not come on immediately and occasionally not for some time.
* The First Aid box is on the bookcase close to the entrance.
* Cups, glasses etc., are in the cupboards along the rear wall.
* External lights switch is next to front door as indicated.

***Thank you kindly for your co-operation and booking the Centre for your event, it is much appreciated!***

***WATERLOO COMMUNITY ASSOCIATION***