

## Oadby Community Centre Premises Hire Agreement

<b>Date Required</b>	
<b>Time Required</b> (no. of hours) (Please make sure you book enough time to set up and clear away afterwards)	
• Start Time	
• Finish Time	
<b>Premises Required:</b>	
• Large Room	Yes / No
• Small Room	Yes / No
• Kitchen	Yes / No
• Projector/screen	Yes / No
• PA system	Yes / No
• Tea Urn	Yes / No
<b>Purpose of hiring premises</b>	
<b>No of people expected at event</b>	
<b>Total Fees payable:</b>	
• Large Room	£
• Small Room	£
• Kitchen	£
• Projector/screen	£
• PA system	£
• Tea Urn	£
• DEPOSIT	£

<b>TOTAL AMOUNT</b>	£
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**Hirer**

I confirm that I have read and understood the terms and conditions and am fully responsible in respect of the hire.

Forename: \_\_\_\_\_

Surname: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Telephone No: \_\_\_\_\_ (landline)  
 \_\_\_\_\_ (mobile)

E-mail: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Hire Agreed**  
**For and on behalf of OWMA**

Signed: \_\_\_\_\_

Full Name: \_\_\_\_\_

Date: \_\_\_\_\_

Notes:

1. Please make all cheques payable to: Oadby & Wigston Muslim Association
2. Person signing must be over 21
3. Please note: **No music, alcohol, pork allowed on premises** (please see full Terms & Conditions)
4. All bookings (including time for cleaning) to finish at or before 11.30pm
5. Please note current Hiring Fees overleaf
6. Hirers are responsible for the setting up, cleaning and removing their own rubbish from the venue at the end of the hire period. Any rubbish within reason that the Hirer wishes OWMA to dispose of will be charged at £15.00 and cleaning will be charged at £60.00. These charges will be deducted from the deposit paid to secure the booking.

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<b>Hire Fees</b>	
<b>Large room</b> capacity: 120 people* (theatre-style)	<ul style="list-style-type: none"><li>• £55/2hrs (minimum 2hrs hire)</li><li>• £25/hr thereafter</li></ul>
<b>Small room</b> capacity: 40 people* (theatre-style)	<ul style="list-style-type: none"><li>• £45/2hrs (minimum 2hrs hire)</li><li>• £15/hr thereafter</li></ul>
<b>Kitchen</b>	<ul style="list-style-type: none"><li>• £20/2hrs (minimum 2hrs hire)</li><li>• £7.50/hr thereafter</li></ul>
<b>Audio-Visual facilities</b>	<ul style="list-style-type: none"><li>• Projector/screen: £25 fixed charge</li><li>• Use of PA system: £25 fixed charge</li></ul>
<b>Tea urn</b>	<ul style="list-style-type: none"><li>• £10 fixed charge</li></ul>

\* Approximate only

Address:  
Oadby Community Centre,  
Sandhurst Street,  
Oadby,  
Leicestershire,  
LE2 5AR.

Oadby & Wigston Muslim Association (OWMA)  
Reg Charity No: 1108355  
[www.owma.org](http://www.owma.org)

Oadby Community Centre  
**OADBY COMMUNITY CENTRE TERMS & CONDITIONS FOR HIRE**

**Definitions:**

**OWMA:** member of the governing body of the Oadby & Wigston Muslim Association

**Hirer:** person(s) hiring any facility(ies)

**Authorised Officer:** any member of the governing body of the OWMA, or any person(s) appointed by the governing body of the OWMA to act as its representative(s)

**Centre:** Oadby Community Centre, Sandhurst Street, Oadby, LE2 5AR.

**1. Applications**

Bookings will only be accepted following receipt of a signed hiring application form. The person signing the application form shall, for the purposes of these Terms and Conditions be deemed to be the Hirer. No transfer of bookings or sub-bookings will be allowed. Bookings for a series of meetings or events would not normally be accepted for a period exceeding 12 months.

**2. Payment of Charges**

The room is let in accordance with the scale of charges drawn up by the OWMA. The OWMA reserves the right to vary these as they consider fit to take into account any increased cost or other matters. Details of the fees are available on request. The Hirer shall be liable for any additional expense incurred by the OWMA if the event or function overruns the pre-arranged period of hire.

a) Single events – The full amount of payment must be received along with the signed hiring application form, in order to guarantee the booking. If the full amount of payment is not received with the signed hiring application form, then the OWMA cannot guarantee the booking.

b) Period bookings – In the case of block bookings, the full amount for a minimum of four weeks must be paid in advance.

**DEPOSIT:** The Hirer will leave a deposit of £250 for each session hired, payable in advance.

**3. Cancellations**

The OWMA reserves the right to refuse any bookings without explanation and to cancel any booking upon reasonable grounds or for matters outside of their control. In the event that the OWMA cancels a booking, it will do so in writing (or via e-mail) and either refund all fees already paid or offer alternative dates. The OWMA shall not be liable for any loss sustained by the Hirer as a result of any such cancellation and the hirer should obtain any insurance to cover any such eventuality. Cancellations by the Hirer should be notified to the OWMA in writing.

In the case of non-block bookings, if the Hirer cancels a booking four or more weeks prior to the hire date, the full fee will be refunded. If the Hirer cancels a booking within four weeks of the hire date, then a 50% administration/handling fee will be deducted, and the Hirer will only be entitled to receive 50% of the hire fees back.

In the case of block bookings, if the Hirer cancels a booking four or more weeks prior to the hire date, the full fee will be refunded. If the Hirer cancels a booking within four weeks of the hire date, then a 25% administration/handling fee will be deducted, and the Hirer will be entitled to receive 75% of the hire fees back, or alternatively, the Hirer will be offered an alternative date instead, however, there will still be a 25% administration fee deducted. The administration/handling fee shall apply to either the individual booking cancelled or the entire block booking (remainder of the block booking left) depending on which one is cancelled.

**4. Limits of accommodation**

The number admitted to the rooms must not exceed the guidelines stated. These guidelines are available upon request. The Hirer shall be responsible for ensuring that the limitations are observed.

**5. Entry of officials**

The Hirer shall allow any Authorised Officer of the OWMA access to the premises at all reasonable times without notice.

**6. Catering**

The provision of all food and refreshments will be by the OWMA's Approved List of Caterers (see separate list from OWMA). The Hirer will be responsible for ensuring that his or her guests comply with this. All food must comply with the full requirements of the Halal Monitoring Committee (HMC) recommendations ([www.halalmc.net](http://www.halalmc.net)).

**The following are strictly forbidden on the premises: alcohol and pork.**

**Kitchen facilities are available for HALAL PRODUCTS ONLY.**

Usage of ANY kitchen facilities for non-Halal products (including use of refrigerator/microwave) will incur an immediate cancellation of hiring facilities (without rebate) and incur an additional charge of £250, payable immediately along with the replacement of any equipment or utensils which has been subject to contact with the forbidden substances. The hirer is also responsible for food hygiene and is to comply with all regulatory matters.

**7. Children's entertainment**

'Children's Entertainment' is entertainment specifically organised for persons under the age of eighteen. Children's entertainment may only be held with the written consent of the OWMA. At least one adult must be in attendance at a children's entertainment function for every 10 children attending. The Hirer will be responsible for the adequate supervision of all children attending. The hirer is responsible for complying with any law or legislation regarding any certification such as CRB certification.

**8. Damage to premises or equipment**

The Hirer shall be liable on demand for any damage to the premises of the fixtures, fittings, furniture and any equipment or articles provided within the Centre and caused by his or her use of the premises. The cost of restoring the premises, the fixtures, fittings, furniture and any equipment or articles provided within the Centre to their original condition shall be assessed by the OWMA, whose decision is final. No screws or nails shall be driven into (or glue used on) walls, floors or ceilings of the premises, fixtures and fittings. The Hirer shall leave the premises (including the kitchen and toilet facilities if utilised) in a clean and tidy manner. In the event of damage, payment for costs of repair or replacement will be incurred in full by the Hirer.

The Hirer will leave a deposit of £250 for each session hired. This will be returned in full, after a minimum of 7 days, providing there has been no damage caused (as mentioned above). If, in the opinion of the OWMA, there has been some form of damage caused by the Hirer, then an appropriate amount (or whole amount) of deposit will be retained to cover the cost of restoration. An additional sum may still be invoiced to the Hirer, in addition to the deposit, depending on the cost of restoration.

**9. Injury to persons and damage to property**

The OWMA and its servants or agents will not be held responsible for any damage or loss of goods, property or equipment or for personal injury on the OWMA's premises or land, howsoever caused. The Hirer shall indemnify the OWMA, its servants or agents

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against any claims, which may be made in respect thereof. Any accident must be reported to the OWMA as soon as possible after its occurrence, but in any event, prior to departing from the Centre.

### **10. Decorations and fixings**

No decorations, flags, emblems, posters or any other loose articles may be fixed to walls, floors, ceilings, fixtures or fittings without the written consent of the OWMA.

### **11. Removal of equipment**

The Hirer and/or contractors or others engaged by the Hirer to supply decorations, fittings or other facilities will be required to remove and clear away all articles belonging to them by the end of the hire period. All reasonable instructions given on behalf of the OWMA or by its Authorised Officers shall be observed.

### **12. Lighting and other electrical equipment**

No additions or alterations to the lighting, loud speakers, microphones or other electrical arrangements may be made without the written consent of the OWMA. Pyrotechnics of any sort must not be used without the written consent of the OWMA. No electrical apparatus may be brought on to the premises without the written consent of the OWMA who must be satisfied that the equipment has been checked for safety.

### **13. Fire safety**

No smoking is allowed in any part of the building. The Hirer shall ensure that there is no interference whatsoever during the period of hire with fire extinguishers or any other fire fighting equipment except in the case of an emergency. The Hirer must not interfere with fire doors and doors fitted with automatic closures. The Hirer shall keep every corridor, passage and exit of the premises clear of obstruction and ready for use in an emergency. Materials used in the construction of items or costumes or other apparatus brought on to the premises by the Hirer, should be treated and maintained in a fire retardant condition in accordance with current regulations.

### **14. Insurance**

The Hirer may be required to provide evidence of appropriate Public Liability Insurance. The Hirer shall not do, or permit to be done, anything which, in the opinion of the OWMA, is not covered by OWMA's policy or policies of insurance in relation to the use of the premises, or which will cause any increased or extra premium to be payable, without the written consent of the OWMA. Fees may be increased and additional conditions imposed if required by the OWMA's insurers in respect of additional risks.

### **15. Advertising**

No advertising material shall be exhibited within the curtilage of the premises or car park or advertised away from the premises without first being submitted to and approved by the OWMA. Advertising material should be submitted to OWMA for approval no later than four weeks prior to any event.

### **16. Flyposting**

Flyposting is illegal. Anyone found distributing advertising posters and leaflets illegally will have their booking terminated immediately and all fees paid shall be retained.

### **17. Animals**

With the exception of Registered Assistance dogs, no animals shall be allowed to enter the premises without the OWMA's permission.

### **18. Disorderly or dangerous conduct**

Any booking which, in the opinion of the OWMA, may be contrary to decency or good manners or likely to lead to disorder may be cancelled forthwith on written notice (or via e-mail) to the Hirer. The Hirer shall not allow any disorderly, dangerous or improper conduct, or conduct which may endanger equipment, fixtures or fittings provided within the Centre, during the course of the hiring. The OWMA may order the immediate, total or partial, clearance of the premises, if it considers such action to be necessary. The Hirer shall be liable for any extra expense that the OWMA may incur by engaging Police Officers to preserve law and order.

### **19. Car park**

All vehicles and property are left in the Sandhurst street car park entirely at the owner's risk and the OWMA cannot accept responsibility for any loss or damage howsoever caused. The Hirer shall ensure that all vehicles are parked so that no exit or carriageway is obstructed. The Hirer shall abide by all rules and regulations pertaining to any car parking facility utilised.

### **20. Prohibited Practices**

The Hirer shall ensure that there is no music/playing of musical instruments or dancing on the premises. The Hirer will, in addition, ensure there will be no sweepstake, gambling, raffle or other form of lottery promoted, conducted or held on the premises.

### **21. Infringement of copyright**

The Hirer shall not use the premises for the performance in public of any works or for the delivery in public of any lecture in which copyright subsists without the consent of the owner of the said copyright, or in any other manner infringe any subsisting copyright. The Hirer shall indemnify the OWMA against infringement of copyright occurring during the period of hire.

### **22. Broadcasting**

The Hirer shall not grant sound or television broadcasting or filming rights without the prior written consent of the OWMA. If such consent is given, the OWMA reserves the right to be party to any negotiations as to the terms and conditions of any agreement to share any income and publicity derived therefrom.

### **23. Photographs**

No camera or other photographic equipment may be brought on to the premises for commercial purposes without the OWMA's prior written consent.

### **24. Compliance with conditions**

In the event of the refusal or any evidence of a failure to comply with these conditions or any reasonable instructions given by the OWMA and its Authorised Officers, the Hirer and any persons attending the functions may be excluded from the premises or a booking cancelled. The Hirer will remain liable in respect of the hire charges as herein contained.

### **25. Complaints**

Any complaint connected with the hire of the premises should be made to the OWMA within seven days of the function. The OWMA reserves the right to amend or vary these conditions or impose additional conditions without notice.

Legal services donated to OWMA by:

### **BOND ADAMS**

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