

Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk

Chairman: Cllr Richard Herbert
Vice Chairman: Cllr Syrie Cox
Town Clerk: Paul Beckerson



19th February 2015

Notice is hereby given that a meeting of the **COMMUNITY FACILITIES COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Wednesday 25th February 2015** in Room 6, Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at 7.30pm.

AGENDA

1. ELECTION OF CHAIRMAN
2. ELECTION OF VICE CHAIRMAN IF REQUIRED
3. CHAIRMAN'S OPENING REMARKS
4. APOLOGIES FOR ABSENCE
5. TO APPROVE THE MINUTES OF THE TRANSPORT & HIGHWAYS MEETING OF 17th DECEMBER 2014 AND LCC MEETING OF 7th JANUARY 2015
6. DECLARATION OF MEMBERS' INTERESTS
7. COMMUNITY CENTRE MANAGER'S REPORT – This report will be on those items, where relevant, as previously identified by the Committee. Report 2483/RC (Appendix 1)
8. APPLICATION FOR BURSARY FUNDING FROM YOUTH AT RISK, SOUTHEND GIRLS PROJECT (Appendix 2a)

The Group wish to use the Lower Hall on 21st March 2015 at a cost of £150. The Committee is requested to consider the request.

9. APPLICATION FOR BURSARY FUNDING FROM LEIGH PORT PARTNERSHIP (Appendix 2b)

The Committee is requested to consider the application.

10. ELSIE'S PLACE CIC FINANCIAL STATEMENT – 17th December 2014 - Report 2484/PB (Appendix 3)
11. BUDGET REPORT – Report 2483/CFC – 19th February 2015 – (Appendix 4)
12. REPORT BACK LCC DEVELOPMENT WORKING PARTY – Report 2473/LLCDWP – (Appendix 5)

The Committee is **requested** to note the report and the progress made so far.

13. APPROVAL OF REVISED TERMS AND CONDITIONS – (Appendix 6)

The Committee is requested to approve the revised Terms and Conditions.

14. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960

That in view of the confidential nature of the business to be transacted in items 12 & 13 the public and press be temporarily excluded and they are instructed to withdraw (SO.3(d)) - (contractual)

15. REVISED LCC CHARGING STRUCTURE – (Confidential Appendix 1)

To agree revised charging structure for implementation from April 2015.

16. LCC UPDATED CONDITION SURVEY – (Confidential Appendix 2)

To note updated condition survey undertaken in the autumn.



Paul Beckerson
Town Clerk
19th February 2015

Please Note: Any member who is unable to attend the meeting should send their apologies before the meeting.



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Report 2483/RC

COMMUNITY CENTRE MANAGER'S REPORT

1. Marketing and promotion

2. Staffing

A new part-time janitor, Ashley Curtis and an ad-hoc janitor, Shaun Divine have been appointed – their uniforms are expected shortly.

3. Volunteers

We have been offered new conference room tables, desks, pedestals and filing cabinets by a long-time supporter and these are due to arrive by 26 February 2015.

4. Liaison with other organisations and partners

U3A are currently engaging in a user survey and have offered the results of this to us to feed into our plans for the future. We are working with Southend Carnival on a Beer Festival, which will be run by Neil Harding who is familiar with the Centre and its workings. It is hoped that this event will rekindle interest and support in the charitable workings of the local carnival.

The Centre is working closely with the Events Officer on a number of Council Events for 2015, ensuring that lessons learnt from 2014 events are applied across the board.

5. Building maintenance

The condition survey has been received and distributed amongst members. The Working Party is using this to inform plans for the future of the Centre.

Carpet tiling of the ramp and the two areas currently Astro-turfed in the foyer will now take place during the early May Bank Holiday, which we had initially set aside for the Hall floor, this will now be deferred until later in the year when we are able to set aside sufficient time to access the Lower Hall unhindered.

6. Health and Safety

I undertook a Health and Safety walk around the building with Graham Davison, several minor items were noted and addressed (missing room posters and a loose fire extinguisher bracket). The fire extinguishers are booked to undergo their annual check. Policies and procedures are being updated, where appropriate for 2015.

7. Business development

We returned after Christmas to a deluge of new bookings, with over 20 children's parties for the first quarter, together with new repeat hirings of crafting classes, yoga, exercise and bee-keeping. Our Saturday morning Drama school is to move to their own new premises after Easter but we already have interest from another school to take over their weekend slots. Southend Youth Orchestra will be hosting another concert In July,

We now are full to capacity on Monday and Thursday mornings, and Tuesday evenings with the other mornings not far behind.

8. Matters arising

Guidance has been sought from EALC with regard to both DBS certification and qualifications. We have been advised that it is in order for us to keep a record of DBS numbers for hirers working with children and vulnerable adults as we have an over-arching responsibility for their safeguarding. It was also agreed that it was appropriate for the Community Centre Manager to assure themselves that hirers either had qualifications or experience if they were to teach classes at the Community Centre.

10. Feedback and Impact on the Community

The latest Life drawing exhibition on the Affordable Art Walls has attracted much positive comment from users and visitors, together with an excellent review of the work in The Leigh Times.

11. Bookings and budget (this to be based on invoiced bookings)

Invoiced bookings continue to exceed the previous year's invoicings. We have reviewed the current terms and conditions and need to make a number of minor changes, per the attached document and seek approval of these changes from the Committee.

Ros Coffey
18 February 2015

From: ann clark
Sent: 16 February 2015 00:48
To: Ros Coffey
Subject: Reduction of Hall Hire for Youth at Risk

Dear Ros,

I spoke you last week regarding the hire of the large ground floor hall on the 21st March for a Community fare for Youth at Risk & a reduction on the fee as they are a national charity and don't have monies to fund events.

Please find enclosed some details about Youth at Risk, Southend Girls Project:

Youth at Risk delivers intensive programmes in areas of deprivation all around the UK which involve local people in helping transform their most disruptive and excluded young people. The work helps them take responsibility for themselves, take control of their lives and get them on the road towards becoming thriving, contributing members of society. They have been working in Southend Borough for over 5 years and are currently working with a group of young girls to support them getting and keeping their lives on track.

This project is called Southend Girls Project run by Youth at Risk and Southend Borough Council. Ruth Barker, Group Manager for Children's Social Care is involved. Our contact at the council is Jenna Rayner but unfortunately she is away sick at the moment.

The project involves the young people having a Life Coach (whom I am one of the volunteer life coach's) who support them for 6 months working on their goals, monthly team sessions and additional project meetings where they learn how to work together as a team, gain experience of how to put a project together and bring it to fruition. How to interact with members of the public and have fun. This helps with confidence and builds good self esteem. Unfortunately there isn't enough money to pay for the events, so we have to fund raise.

I look forward to hearing from you and hope you will be able to assist us to help the girls.

Yours Sincerely,

Ann Clark
Volunteer Life Coach.



LEIGH PORT PARTNERSHIP

To:
Town Clerk
Leigh-on-Sea Town Council
71-73 Elm Road
Leigh-on-Sea

13 January 2015

Dear Sir

Application for Bursary to Leigh-on-Sea Town Council

Leigh Port Partnership (LPP) was set up several years ago to further the interests of the fishing industry in Leigh. The group is made up of representatives of the industry and interested groups with a wider group currently forming for a specific project which involves an application for Fisheries Local Action Group status and a major bid for funding to manage the design and implementation of a strategy addressing the North Thames between Thurrock and Shoebury. It will draw up projects to meet the needs of the area for the fishing industry and the wider community in economic, social, heritage and environmental terms.

The bid application cannot be processed by a local authority and so LPP has been requested by the Borough Council to take this forward. The Borough lends its expertise and officer time but the bulk of the work will be undertaken voluntarily by LPP with the paid assistance of the Thames Estuary Partnership.

The application and bid submission will be made in the next 6 months so there is an intense period of work leading up to that and regular meetings will be necessary to formulate the bid. LPP receives no grant funding for its existence. The small amount of funds at LPP's disposal have been spent on the initial preparation work by TEP and there is therefore virtually nothing in the coffers.

In order to progress this important work for both the fishing industry and the town LPP seek a bursary for six 2 hour meetings (or equivalent) in this calendar year to enable the group to meet and formulate the bid.

We hope the Town Council will look favourably on this application and look forward to hearing from you.

Yours sincerely

Peter Wexham, Chairman, Leigh Port Partnership

Elsie's Place C.I.C. Account's Summary 2015

		Takings	Expenditure	Surplus / Deficit	Food Supplies	Coffee Machine Rental	Coffee Machine Supplies	Cleaning	Repairs & Renewals	Fixtures & Fittings	Salaries	Equipment	Clothing	Printing, Stationery & Packaging	First Aid	Insurance	Company Set-up & Loan Payments	Advertising
January	Bank		£2,386.83		£54.64	£94.80	£65.97				£1,879.92					£278.50	£13.00	
	Cash	£3,902.55	£1,072.56	£443.16	£1,046.83			£0.00	£0.00	£0.00		£0.00	£0.00	£5.73	£20.00			
February	Bank		£354.60		£136.00	£0.00	£0.00				£68.60	£0.00					£150.00	
	Cash	£2,539.00	£92.16	£2,092.24	£86.17			£0.00	£4.99	£1.00		£0.00	£0.00	£0.00	£0.00			
March	Bank		£0.00		£0.00	£0.00	£0.00				£0.00	£0.00						
	Cash	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	£0.00			
April	Bank		£0.00		£0.00	£0.00	£0.00				£0.00	£0.00						£0.00
	Cash	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	£0.00			
May	Bank		£0.00		£0.00	£0.00	£0.00				£0.00	£0.00	£0.00	£0.00	£0.00			£0.00
	Cash	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	£0.00			
June	Bank		£0.00		£0.00	£0.00	£0.00				£0.00	£0.00	£0.00	£0.00	£0.00			£0.00
	Cash	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	£0.00			
July	Bank		£0.00		£0.00	£0.00	£0.00				£0.00	£0.00	£0.00	£0.00	£0.00			
	Cash	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	£0.00			
August	Bank		£0.00		£0.00	£0.00	£0.00				£0.00	£0.00	£0.00	£0.00	£0.00			
	Cash	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	£0.00			
September	Bank		£0.00		£0.00	£0.00	£0.00				£0.00	£0.00	£0.00	£0.00	£0.00			
	Cash	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	£0.00			
October	Bank		£0.00		£0.00	£0.00	£0.00				£0.00	£0.00	£0.00	£0.00	£0.00			£0.00
	Cash	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	£0.00			
November	Bank		£0.00		£0.00	£0.00	£0.00				£0.00	£0.00	£0.00	£0.00	£0.00			£0.00
	Cash	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	£0.00			
December	Bank		£0.00		£0.00	£0.00	£0.00				£0.00	£0.00	£0.00	£0.00	£0.00			£0.00
	Cash	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	£0.00			
		£6,441.55	£3,906.15	£2,535.40	£1,323.64	£94.80	£65.97	£0.00	£4.99	£1.00	£1,948.52	£0.00	£0.00	£5.73	£20.00	£278.50	£163.00	£0.00

Opening Stock 05/01/15		£297.10	
Gross Profit/Loss to Date	£4,660.04		72.34%
Closing Stock 31/12/15	£297.10		
Net Profit/Loss to date	£2,535.40	39.36%	£442.50
			£2,977.90 Profit & Loss without One Off Costs

Budget 2014/15	B/F 2013/14	Income Budget	Income to Date	Expenditure Budget	Spent to Date	Committed	Balance	% Spent
Hiring Income		£77,000.00	£73,498.84				£3,501.16	95.45
LTC Contribution		£23,500.00	£23,500.00				£0.00	100.00
Bursary Fund		£1,000.00	£771.68				£228.32	77.17
	£0.00	£101,500.00	£97,770.52	£0.00	£0.00	£0.00	£3,729.48	96.33
Friends Fund Raising*	£1.62		£1,844.14		£80.00		£1,765.76	4.33
Elsie's Place C.I.C.	£1,700.00		£450.00	£0.00			£1,250.00	
Rates				£7,800.00	£7,771.50		£28.50	99.63
Gas				£7,500.00	£3,180.58		£4,319.42	42.41
Electric				£5,500.00	£5,841.60		-£341.60	106.21
Water				£1,200.00	£1,747.74		-£547.74	145.65
Catering			£1,780.90	£600.00	£1,757.12		£623.78	
Communications				£2,000.00	£1,242.64		£757.36	62.13
Cleaning				£900.00	£1,316.87		-£416.87	146.32
Waste Removal Washroom Serv.				£3,000.00	£3,525.96		-£525.96	117.53
Janitorial Costs				£0.00	£381.00		-£381.00	
Insurance				£2,800.00	£2,702.34		£97.66	96.51
Advertising				£2,500.00	£0.00		£2,500.00	0.00
Security / Alarms				£1,000.00	£1,121.58		-£121.58	112.16
Internal Maintenance				£9,000.00	£4,813.15		£4,186.85	53.48
External Maintenance				£6,500.00	£420.78		£6,079.22	6.47
Miscellaneous				£2,000.00	£1,230.48		£769.52	61.52
Licences				£1,000.00	£446.58		£553.42	44.66
IT				£1,600.00	£492.35		£1,107.65	30.77
Contingencies				£2,000.00	£0.00		£2,000.00	0.00
Salaries / Payroll				£109,494.52	£90,198.98		£19,295.54	82.38
Community Centre EMR	£13,063.60			£0.00	£12,423.00		£640.60	0.95
Equipment & Fittings	£2,100.68			£2,500.00	£2,239.82		£2,360.86	48.68
Totals	£15,164.28	£101,500.00	£99,551.42	£168,894.52	£142,854.07	£0.00	£42,985.63	77.61
					Net Spend Less Salaries		-£46,896.33	
							£43,302.65	
					Net Spend Less B/F		£28,138.37	

* Accounted for Separately

Highway Infrastructure 2014/15

Heading	2013/14 B/F	Income	Expenditure	Spend to Date	Commitment	Balance	% Spent	Due
School Crossing Patrols		0	4,500	0.00		4,500	0.00	
Bus Shelter Cleaning/Maintenance		0	2,000	1,821.00		179	91.05	
New Bus shelters		0		0.00		0		
Highways Infrastructure		0	4,250	1,358.99		2,891	31.98	
Staff Costs		0	397	161.36		236	40.64	
Phone box		0	300	300.00		0	100.00	
Total	0	0	11,447	3,641.35		7,806	31.81	

Skate Park Budget 2014/15

Skate Park	B/F 2013/14			Budget Expenditure	Spend to Date	Balance	% Spent
Rent				50	50.00	0.00	100.00
Cleaning				900	583.44	316.56	64.83
Electricity				450	155.32	294.68	34.52
Miscellaneous				200	236.21	-36.21	118.11
Grass Cutting				0	550.00	-550.00	
Skate Park Pay				2751	2,731.03	19.97	99.27
Skate Park Maintenance				1000	65.00	935.00	6.50
Totals				5351	4,371.00	980.00	81.69

Leigh Community Centre Cash Flow 2013 - 15

Month	Invoiced Income	Total Received Income	LTC Revenue Contribution	Total Expenditure	Difference
May-13	£5,115.71	£6,210.56	£1,958.33	£18,814.15	-£10,645.26
Jun-13	£1,698.10	£1,325.01	£1,958.33	£9,632.82	-£6,349.48
Jul-13	£7,536.48	£10,381.22	£1,958.33	£12,495.25	-£155.70
Aug-13	£3,893.73	£5,040.27	£1,958.33	£8,515.51	-£1,516.91
Sep-13	£5,849.48	£8,577.68	£1,958.33	£10,872.80	-£336.79
Oct-13	£6,730.54	£7,462.20	£1,958.33	£11,178.93	-£1,758.40
Nov-13	£4,945.07	£6,067.27	£1,958.33	£11,753.43	-£3,727.83
Dec-13	£3,510.93	£4,785.96	£1,958.33	£11,279.18	-£4,534.89
Jan-14	£12,297.41	£7,022.15	£1,958.33	£16,201.78	-£7,221.30
Feb-14	£8,795.92	£10,505.03	£1,958.33	£10,075.28	£2,388.08
Mar-14	£7,205.25	£9,393.62	£1,958.33	£14,246.18	-£2,894.23
Apr-14	£6,094.61	£5,023.84	£1,958.33	£11,483.00	-£4,500.83
May-14	£7,433.50	£5,127.62	£1,958.33	£10,825.52	-£3,739.57
June-14	£7,100.74	£8,550.17	£1,958.33	£14,301.39	-£3,792.89
July-14	£3,433.59	£8,445.22	£1,958.33	£25,713.42	-£15,309.87
Aug-14	£6,296.56	£3,478.77	£1,958.33	£10,124.50	-£4,687.40
Sep-14	£10,312.18	£5,951.65	£1,958.33	£10,917.22	-£3,007.24
Oct-14	£9,052.71	£11,487.66	£1,958.33	£10,004.71	£3,441.28
Nov-14	£6,727.47	£10,658.61	£1,958.33	£13,959.96	-£1,343.02
Dec-14	£7,374.93	£6,026.04	£1,958.33	£15,438.50	-£7,454.13
Jan-15	£7,425.00	£7,519.46	£1,958.33	£13,804.00	-£4,326.21
Feb-15	£6,006.07	£4,900.88	£1,958.33	£3,322.14	£3,537.07
	£177,040.90	£181,393.72	£55,541.59	£391,105.72	-£154,170.41
Total I&E 2012/13	£23,719.45	£25,874.89	£10,500.00	£101,991.34	-£65,616.45
Total I&E 2013/14	£76,064.09	£78,348.91	£23,499.96	£149,220.02	-£47,371.15
Total I&E 2014/15	£77,257.36	£77,169.92	£21,541.63	£139,894.36	-£41,182.81

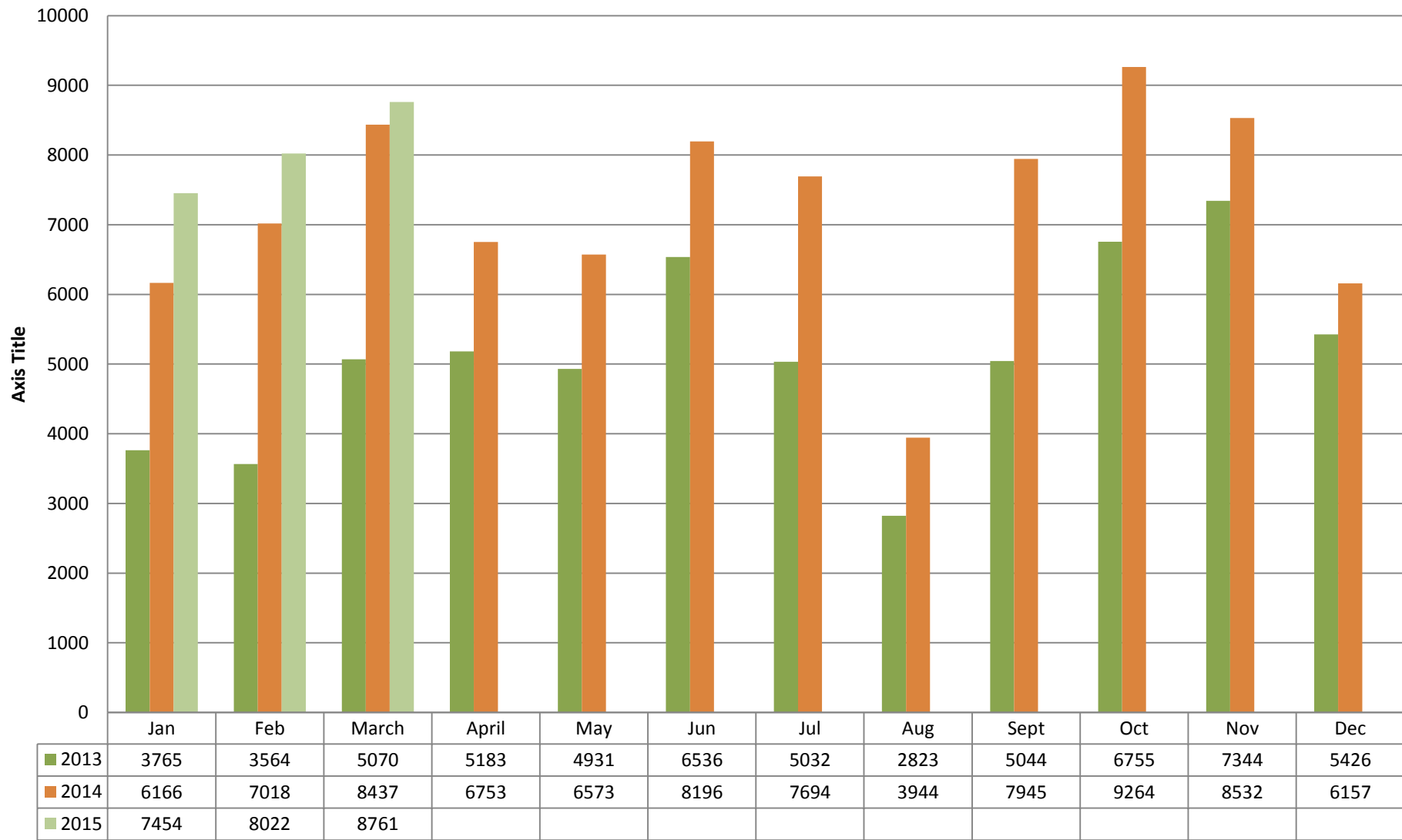
INCOME REPORT 2014/15**Period: 1st September 2014 to 31st August 2015**

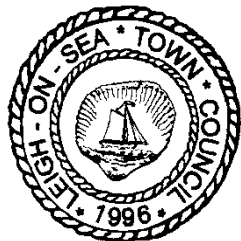
Budgeted income as set by the Council in its Budget Cycle.

Actual invoiced income is 125.06% of the predicted income and 46.95% of the maximum possible income (assuming full utilisation of the building 2014/15)

	Budgeted Income	Actual Invoiced Income	Difference
Sep-14	£6,250.00	£10,312.18	£4,062.18
Oct-14	£6,250.00	£9,052.71	£2,802.71
Nov-14	£6,250.00	£6,727.47	£477.47
Dec-14	£6,250.00	£7,374.93	£1,124.93
Jan-15	£6,250.00	£7,425.00	£1,175.00
Feb-15	£6,250.00	£6,006.07	-£243.93
Mar-15	£6,250.00		-£6,250.00
Apr-15	£7,500.00		-£7,500.00
May-15	£7,500.00		-£7,500.00
Jun-15	£7,500.00		-£7,500.00
Jul-15	£7,500.00		-£7,500.00
Aug-15	£7,500.00		-£7,500.00
Total	£81,250.00	£46,898.36	-£34,351.64

Invoiced Revenue from 2013 onwards





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Chairman: Cllr Richard Herbert
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Town Clerk: Paul Beckerson



Report 2479/LCCDWP

LEIGH COMMUNITY CENTRE DEVELOPMENT WORKING PARTY Wednesday 4th February 2015

Present: Cllrs Richard Herbert and Carole Mulroney

In Attendance: Paul Beckerson (Town Clerk)

The meeting opened at 4.10pm

1. A general discussion took place as to the best way of progressing, the refurbishment of the LCC. The main considerations being usage (present and proposed) of the areas within the building (Intern's remit); architectural possibilities, financial and managerial.
2. It was considered that as a start a Member of The Essex Chapter of Architects is approached to scope the project and give initial ideas for further development. **CM** to contact and arrange a meeting.
3. That a team of expertise is assembled consisting of the following disciplines:
 - Architectural
 - Financial
 - Managerial – Project Leadership
 - Users of the Centre
 - Builder / Contractual

The meeting closed at 4.41pm



at the heart of the community

71-73 Elm Road, Leigh-on-Sea Essex SS9 1SP Telephone: 01702 477248
enquiries@leighcommunitycentre.com www.leighcommunitycentre.com

Terms and Conditions

Leigh Community Centre (the Centre) is managed as a separate concern by Leigh-on-Sea Town Council.

General

Office opening hours are between 9.00 and 17:00 hours

Monday to Thursday and 9.00 and 16.30 on Fridays. During other times the Centre will be open when events are booked, including Bank Holidays if required.

The hirer shall only be permitted to use the room(s) between the times agreed in writing with the Centre. All rooms are charged at an hourly rate, rounded up to the nearest 15 minutes.

The Centre Manager reserves the right to decide upon the area in the building where a meeting or exhibition can be held. If there is a perceived level of controversial content which some people may find unsuitable for general participation or public viewing, relevant notices must be displayed advising attendees of any such content.

The Hirer shall not use the room(s) for any purpose other than that described in the booking form and shall not sub-hire or use the room(s) or allow the room(s) to be used for any unlawful purpose. This includes the consumption or sale of alcoholic liquor or the playing of music without the written consent of the Centre Manager. If there is any doubt regarding the authenticity or interests of the group requesting the hiring the Centre Manager reserves the right to refuse the booking.

All bookings and associated refreshments must be paid for in advance.

Bookings

Bookings are considered to be provisional until the Terms and Conditions Form is signed at least 7 days prior to the booking (unless the booking is taken in a period of less than seven days when the form must be signed by return). Any provisional booking that has not been confirmed 48 hours prior to the booking time will be cancelled.

All payments must be made 7 days in advance unless by written prior agreement of the Centre Manager.

All bookings must start and end at the agreed time. Any request for additional time at the beginning of a booking or any bookings running over the stated time on the booking form will result in additional charges. Early access to rooms is only with the express permission of the Community Centre Manager.

Some bookings may require extra staffing/security to be on site, this will be discussed at the time of the booking and will incur additional costs.

For larger events a deposit of 20% will be required which will be forfeited in the event of a cancellation less than three weeks prior to the event.

The Hirer will be liable for any cancellation charges incurred for items booked through third parties.

Bookings for parties for 12-21 year olds will not be permitted.

Group Name/
Name of Event

Date of event.....

Signed:.....

Name:.....

Date:.....

Please note that all contact details will be held on our booking system for the purposes of invoicing.

I do NOT wish to receive details of news and events being held at the Community Centre

Scale of Charges

The room hire rates will be in accordance with the advertised charges made at the time of booking but may from time to time be subject to alteration. Notice of such alterations will be given at the time of booking.

One change to a booking may be made free of charge subsequent changes may incur an administration charge.

Cancellations

Cancellation of a booking must be received by the Centre, in writing (letter or e-mail), not less than seven working days prior to the hire date. Cancellations made less than seven days in advance of the hire date will forfeit the full cost of the room hire and any additional items booked.

The Centre reserves the right to cancel a booking at any time, without penalty.

Damage

The Hirer is responsible for the preservation of good order during the hire period. Any damage caused to the Centre or Centre property as a consequence of the hiring will see the Centre make good the damage and then recover the resultant costs from the Hirer. Under certain circumstances, the Centre Manager will demand a refundable damage deposit.

Should the Centre incur any loss of revenue as a result of damage caused by a Hirer then the Hirer will bear the cost of this loss.

In the event of any claim being made by any person in respect of any injury, damage or loss which he or they may have sustained or incurred in the room(s) the Hirer shall alone be responsible and indemnify the Centre unless it is as a direct result of the negligence of the Centre or its employees.

Smoking Policy

No smoking is permitted within the Centre's premises or anywhere outside the premises except in the designated area at the back of the building.

Health & Safety and Regulatory Requirements

The Hirer must remain on the site throughout the term of the hiring period and ensure maximum capacity numbers are not exceeded.

Under no circumstances are children to be permitted to leave the Community Centre during the course of an event to gather or play in the vicinity of the premises or the car parking area.

All electrical equipment brought into the Centre must be by prior arrangement. Proof of safety checks, carried out by competent safety personnel, must be provided before this equipment can be used.

If the Hirer is involved in providing activities for children, adults at risk or teaching or taking part in physical activity then a DBS number, Adult Safeguarding Policy and Public Liability Insurance, as appropriate must be provided and kept on a central register at the Community Centre. Hirers who provide activities for children or physical activities will hold their own accident report book when on the premises.

The Centre Manager reserves the right to assure themselves that the hirer has the training, qualifications or experience to deliver classes at the Community Centre.

If the Hirer is involved in the preparation or serving/selling of food to the public an appropriate Business Food Rating Certificate must be provided, relevant to the activity being undertaken.

Dogs and other animals are not admitted to any part of the premises except where a person requires the assistance of an animal trained to assist in the case of disability and with the prior written consent of the Centre Manager

The Hirer must provide a PPL and/or PRS licence if they are playing music during their booking.

No dangerous, hazardous or harmful items, alcohol or non prescription drugs may be brought on to the premises.

~~No powder or soap or any other lubricant may be applied to the floors for dancing.~~

Alcohol

The Centre strictly follows the Challenge 21 policy and will challenge anyone under the age of 21 or appearing to be under the age of 21 attempting to purchase or consume alcohol. Alcohol will not be served to anyone suspected of being drunk or under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way will be asked to leave the premises and its immediate vicinity.

If it is agreed that the hirer is bringing alcohol onto the premises for an event, corkage may be charged at the discretion of the Community Centre Manager.

Supervision

The Centre is unable to accept bookings from persons under the age, or believed to be under the age of 18 years.

All Hirers are responsible for ensuring their guests, as a group or individually, cause no nuisance or disturbance to the staff or other users of the premises and that they cause no disturbance when arriving or leaving the premises. The Centre staff reserve the right to terminate the hiring if after due warning a disturbance continues or if the hiring continues significantly past the finishing time stated when the booking was originally made.

The Hirer shall be responsible for ensuring the orderly and safe admission and departure of persons to the booked venue and their safe evacuation in the event of an emergency. All doors and emergency exits to and from the booked venue will remain unobstructed and the Hirer must comply with the wishes of the Centre staff on duty as to the preservation of safety, good order, noise levels and decency of the event or meeting. The Hirer shall ensure that their guests use only the room(s) booked and do not congregate in the corridors or toilets.

The Centre does not advocate the collection of any monies at the point of entry to the event. Insurance requirements demand that if money is to be collected on entry then the Group or Organisation collecting the money must demonstrate beforehand they have Public Liability cover up to five million pounds (£5m) before they can do so. Should this not apply it is required that if any entry fee is required from guests, this should be obtained outside of the Centre's premises. Sales of goods at events are only permitted with prior authorisation from the Centre, however no liability is accepted by the Centre in connection with these transactions.

Failure of Heating or Lighting

No responsibility will be accepted, or compensation paid by the Centre in the event of any failure of heating or lighting which causes the booked event to be terminated or interrupted.

Right of Entry

Centre staff on duty at the time of the hiring, reserve the right to refuse entry to any individual, or groups of individuals, whose presence in the opinion of the Centre staff member, is likely to be prejudicial to the interests of the Centre, or cause a disturbance to the good order of the booking. No liability will be accepted by the Centre by such actions being initiated.

Alterations and Decorations

The Hirer shall not cause or permit any interference with, or alteration to, the lighting, heating, seating, means of escape, fittings, fixtures, apparatus or furnishings of the Centre.

Any decorations, flags, banners, signs, posters or placards requiring to be displayed will only be permitted at the discretion of the Centre staff on duty. Arrangements for these displays must be made at the time of booking and confirmation received. Any adhesive material, tacks, screws, nails or hooks used to display this material and driven into the walls, or furniture of the hired premises will be regarded as damage, the repair of which will then become a chargeable item to the person or Group making the booking.

Bouncy Castles

Bouncy Castles are only permitted in the Lower Hall due to weight and height restrictions within the building.

Catering Provision

The provision of catering and refreshments will only be permitted by agreement in writing with the Centre Manager. Arrangements for the provision of catering should be made at the time of booking the room, and any payment received in advance.

Responsibility for Loss of Property

In no circumstances will the Centre accept responsibility for the loss, theft or damage to property belonging to the Hirer or their Group, which has been left, deposited or brought into the Centre's premises, or left with any member of the Centre's staff. If as a result of this damage or loss, the Centre itself incurs any costs, the Hirer or their Insurer shall be required to indemnify the Centre against all actions, expenses, claims and demands arising out of, or in any way connected to, the theft, loss or damage.

Insurance

The Centre provides insurance cover in respect of its own buildings, furniture and fittings. This cover does not extend to goods, equipment or anything other than that provided by the Centre. Hirers are advised to obtain additional insurance if they consider it necessary. This will particularly apply to any Hirers handling money as a consequence of a sale of goods at their event who will be asked prior to the booking being accepted.

Bill Posting

The Hirer may not advertise, promote or announce any event to be held at any premises until they have received a Confirmation of Booking and approval from the Centre Manager. The Centre reserves the right to cancel any event that has been found to be advertised in this manner.

Posters, flyers and A Boards are displayed at the express permission of the Community Centre Manager. It is the responsibility of the hirer to hang up banners or put out the A board and remove them at the end of the event.

End of Hire

The Hirer shall be responsible for:

- A leaving the premises and surrounding area in a clean and tidy condition
- B contents temporarily removed from their usual positions properly replaced
- C closing any windows opened; switching off lights
- D all rubbish must be collected and bagged at the end of the hire period
- E the Centre must be cleared of all guests by the time specified in the booking agreement