

Hanover Community Centre - Conditions of Hire 2025

1. Application

Applications to hire must be made in the name of an individual who supplies a postal address and contact phone number. The named person shall be deemed to be The Hirer and therefore the responsible person. The Hirer shall not assign or sub-let any interest in the hire of the hall or pass on keys or access codes without the previous consent in writing of HCA. Should The Hirer delegate the responsibility to another to collect keys/codes and receive an HCA Hirer's induction, that person shall then be deemed to be the responsible person.

2. Payments and Deposits

The Hirer will be issued with an invoice for the hire fee plus a refundable deposit of £50. The Hirer should endeavour to pay the invoice as soon as possible and at least 14 days before the date of the event. The deposit will be returned to the Hirer no later than 14 days after the event unless there is reason to retain any part or all of the deposit (see clause 4).

3. Cancellation

By the Hirer

Cancellations should be notified to the Centre Manager at least 14 days in advance to bookings@hanovercc.org. If less than 14 days' notice of cancellation is given, any refund is entirely at the discretion of the HCA Trustees.

By HCA

We reserve the right to cancel a booking if the Hall is:-

- Required for use as a Polling Station, for a Parliamentary or Local Government election or
- by-election, or Emergency shelter.
- Unfit for the use intended by you (the hirer)
- In need of essential repairs or maintenance.

In any such case you will be entitled to a full refund of any deposit or hire fees already paid

We will not be liable for any resulting indirect or consequential loss.

4. Retention of Deposit

The HCA may retain all or part of The Hirer's deposit if the HCA suffer losses or damage for which The Hirer is responsible. If losses exceed the amount of The Hirer's deposit, the HCA may demand additional compensation. The Hirer is responsible for the actions of people admitted to the Centre, and any loss or damage suffered by the HCA as a consequence of The Hirer's activities. This includes (but is not restricted to) damage to the premises, garden, fixtures, fittings, furniture and equipment, call-out fees for false fire alarms, loss of income, and additional cleaning

5. Limit Admission

Maximum capacity of people in the Hall

The maximum number of people permitted into the Lower Hall depends upon the configuration of the Hall for each event. As required by the Fire Regulations the limit must not be exceeded. The limits are as follows:

Lower Hall

- Standing only events with no furniture deployed within the Lower Hall. Limit is 100 people
- Seated events within the Hall. Limit is 60 people.
- Events that deploy a mix of standing, seating and use of tables. Limit is 80 people.

Upper Hall

- Standing only events with no furniture deployed. Limit is 50 people
- Seated events within the Hall. Limit is 30 people.
- Events that deploy a mix of standing, seating and use of tables. Limit is 40 people.

The event organiser is responsible for ensuring the limits are not exceeded during the event.

6. Security

An access code will be issued to the Hirer so that they can access the Centre on the day of the event. The Hirer must not pass on the access code to anyone else without the HCA's agreement. The Hirer must not leave the front door open and must use the intercom system to ensure security. On leaving The Hirer must close all doors behind them.

7. Alcohol and Licensed Activities

The Hanover Community Centre is not licensed for the sale and purchase of alcohol on the premises, for the public showing of films, any activities that are considered gambling which rely on an element of chance to select a winner including lotteries, raffles and tombolas, and food preparation. This includes events where tickets are sold that include alcohol in the entry price. Hirers may bring alcohol for their personal guests over the age of 18, and guests over the age of 18 may bring alcohol for their own consumption. A limited number of Temporary Event Notices (which allow for the sale of alcohol onsite) may be issued in respect of the premises each year and The Hirer must contact the HCA if they are interested in applying for a TEN.

8. Smoking (Including electronic cigarettes) and Drugs

The Hanover Community Centre is a completely no smoking area, including the garden and car park. No illegal drugs are allowed on the premises.

9 Fire Safety

It is the responsibility of The Hirer to ensure that the fire regulations and evacuation procedures, outlined below and during the centre induction, are understood, and, in the event of a fire, are followed.

The Hirer should not allow any of the following during their hire period:-

- No fire doors should be propped open
- No fire evacuation routes should be obstructed
- No damage should be done to any fire safety equipment,
- No accumulations of any combustible materials should occur
- No activities likely to cause a fire risk should be undertaken.

In the event of a fire, the Hirer should ensure their party leaves the building via one of the designated fire exits and musters in Jersey Street opposite the main entrance to the centre. The Hirer should then call the Fire Brigade on 999 and then call the HCA emergency contact number 07562 958538 to advise them. The Hirer (nor any of their party) should NOT attempt to tackle the fire themselves.

If the fire alarm has been triggered accidentally and there is no fire, the Hirer should follow the instructions under the alarm panel by the Front Door to reset the alarm. If the Fire Brigade are called for a false alarm, there is a call out charge, which will be passed on to the Hirer.

10. Noise

The Hanover Community Centre is situated in a densely populated residential area and all users of the Centre must be aware of the possibility of noise nuisance for our neighbours. The Hirer is responsible for any noise nuisance caused during use of the premises or by anyone for whose presence The Hirer is responsible. Any music or loud noise must end by 10.30 pm and all bookings must end by 11.00 pm (9.00pm and 10.00pm respectively during the week). The Hirer must ensure that members of the Hirer's group leave the premises quietly at the end of the evening. The Hirer must ensure that the fire escape doors into the garden are not opened while music is being played or any other noisy activity is going on in the lower hall.

If the HCA receive noise complaints from neighbours of the premises which are considered justified, the HCA will regard this as a serious breach of the hire conditions and may withhold all of the Hirer's deposit in consequence.

11. Garden

Fire escape routes from the building to outside must not obstructed at any time. The Hirer must not lock or obstruct the garden gates. Fireworks must not be let off in the garden area and barbecues/naked flames are not permitted. Children must be supervised by an adult at all times when they are in the garden area. Please note that hirers of the Lower Hall do not enjoy exclusive use of the Garden without the explicit agreement of HCA Trustees.

12. Damage

Any damage done to the Centre's equipment or the building itself should be reported to the Centre as soon as possible. The cost of any damage that is the fault of the Hirer will be deducted from their deposit.

13. The Hirer's Equipment and Decorations

Materials or equipment that might introduce a safety hazard, cleaning problems or inconvenience to other users, for example straw, hay, sawdust, flammable drapes, glues, paints or cooking equipment may not be brought into the premises (including the garden) without prior agreement of the HCA. Any electrical equipment brought by the Hirer into the Centre must be PAT-tested. Permission may be refused or additional conditions imposed on the Hirer's hire to mitigate hazards. The Hirer must not use smoke machines on the premises. If the Hirer intends to introduce decorations or signs into the building, the Hirer must inform the HCA. The Hirer must not use permanent or semi-permanent fittings, for example nails, screws, staples and drawing pins. The Hirer must not attach anything to the acoustic drapes in the lower hall, or to electrical wires, gas or water pipes, or electric, gas or water fittings. Blue tack and masking tape are permitted.

14. Insurance

The Hanover Community Centre is insured for the HCA's public liabilities and the Hirer may inspect the certificate of insurance on request. The HCA does not insure users against risks resulting from the activities they undertake. It is the Hirer's responsibility to take out appropriate insurance for their activity at the Centre, or confirm their external suppliers hold the appropriate insurance to cover all aspects of their activity/equipment, which they may be required to provide a copy of to the HCA.

14. Health & Safety

The Hirer must ensure that activities, levels of supervision, working practices and equipment comply with current health and safety legislation and guidance. The Hirer must take reasonable care at all times for the safety of all those present at their event, or who might be affected by their event.

15. Accidents

Please report any accident or near-miss to the Centre Manager at centre@hanovercc.org or on 07562 958538 as soon as possible.

In accordance with the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulation' 1995, certain types of accident or injury must be reported to the Health and Safety Executive (HSE). The Manager will help you to complete the relevant documentation on request.

There is a first-aid box in the kitchen, the upper hall and the meeting room. The Hirer must notify the office if any supplies are used so that the HCA can re-stock.

16. Right to Refuse an Application for a Booking

We reserve the right to refuse an application to use the Hall's facilities.

17. After the Hire Period

You are responsible at the end of the hire for ensuring that:

- Everything is left clean and tidy
- Rubbish is removed from the Hall and disposed of responsibly All equipment, chairs and tables have been returned to storage positions
- The premises are cleared of people, all lights and heaters are switched off
- Internal doors are closed and external doors and windows are locked securely

18. Variations or Additions to the Conditions

The HCA reserves the right at any time to vary or add to any of these conditions either generally or in respect of any particular letting or grant of lettings.