



## Longtown Memorial Hall Community Centre/Club Ltd

Owned by Carlisle City Council and Managed in Partnership with the Local Community  
Reg Charity No. 242423

Athuret Road, Longtown, Carlisle CA6 5SJ

Tel 01228 791876 Fax 01228 792271

email [nigelw@carlisle-city.gov.uk](mailto:nigelw@carlisle-city.gov.uk) [www.longtowncommunitycentre.org.uk](http://www.longtowncommunitycentre.org.uk)

Business Registration Number: 5527011 Registered Office as above

## General Hire Agreement/Licensed Function Form

### 1. Name and address of hirer/organisation on behalf of which application is made

Name .....

Address .....

..... Post code .....

Telephone ..... Mobile .....

Email .....

### 2. Please tick which part of premises required

#### Main Hall

- Business Rate: £30.00 per hour
- All Day Rate: £80.00 (including additional rooms: but **price does not include a bar licence, kitchen or crockery fees**)
- Statutory Organisations Rate: £18.00 per hour (eg Local Authority/Health Authority meetings AGM's)
- Member's Licensed Function Rate: £35.00. Bookings will only be accepted from a current and full paid up Community Centre member, who must be aged 18 or over. The booking must be for a private licensed unction only. This price does not include a bar license, kitchen or crockery fees).
- Bar License Fee: £10.00
- Kitchen Hire: £6.00 per hour
- Crockery charges: £10.00 to cater for up to 30 people; £20.00 to cater for over 30 people
- Childrens Parties: £8.00 per hour
- Local Group Licensed Function Rate; £11.00 per hour. This tariff applies to any community group or charity with a registered office or secrtary's address in Arthuret or Kirkandrews parishes. The person making the booking must be 18 or over.
- Non - member/Group Licensed Rate; £18.00 per hour. This tariff applies to any individual or to community groups and charities based outside Arthuret and Kirkandrews parishes. The person making the booking must be 18 or over.

#### Lounge

- Business Rate: £10.00 per hour
- Statutory Organisations Rate: £10.00 per hour
- Childrens Parties: £8.00 per hour

**Bar**

Business Rate: £12.00 per hour

Statutory Organisations Rate: £10.00 per hour

All day Rate: £65.00 per day

Function Rate: £8.00 per hour

Catering can be provided - please ask for rate and confirm type of catering you have requested

**No 18th Birthday party bookings will be taken**

3. Date(s) on which premises are required .....

4. Times that premises are required: from ..... am/pm to ..... am/pm

5. Purpose for which premises are required .....

**If the hall is to be used for dancing, DO NOT PUT POWDER ON THE FLOOR You will be charged in full for any damage caused as a result.**

6. State whether a collection or admission is to be made  Yes  No

Please indicate the purpose to which proceeds are to be devoted .....

7. Numbers expected to be admitted .....

**PLEASE NOTE**

**Accommodation limits: The total number of persons allowed on the premises at any one time, including members of the public, staff and performers shall not exceed:**

Category (a) Closely seated audiences	250
Category (b) Dancing and cabaret audiences using tables and chairs	140
Category (c) Dancing only no tables and chairs	200

8. Is special equipment required, e.g. projector; screen; Powerpoint; etc, or the removal or introduction of furniture?  
 Yes  No Please specify: .....

9. Does the function involve opera, pantomime, stage plays, dancing, singing or any other type of public entertainment?  
 Yes  No Please specify: .....

**10. Special Requirements**

Are any of the following required?

- Space reserved for wheelchair
- Disabled parking
- Facilities for your assistant/carer to accompany you
- Induction loop
- Dietary needs Please specify: .....

**Letting Regulations**

1. No sub-letting is allowed
2. All alcohol and soft drinks consumed on the premises must be purchased through the Community Centre, except with prior permission, which is only given at the discretion of the management. Corkage will be charged at £2.50 per bottle on any wine or soft drink which were not purchased through the Community Centre. All beer and spirits must be purchased on the premises.
3. The hirer must ensure that:
  - a) no alcohol is taken outside the bar or main hall and consumed in the car park or environs
  - b) every person attending the function leaves the premises quietly without any undue disturbance of the immediate neighbourhood.

## Letting Regulations continued

4. The premises shall be vacated by the time on the booking form
5. The Hirer shall be totally responsible for any damages incurred.
6. The Hirer shall be responsible for good order.
7. The Hirer must ensure that where music is involved, volume levels are maintained to statutory levels to avoid disturbing the neighbours
8. Users shall only have access to room(s) hired
9. Gambling is not allowed unless the correct licenses have been obtained
10. The Hirer must be over 18 years of age
11. The Hirer must be present on the premises at all times throughout the hire period
12. The Hirer is responsible for leaving the premises in good order on completion of the hire period
13. The Hirer should note that NO function may continue after 11pm without prior arrangement with the Centre Manager
14. The Hirer must ensure that ALL Health and Safety regulations are complied with and no more than the number permitted are allowed onto the premises.
15. The Hirer is fully responsible for ensuring that full and appropriate public liability insurance is in place to cover the hire agreement.
16. The Hirer should indemnify Carlisle City Council/Longtown Memorial Hall Community Centre/Club Ltd Management Trustees/Directors/Staff against all actions, proceedings, claims and demands brought against or made against Carlisle City Council and the Management Trustees/Directors/Staff in respect of any loss damage or injury sustained by any person during the period of the letting and arising out of the letting, except insofar as it is proved that Carlisle City Council and the Management Trustees/Directors/Staff were negligent.
17. The Hirer must ensure compliance to the Standard Conditions for Premises License, Licensing Act 2002, particularly in relation to stroboscopic lights and flame/smoke/dry ice machines.
18. Bouncy castles are prohibited.
19. The Centre Manager/Management Trustees/Directors have the right to refuse an application to use the Centre's facilities if the use by a particular association or individual presents a risk of public disorder or of alienating the association's beneficiaries or supporters.
20. Failure to comply with any of these conditions may result in the refusal of any further applications.

When the Community Centre/Club Ltd is not responsible for the catering, arrangements must be made with the Centre for kitchen facilities. All setting up and clearing away of food must be undertaken by the hirer before leaving the premises and any waste disposed of in an accepted method. Please note the kitchen hire charge.

Please note that Longtown Memorial Hall Community Centre/Club Ltd operates a non-smoking policy throughout the building.

Smoking is permitted in the car park, but smokers are required to keep well away from exit routes. ALCOHOL MUST NOT BE TAKEN OUTSIDE.

All children's entertainers, outside caterers, discos, live music acts/bands, must hold full and appropriate public liability insurance cover. You, as Hirer, MUST ensure that this is strictly applied.

If needed, proof of insurance will be requested.

You, as Hirer, must also ensure that you hold full and appropriate insurance cover for your event, as described in this hire agreement.

### Declaration

I confirm that I have read and fully understood the LETTING REGULATIONS and TERMS and CONDITIONS of HIRE and the Health and Safety and Fire Safety regulations and procedures of the Centre. I agree to take full responsibility for ensuring full compliance with those rules and conditions that apply to my event.

Signed .....

Date .....

Booking accepted by staff member .....

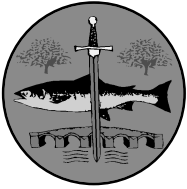
Date .....

### For Office Use Only

Payment received .....

Invoiced amount £ ..... on ..... (date)

Remaining amount £ ..... received on ..... (date)



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## Hire Agreement Health and Safety Hire Checklist

Has the hirer been advised of the following?

- Where the fire fighting equipment is located and how to use it
- Fire exit location (fire doors must **not** be wedged open or obstructed)
- Fire alarm system and point location\*
- Where to find the telephone (for emergencies) *Behind the Coffee Bar Counter and in the Upstairs Bar*
- Where to find the First Aid kit *Behind the Coffee Bar Counter and in the Main Hall Kitchen*
- Toilet facilities
- House-keeping equipment
- Kitchen facilities including use of cooker, hot water boiler, etc
- How to use the microphone, DVD, radio, etc
- The condition of the room that will be used during the hire
- The condition of the Centre before rental, including a full site visit
- Emergency telephone numbers of staff
- The hirer has been taken through the conditions of the hire agreement in full

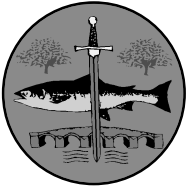
\*It is the policy of the Community Centre to undertake a Fire and Safety check before all functions

Please sign below to confirm you have been advised of the above

Hirer ..... Date .....

Signed on behalf of Longtown Memorial Hall Community Centre/Club Ltd

..... Date .....



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## **Hire Agreement Procedure**

- Until a hire agreement form has been completed, no booking has been made
- The hirer should be shown around the building, highlighting fire exits, emergency procedures, first aid boxes, etc. **Staff should try to ensure that this is done at the time of booking.**
- Take contact details of any booking enquiry (eg name, address, telephone number, email) and keep them in the Hire Agreement Folder
- All hirers must be given a copy of the relevant hire agreement form, eg Community Group, Licensed Booking
- The returned hire agreement form, completed by the hirer, **must then be signed by a member of staff**
- That signed hire agreement must be retained in the Hire Agreement Folder
- A photocopy of the signed hire agreement must be sent to the hirer, along with a copy of the Fire Procedure poster and a plan of the building, a "Have Your Say"



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**Hire Agreement Application Form for Community Groups**

For use by any Community Group booking Longtown Memorial Hall Community Centre for a non-licensed event

Name of Group .....

Name & Address of Affiliated Organisation .....

.....

Post code ..... Telephone ..... Mobile .....

Name of Group Emergency Contact/Leader .....

Address .....

.....

Post code ..... Telephone ..... Mobile .....

Email .....

Group description/activities .....

.....

(to ensure good practice, we recommend that parents/guardians/carers are actively encouraged to stay with their children during the activity)

Number attending ..... Age range of group .....

Day/s on which premises are required .....

Times that premises are required: from ..... to .....

Does your group have any special requirements? .....

.....

## Hire Agreement Application Form for Community Groups continued

Please tick premises required:

Main Hall £11.00 per hour    Lounge £8.00 per hour    Bar £10.00 per hour

Or for a group activity for under 16s organised by the Community Centre or a Community Group  
e.g. Rainbows; Brownies

Young people's levy charge: 60p per person per session

Will the group have an appointed First Aider present? Yes:  No:

Do you hold group insurance cover for your activities? Yes:  No:

(If yes, please attach a copy. You should hold Public Liability Cover for your group)

Do you operate with a Child Protection Policy? Yes:  No:

(If yes, please attach a copy)

Have you completed Group Risk Assessment(s)? Yes:  No:

(If yes, please attach a copy. You must inform the Centre IMMEDIATELY of any concerns.)

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4. The Hirer shall be responsible for good order.
5. Users shall only have access to room(s) hired
6. The Hirer must be over 18 years of age
7. The Hirer must be present on the premises at all times throughout the hire period
8. The Hirer is responsible for leaving the premises in good order on completion of the hire period
9. The Hirer must ensure that ALL Health and Safety regulations are complied with and no more than the number permitted are allowed onto the premises.
10. The Hirer is fully responsible for ensuring that full and appropriate public liability insurance is in place to cover the hire agreement.
11. The Hirer should indemnify Carlisle City Council/Longtown Memorial Hall Community Centre/Club Ltd Management Trustees/Directors/Staff against all actions, proceedings, claims and demands brought against or made against Carlisle City Council and the Management Trustees/Directors/Staff in respect of any loss damage or injury sustained by any person during the period of the letting and arising out of the letting, except insofar as it is proved that Carlisle City Council and the Management Trustees/Directors/Staff were negligent.

## Hire Agreement Application Form for Community Groups continued

12. The Centre Manager/Management Trustees/Directors have the right to refuse an application to use the Centre's facilities if the use by a particular association or individual presents a risk of public disorder or of alienating the association's beneficiaries or supporters.

**13. Failure to comply with any of these conditions may result in the refusal of any further applications.**

**I confirm that the information I have provided is a true and accurate record and that I have read and fully understood the Letting Regulations and the Longtown Memorial Hall Community Centre/Club Ltd/Youth Project Emergency Action Plan and Fire Prevention and Precaution Code of Practice.**

Signature:..... Date:.....

Booking accepted by staff member:.....

Date:.....