

Chantry Centre Terms & Conditions of Hire

A vibrant hub at the centre of our community

Bookings and Fees

1. All bookings are subject to Hirer's acceptance of these terms and conditions and receipt of a non-refundable deposit. Failure to pay the required deposit may result in the Premises being let to other users.
2. The balance of the hire charge will normally be invoiced within a week of the event.

Availability

3. Bookings are accepted in good faith that the Premises will be available. However, the Management will not accept any responsibility for losses sustained by the Hirer in the event that the Premises or any part of the Premises is not available as a result of accident, damage, services failure, or any other similar situation outside Management control.

Door Supervisors

4. The Management will inform the Hirer when Security Industry Recognised Door Supervisors are a requirement of a booking. This is not generally necessary for private events. The cost of door supervisors will be the responsibility of the Hirer.

Alcohol

5. Unless otherwise agreed, only alcohol purchased on the premises can be consumed in the Premises. The Management reserves the right to close down any function where alcohol has been purchased off site and brought into the Premises.
6. The "Challenge 21" scheme, which requires bar staff to request photographic identification of anyone they suspect of being under 21 years of age is operational in the Premises. It is a fundamental requirement of Premises hire that the Hirer informs the Management when the target age of those attending a planned function includes 21's. Functions which specifically target under 18's such as sixth form parties, 18th birthday parties and youth discos etc. will generally only be permitted as non-alcoholic functions.

Food

7. Food may only be brought into the Premises with the express consent of the Management which shall not be unreasonably withheld. Health and Safety regulations require the Management to stipulate that food prepared off site for consumption in the Premises should be consumed within 4 hours of preparation.

Smoking and Vaping

8. The Premises are strictly no smoking (including vaping).

Furniture & equipment

9. All furniture and equipment provided by the Premises must be used for the intended purpose. Standing on chairs and tables etc. is not acceptable. The cost of any damage to the Premises furniture, equipment, fittings, toilets etc. will be charged to the Hirer. It is the responsibility of the Hirer to identify any damage found prior to commencement of a function in the Premises.

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Modifications

10. Modification of electrical circuits and equipment, spotlights, stage curtains or anything else that forms part of the fabric and structure of the Premises will not be permitted.

Loss, damage etc.

11. The Management accept no responsibility for damage to, or loss of property of the Hirer or for third party claims arising from anything brought into the Premises or for the conduct and behaviour of those attending the party.

12. Confetti (whether loose or within balloons) shall not be permitted to be used on the Premises. Natural/biodegradable confetti shall be permitted outside. There will be an additional cleaning fee of £50 per hour if confetti is used on the Premises.

Health and Safety

13. The Management have undertaken a Fire Risk Assessment for the Premises. It shall be a requirement of the booking that the Hirer familiarises themselves with the Health and Safety requirements for the Premises and it shall be the responsibility of the Hirer to undertake any other health and safety risk assessments as may be necessary, a copy of which shall be promptly provided to the Management.

14. The Hirer must nominate a Responsible Person to take charge in case of Fire who shall;

- advise event attendees of the Fire Action Plan prior to the event commencing;
- nominate an adequate number of fire marshals as set out in the Fire Action Plan;
- ensure that all persons on the Premises can escape via Fire Exits and to assemble in the nominated assembly area.

15. Improper operation of the Fire Alarm or extinguishers will result in an additional £200 charge. Fire Doors MUST remain unobstructed during the hire.

16. In addition to room(s) hired, Hirers will also have access to common areas of the Premises (e.g. toilets). Hirers should not access any other part of the Premises including but not limited to rooms hired by others, behind bar and serving areas.

17. Any electrical equipment brought onto the Premises by the Hirer, or on behalf of the Hirer (i.e. Music players, Disco equipment, etc.) must be PAT Certified.

18. The Hirer must report all accidents, damage and illness to the Management as soon as possible. In the event if any accident involving injury the Hirer shall complete the relevant section in the Chantry Centre accident book. Certain types of accident or injury must be also reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Inflatable Bouncy Castle & Soft Play Equipment

19. It is the responsibility of the Hirers to ensure that all possible steps are taken to avoid injury or damage to the equipment. Children must be supervised at all times. It is strongly recommended that no-one with a history of back or neck problems uses the bouncy castle.

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20. No food or drinks are to be consumed on the bouncy castle or soft play equipment.
21. All shoes, badges, jewellery MUST be removed. It is recommended that spectacles are also removed.
22. Climbing, hanging or sitting on the walls of the bouncy castle is dangerous and must not be allowed. Bouncing on the step/front apron of the bouncy castle is not permitted. The step is there to help users get on and off.
23. If using slides children must be sat down, no jumping, somersaults or head first off the top of the slide.

Vulnerable Persons

24. All Hirers are reminded of their legal obligations with respect to Vulnerable Persons – being children under 18 years of age or adults who need or may need help and services to live in the community. The Chantry Centre is committed to ensuring that all Vulnerable Persons using the Premises remain safe and the Management are required to report any incidents of suspected or potential abuse to the Chair for referral to the appropriate authorities.