

# Necton Community Centre

13 Tun's Road, Necton, Norfolk. PE37 8EH  
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## Conditions of Hire

**Hiring Deposit:** A deposit of 50% of the hire charge is required to secure the booking.

**Damage Deposit:** A cash damage deposit is charged in addition to the hire charge. Subject to there being no damage to, or loss of NRCC property, the damage deposit will be returned in full within 14 days.

**No Dogs:** Except for registered guide dogs, allowed on any part of the premises owned by the NRCC. This includes buildings, car parks, playing field, and play and keep fit sites.

**No Smoking:** Allowed anywhere within the premises.

**Use of Premises:** The hirer shall not use the premises for any purpose other than that specified on the Hire Agreement and shall not sub-hire or use the premises for any unlawful purpose or allow unlawful acts to take place within or outside the premises. In the event of this happening, the police will be contacted.

**Public Safety:** The hirer must comply with all Health & Safety Regulations and is responsible for the supervision of all persons using the premises whilst the premises are in their charge. This includes the car parks.

**Max numbers:** the number of persons attending the event must not exceed the following: seated in rows 140 + 10 not seated; seated at tables 120 + 10 not seated; Standing 150; Dance 100 + 10 bar staff and entertainers.

**Exits:** The hirer must familiarise themselves with the location of the Fire Exits and Fire Extinguishers prior to commencement of the hiring. The location of Fire Exits and Fire Extinguishers should be made known to your guests / attendees. The Fire Exits must be kept clear at all times. In the event of fire, the premises should be vacated in an orderly manner using the appropriate Fire Exits. The Fire Brigade must be called by dialling 999.

**Accidents:** The hirer must report all accidents involving injury to a member of the public to the Clerk as soon as possible and enter details in the Accident Record Book (located in the first aid box in kitchen)

**First Aid Box:** Is in the kitchen together with the Accident Record Book.

**Heating:** Heating and Air Conditioning is by the Air Source Units. These are operated by the remote controls in a bracket near each unit with the operating instructions. The temperature is pre-set.

**Telephone:** There is no access to a land-line telephone on the premises. Hirers should arrange for at least 2 mobile phones to be made available in case of emergencies.

**WiFi access:** Please ask the Clerk for access details in advance of your hire date.

**Insurance:** NRCC insurance does not include cover for individuals or groups hiring the hall for a private function who have no cover of their own. The cover is for £2 million and provides only for non-commercial activities, which are for the benefit of the local community. Business hirers must arrange their own insurance.

Not covered by NRCC insurance are events, activities and exhibitions involving:

- Weapons
- Passenger carrying amusement devices
- Animal rides of any kind
- Ballooning or aerial activities including parachuting, paragliding or parascending
- Go-carting, quad biking or motor sports
- Bungee jumping or abseiling
- Professional sport teams or persons
- Individual exhibitions valued at over £250,000
- Racing or time trials other than on foot
- Activity involving watercraft
- Firework displays or bonfires
- Bouncy castles and other inflatable devices
- Jousting competitions
- 'it's a knockout' type competitions
- Donkey derby races.

Any of the above activities will require separate insurance cover and proof of this cover must be provided.

**Indemnity:** the hirer should take adequate indemnity insurance to cover any claims arising from the staging of their event, which are not covered by the NRCC insurance.

**The Hirer is responsible for:**

- Reporting all damage to the booking clerk and for all costs incurred in repairing and/or replacing damaged or lost goods.
- Ensuring that no glass (bottles or glasses) are taken out of the building.
- Clearing any litter left by guests outside the hall and surrounding areas.
- Ensuring that all chairs, tables, crockery and cutlery are returned to their original positions.
- Ensuring that all spillages are cleared and table tops are wiped clean.
- Ensuring that the vinyl flooring is not damaged by dragging chairs and tables across the floor. Please use the trolley when moving chairs.
- At the end of hiring, checking that all doors and windows are closed and locked and all lights and power points are switched off.
- Ensuring the orderly behaviour of all guests and that they do not cause undue annoyance or noise disturbance to persons in adjacent properties.
- Returning all internal keys to the key box, locking the box and returning the access keys to the key holder immediately after the hiring.
- Leaving the premises in a clean and tidy condition. Brooms, dustpans and mop & bucket are in the cupboard in the ladies toilet.
- Please do not leave excessive waste for disposal by the NRCC.