

EMSWORTH COMMUNITY ASSOCIATION - HIRING RATES (from 1st April 2026) – Revised February 2025

Regular Bookings –

Commercial Hourly Rates:

• Assembly Room	£18.72
• Half Assembly Room (Car Park end)	£14.28
• Half Assembly Room (Middle section)	£12.08
• Lumley Room	£18.48
• Mountford 1	£18.48
• Mountford 2	£18.48
• Mountford 1&2	£30.00
• Mountford 3	£18.48

Regular Bookings –

Non-Commercial (not for profit) Hourly Rates:

• Assembly Room	£16.80
• Half Assembly Room (Car Park end)	£13.16
• Half Assembly Room (Middle section)	£11.08
• Lumley Room	£16.28
• Mountford 1	£16.28
• Mountford 2	£16.28
• Mountford 1&2	£26.00
• Mountford 3	£16.28

One-off Bookings –

Commercial Hourly Rates:

• Assembly Room	£23.20
• Half Assembly Room (Car Park end)	£19.00
• Half Assembly Room (Middle section)	£16.80
• Lumley Room	£21.50
• Mountford 1	£23.20
• Mountford 2	£23.20
• Mountford 1&2	£37.80
• Mountford 3	£23.20

One-off Bookings –

Non-Commercial (not for profit) Hourly Rates:

• Assembly Room	£21.00
• Half Assembly Room (Car Park end)	£16.80
• Half Assembly Room (Middle section)	£14.72
• Lumley Room	£21.00
• Mountford 1	£21.00
• Mountford 2	£21.00
• Mountford 1&2	£35.72
• Mountford 3	£21.00

Whole Day Room Bookings:

• Commercial (9.00 – 18.00)	£190
• Non-Commercial	£160

Weekend Hire:

(To include Assembly Room and Mountford Rooms, Not Lumley Room) Sat & Sun

• Commercial	£500
• Non-Commercial	£400

Use of Kitchen:

• Full Use of Kitchen for parties (with use of Cooker/Oven)	£26
• All day full use of kitchen for parties	£41
• Buffet Use of Kitchen	£7.50
• Using Facilities for making Tea/Coffee	£3

For Events where commercial Catering is involved all day, Hire £80 + £60 cleaning (refundable)

Party Rates: (for Assembly Room or Mountford Rooms, Not Lumley Room)

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|-------------------------------------|------|
| • Children's Parties (under 12 yrs) | £66 |
| • All Day Parties (9-5) | £160 |
| • Early evening parties (5-9) | £160 |
| • Evening parties (6-11) | £180 |

+ £100 damage deposit, refunded if the room is left in correct / clean condition.

EMSWORTH COMMUNITY ASSOCIATION - HIRING AGREEMENT (revised August 2024)

The person who signs the booking form and agrees the suitability of the room is deemed to be the hirer. (The hirer must be 18 or over).

1. Hirer:

- (a) Hirers are responsible for ensuring that they have appropriate insurance to cover their own activity.
- (b) All commercial (for profit) hirers must have their own Public Liability Insurance. Please supply a copy of your valid annual certificates with your booking.
- (c) Leaders of classes are required to hold relevant qualifications and if classes include young or vulnerable people, this must include relevant police checks (e.g., DBS)
- (d) Leaders of sporting/physical activities should hold a First Aid qualification and insurance to cover their activities.

2. Usage:

- (a) The hirer may use the accommodation for the agreed purpose and for the time booked.
- (b) Equipment brought in must be taken away after sessions unless another agreement for storage has been arranged.
- (c) Electrical equipment brought in must be PAT certified. Flammable, dangerous, or illegal substances are not permitted on the premises.
- (d) Any rubbish produced by the Hirer must be taken away by the hirer. Rooms must be left tidy and in good order. Tables used must be cleaned after use.
- (e) Electricity, Heating and Lighting system must NOT be altered. Doors/windows must be closed and lights turned off when leaving the room.
- (f) The permitted number of people in each room must not be exceeded. This is available from the office.
- (g) Alcohol must NOT be sold unless a licence has been granted, (please provide a copy of the licence certificate at time of booking). It must not be sold to, or allowed to be consumed by, anyone aged under 18.
- (h) Smoking is not permitted in any part of the building.
- (i) Smoke machines are NOT allowed in any part of the building.
- (j) The hirer will be responsible for ensuring that all visitors are aware of the Notices of Evacuation plans and of any fire precautions in place. These are located near all emergency exits. They will be responsible for ensuring the evacuation of their group in an emergency or drill.

3 Regular Bookings: (weekly/monthly etc...)

- (a) These must be paid in full within 14 days from invoice date. Non-payment will result in the room being released for an alternative booking and the possibility that future booking will not be accepted.
- (b) Setting up and clearing away time is included in the period booked. Should additional time be required for this purpose then further charges may be incurred.
- (c) Cancellations made within one month of the booked date will not be refunded. Exceptions may apply but only with Trustees agreement.

Please supply a valid annual liability insurance certificate with booking confirmation.

4. Party and/or Occasional Bookings:

- (a) These must be paid for at the time of a booking being confirmed along with **a cash deposit of £100 to cover the cost of any damage or for additional cleaning.** A provisional booking will be held for two weeks.
- (b) Use of the kitchen is a separate booking with its own hiring fee. All crockery, surfaces and utensils must be left clean and in their rightful places. Hirers are advised to **bring their own tea towels.**
- (c) Accommodation must be left clean and in a tidy manner & all Rubbish produced **MUST** be taken home.
- (d) Cancellations made within one month of the booked date will not be refunded. Exceptions may apply but only with Trustees agreement.
- (e) Children's parties - Where bouncy castles / inflatables are required, please abide by the special condition below. Liability insurance certificate and confirmation that the operator is fully trained is required in writing from the supplier.

Inflatable Equipment Endorsement

Applicable to Section 9 Employers' Liability, Section 10 Public Liability and Section 11 Products Liability

The *Insured* must ensure that, in connection with bouncy castles or similar inflatable devices, that:

- 1** all operators have sufficient training and knowledge to understand the procedures and rules regarding the safe use and operation of such devices;
 - 2** the maximum number of persons allowed in or on such devices at any time will not exceed the number outlined in the manufacturers' guidelines or recommendations and such devices are supervised at all times by the operator(s).
 - 3** all outdoor devices have adequate anchorage points which must be used at all times.
 - 4** all devices are inspected daily prior to use and at least annually by a competent person and the records of such inspections retained by the *Insured* for 3 years; and
 - a** all defects or risks to health & safety immediately rectified; or
 - b** the device taken out of use until satisfactorily repaired.
 - 5** where hired in:
 - a** the *Insured* have in place a system of check to ensure that the supplier(s) of the inflatable device(s) has Public and Products Liability insurance and that the *Insured* keep a written record of their insurer and policy number; and
 - b** the limit of indemnity under such policy is £5,000,000 or equivalent to the limit of indemnity under the Public and Products Liability Sections of this policy, whichever is the lesser amount
- Subject otherwise to the terms, conditions and exclusions of the Policy.

5. Exceptional bookings: e.g., complete weekends, must be agreed by the Trustees before being accepted.

The Trustees of the Emsworth Community Association have the right to deny any bookings that might bring the Association into disrepute.

Name of Hirer (caps) Signature.....

Group Name Date

Hirers agree to accept the conditions and responsibilities outlined above by signing this Hiring Agreement.