



ST. JOHN'S ARTS AND RECREATION CENTRE

St. John's Walk, Market Street, Old Harlow, CM17 0AJ.

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CONDITIONS OF HIRE

(Applicable to ALL bookings, occasional and regular, whether Private Hire or on behalf of a Group.)

1. Parking

EMERGENCY VEHICLE ACCESS TO THE BUILDING MUST BE MAINTAINED AT ALL TIMES. A speed limit of 5mph applies, please be aware of children playing in front of the Building. Cars should only be parked in the designated spaces or in the public car parks. Do not block pedestrians' access to the sheltered housing (Black Lion Court). Tickets or invitations should carry this parking advice. Loading and unloading should be carried out quickly and quietly. **UNDER NO CIRCUMSTANCE SHOULD THIS GO ON AFTER 11.30pm.** Avoid any disturbance to our neighbours and do respect the residential location of the Building. **PLEASE LEAVE QUIETLY: THIS IS A RESIDENTIAL AREA.**

2. Amplified Music

AMPLIFIED MUSIC MUST CEASE BY 11.00pm. Curtains should be drawn and doors and windows closed, so that amplified music is never loud enough to cause a nuisance. Discos are not permitted.

3. Public Safety

ALL USERS must be familiar with the location of Fire Exits, Extinguishers and the Assembly Point, which is the Car Park. Fire Exits must not be blocked and the Responsible Person should keep a register of all people in the building. Bare-foot activities should only be done on a protective mat, to avoid risk of injury. To avoid damaging the Hall floor, stiletto heels and dark-soled trainers should not be worn. All spillages should be cleaned up immediately and a notice indicating a wet floor displayed. Controls on radiators and the central heating system should not be touched. Blu-tack, Sellotape, etc. should not be used to affix anything to the walls. A dado rail is provided, to which notices can be fixed. The Responsible Person must provide First Aid cover during the period of hire. All accidents must be reported to the Management at the earliest opportunity and recorded in the Accident Book.

4. Tower

The Tower is out of bounds at all times and must be kept locked. Special dispensation is needed from the Management to gain access to the tower: any such access shall be restricted to one ADULT only.

5. Piano

The piano is valuable and delicate. It should not be moved or played without prior arrangement. The Management charges an additional fee for use of the piano. When not in use, the piano must always have its protective cover fitted. At no time should anything be placed on the piano.

6. Sound System

A sound system is available for all users. It includes a pair of wireless microphones and a special box for interfacing to a laptop computer. It also features an induction loop system for the hard of hearing. Additional facilities may be made available by special arrangement. It will not reproduce loud music.

7. Smoking

THIS IS FORBIDDEN IN ALL PARTS OF THE BUILDING.

8. Kitchen and Serving Area

UNDER NO CIRCUMSTANCES ARE CHILDREN ALLOWED INTO THE KITCHEN OR SERVING AREA. The Hall, Refectory, Vestry Room, Toilets, Kitchen and Serving Area must be left in a clean, dry and decent condition within the period of hire. The Management reserve the right to extend the period of hire and to surcharge for caretakers' and cleaners' time, until this condition is fulfilled.

9. Alcohol

The Hirer must obtain a licence (contact Harlow Council for details) to sell alcoholic drinks. A licence is not required if the alcoholic drinks are provided free of charge or included in the ticket price.

10. Food, Drink and Rubbish

Food and drink may only be stored by prior arrangement with the Management and the Hirer must remove rubbish and unwanted food/drink from the premises at the end of the hire period. The ARC's rubbish bins are not to be used. All setting-up and clearing away must be done within the hire period. **THE HIRER MUST NOTIFY ALL OF THEIR CATERERS AND BAR STAFF OF THIS CONDITION.**

11. Refreshments

Hirers are responsible for providing and clearing away their own refreshments. The kitchen facilities: hot water boiler, oven, fridge, dishwasher, cold water drink dispenser, etc. may be used at no charge. Any additional refreshments (e.g. tea, coffee, biscuits) provided by the Management will be charged for separately and such provision must be agreed with the Management in advance of the hire period.

12. Outside the Building

Hirers may use the grassed area outside the double doors of the Refectory. Please remember that this is still a graveyard. Barbecues, hog or spit roasts and bouncy castles are specifically banned.

13. Security: Last Person Out

Hirers must not leave the Building unattended during the period of hire. The Management does not give out keys for Private Hire. Hirers are responsible for their use of the Building within the hire period shown on the booking form and for any extra period stipulated by Management. Late arrival or early departure does not affect the period of hire.

The Responsible Person, if no-one is left in the Building, must ensure that ALL electrical appliances (e.g. water heater, coffee machine, dishwasher, oven, etc.) and lights are switched off, except for one security light in the lobby. Instructions on the switchboard should be followed. ALL doors must be securely closed, especially the double doors at the far end of the Refectory. Chairs should be put away along the west end wall, stacked in piles of six. All taps in the kitchen area and toilets must be turned off, not left dripping.

Keyholders must ensure that all lockable doors are locked, when leaving the building.

A separate "Regular Hire Checklist" is available for those entrusted with locking-up.

14. Insurance

For Group bookings, the Hirer is required to have Public Liability Insurance covering any activities for which the Building is being hired. This is particularly important for any sports activity, for the use of children's play equipment and for activities which involve children under 18 years of age, disadvantaged adults, elderly or disabled people. A copy of the Hirer's Insurance Certificate may be requested at any time.

15. Publicity for Public Events

Hirers are responsible for providing and distributing their own publicity material for public events. The Management may, at its discretion, offer to include supplied publicity material in ARC mailshots and internet-based advertising, or to create and distribute its own publicity material, to promote any events which are open to the public. The Management offer no warranty for this service and shall not be held liable for any errors or omissions in its material, nor for any failure to distribute publicity material supplied by the Hirer. The Hirer shall indemnify the Management against any claims arising out of all publicity material pertinent to the event.

16. Lost property

The Management is not responsible for any property left in the Building. Any property left by the hirer or guests after an event will be disposed of after 30 days, if not collected.

17. Damage

Any damage to the Building, fixtures or furniture, including loss or breakage of crockery, etc, must be reported to Management at the earliest opportunity and be paid for.

18. WiFi Internet Access

This is available within the building. Please contact the ARC Management for details and a password.

19. Payment and Cancellation

Payment in full (plus a deposit, where stated on the hire form) is required at least 1 week (1 month, in the case of wedding receptions or recording hire) before the event/hire period commences. Special arrangements will be made for regular groups. There is no refund for cancelled or postponed events, even for regular users, if there is less than 2 weeks to the event. All bookings must be paid for in full.

20. In Case of Emergency

The ARC Manager, Jane Quinton, should be contacted: home and mobile phone numbers are shown on the wall by the kitchen door, next to the Certificate of Insurance.

**HIRERS ARE RESPONSIBLE FOR REMOVING ALL OF THEIR RUBBISH FROM THE ARC AND THE VICINITY OF THE ARC.
PLEASE RETAIN THIS "CONDITIONS OF HIRE" DOCUMENT FOR YOUR INFORMATION.**