

MOOR ALLERTON SPORTS & SOCIAL CENTRE

Registered Charity No:1179842
Stonegate Road (opposite the fire station) Leeds LS17 6EL

CONDITIONS FOR THE USE/HIRE OF PREMISES

1. APPLICATION FOR THE USE OF THE CENTRE

Application for the use of the centre shall be made to the Centre Manager.

- a. The right to refuse any application for the use of the facilities is reserved to the Council of the Centre (later referred to as "the Council") or the Centre Manager. Regrettably bookings cannot be accepted for "teenage" events/parties.
- b. All arrangements for the use of the Centre's facilities are subject to the proper fee being paid on time.
- c. Arrangements may be cancelled by notice being given by either party, or if the premises are rendered unfit for the intended use or other unforeseen circumstances.
- d. Cancellation fees will be charged as follows:-
 - i. Up to four weeks prior to the event - no charge will be made
 - ii. Between one & four weeks prior to the event - 50% of hire charge will be payable
 - iii. Cancellations up to one week prior to the event - hire charges payable in full.
 - iv. By signing this agreement the hirer agrees to pay any cancellation fees as set out in the conditions of this document.
- e. All party bookings are subject to a £100 returnable bond against any damage to the centre to be paid in advance.
- f. Payment for regular bookings shall be made monthly on production of invoice.
- g. Payment for one-off events shall be made in full, together with £100 returnable bond, if required, in at least three weeks in advance of the event or at the time of booking if less than three weeks in advance.
- g. All arrangements to hire facilities made with outside bodies and individuals shall be honoured by the Centre except for cancellation provisions (as outlined in "c" above) and subject to the satisfactory completion of the hire agreement and timely payment of the fee described therein.

2. HOURS OF OPENING

Facilities are normally available for the use of members and outside hirers between the hours of 09.00 and 23.15.

3. PREMISES LICENCE

The licence granted by Leeds City Council authorises the Centre as follows:

- a. Provision of facilities for Dancing, Monday to Saturday 09.00 - 23.00, Sunday 09.00-22.00
- b. Performance of Live Music, Monday to Saturday 09.00 - 23.00, Sunday 09.00-22.00
- c. Provision of facilities for making music, Monday to Saturday 09.00 - 22.45, Sunday 09.00-22.00
- d. Sale, by retail, of alcohol, Monday to Saturday 09.00 - 23.00, Sunday 09.00-22.00.
Only alcohol purchased at the centre shall be consumed on the premises.

Hiring agreements must comply with this licence and, out of consideration for those people in the neighbouring properties, all hirers of the centre must ensure that they leave quickly and quietly by 23.15, this includes taxis. The access road barrier is closed promptly at 23.30.

4. SUPERVISION

The hirer must be 18 years or over and must be on the premises for the entire period of the hire. All persons on charge or on duty must take note of the fire exit doors for the evacuation of the premises.

5. BOUNCY CASTLES AND OTHER ENTERTAINMENT NEEDING A LICENCE

Such items take up space and have their own rules for safety & monitoring. Hirers should notify the Centre Manager of their proposed use and provide a nominated and named person who will be responsible for supervising their use. Hirers should also provide a copy of the current Insurance Certificate.

6. MAXIMUM CAPACITY

- a. The Centre's Main Hall has a maximum capacity of 150 persons, including helpers and performers, at any one time and on no account must this figure be exceeded. If tables are in use then this number may need to be reduced to a maximum of 80.
- b. Any seating shall be arranged as to allow free access to all exits. For a closely seated audience, chairs should be placed with gangways of not less than 42 inches (110mm) wide. These gangways should lead directly to the exit doors and should not be obstructed.
- c. The space taken up but bouncy castles etc... needs to be taken into consideration by the Hirer in relation to the safety and numbers of people allowed to use the equipment.

7. SMOKING AND VAPING

Are not allowed inside the premises at any time.

8. SAFETY REQUIREMENTS

- a. Obstructions must not be placed in gangways or exits, nor in front of emergency exits, all of which must be immediately available for free public egress.
- b. The emergency lighting will be on during the whole time the premises are occupied and will illuminate all exit signs and routes.
- c. Fire-fighting equipment shall be kept in its proper place and only used for its intended purpose.
- d. The Fire Brigade shall be called to any outbreak of fire, however slight. Details of the occurrence shall be given to the Centre Manager or the Caretaker.
- e. Performances involving danger to the public shall not be given.
- f. Highly flammable substances shall not be brought into or used in any part of the premises or grounds. Candles and night-lights shall not be used. Battery operated lights are acceptable.
- g. No unauthorised heating appliances shall be used on the premises. Food may be heated in the kitchen. No cooking shall be done in the centre or in the grounds.
- h. The First Aid box shall be readily available to all users of the premises. The Centre Manager or Caretaker shall be informed of any accident or injury occurring on the premises.
- i. All electrical equipment brought for use in the centre must be PAT tested annually and certified evidence of this should be presented to the Centre Manager for checking. This is an insurance requirement.

9. BETTING, GAMBLING & LOTTERIES

MASSC is not licensed for betting gaming or lotteries; such activities are therefore prohibited.

10. STORAGE

The permission of the Council must be obtained before goods or equipment are left or stored at the Centre, except that the Centre Manager or Caretaker are authorised to grant permission for the overnight storage of goods and equipment brought to the Centre for a function or event. (See Clause 11 "Loss of Property").

11. LOSS OF PROPERTY

The Centre cannot accept responsibility for damage to or the loss or theft of users' property and effects.

12. CAR PARKING

Cars shall not be parked so as to cause an obstruction at the entrance to, or exits from the Centre. Where parking accommodation is provided and available, this must be used, and users of the Centre must avoid undue noise on arrival and departure. Cars are parked at the user's risk.

13. NUISANCE

- a. Litter on the premises caused by the event should be collected by the Hirers and placed in black bags. Please do not overfill black bags.
- b. Dogs are not permitted on the Centre premises except for assistance dogs accompanying their owners.
- c. Hirers and organisers of events in the Centre are responsible for seeing that the noise level of their function is not such as to interfere with other activities within the building nor to cause inconvenience for the occupants of nearby houses and properties. For this reason, the fire exit doors should not be left open during the function.
- d. Hirers are specifically asked to be considerate of the neighbours when using the car park, particularly when leaving.
- e. Children and guests are not allowed on the bowling green.

14. CLEANING AND SECURITY

The use of the Centre premises and facilities is subject to Users or Hirers accepting responsibility for leaving the grounds and premises clear of litter. This also involves returning furniture and equipment to their original positions and securing doors and windows of the premises as directed by the Centre. Any costs incurred by the Centre in excessive clearing and cleaning as a result of a function shall be charged against the organisation or persons responsible.