



CHILMINGTON MANAGEMENT ORGANISATION

Community Cabin Booking Form and Terms & Conditions

A SIGNED TERMS & CONDITIONS OF HIRE FORM MUST BE ATTACHED

Hirers Full Name	
Name of Organisation/Group <i>(if applicable)</i>	
Address	
Contact Telephone No: Mobile: Alternative No:	

I would like to book the **Community Space** at the CMO Community Cabin for:

Date(s)	Time From	Time To	Reason for Hire	No of Attendees

NB: Timing of hire should include set up and clear away time.

I would like to book the **Meeting Room** at the CMO Community Cabin for:

Date(s)	Time From	Time To	Reason for Hire	No of Attendees

NB: Timing of hire should include set up and clear away time.

Name of Responsible person at event	
Responsible person is over 21 years old	Y/N
Contact Telephone Number for responsible person	

Alcohol will be consumed at this event	Y/N
<i>Please wait for confirmation that the consumption of alcohol is allowed.</i>	

I confirm that I have read the terms and conditions of booking as detailed on pages 2 to 6 of this booking form and that all required licences and insurances are in place for the above event(s).

Signed:

Date:

TERMS & CONDITIONS OF HIRE

These terms and conditions of hire apply to all persons hiring the Community Cabin for functions. It is important you read and fully understand them before signing the Booking form. If you do not understand or need any explanations please contact the CMO Staff Team.

HIRING

- Hirers must be 21 Years of age and over.
- Bookings are accepted at the sole discretion of the CEO of Chilmington Management Organisation.
- The CMO's CEO is empowered to cancel a function at any time if knowledge that any of the terms and conditions or hire are not being adhered to.
- The activities for which the Community Cabin is hired must be as stated on the booking form and are the sole responsibility of the Hirer, who indemnifies Chilmington Management Organisation and acknowledges that Chilmington Management Organisation nor its Board accepts any liability whatsoever for any claims arising in their form.
- Bookings for the Community Cabin must be made on the attached booking form. Dates are held for a maximum of 42 days before the date. The date will be offered for hire again, unless a deposit is received to secure this period. If a deposit is not paid prior to 42 days of a booking date, the date will then be offered for hire again.
- Hirers must ensure that all booking times are strictly adhered to.
- Excess charges will be made at the rate of twice the appropriate hourly charge per 15 minutes or part thereof exceeded prior to 12.00am (Midnight) and £50.00 per 15 minutes or part thereof after 12.00am (Midnight).
- Hirers holding a late-night event must ensure that music and dancing are finished by 10.00pm Sundays to Thursdays or 10.30pm Fridays and Saturdays and that the premises are vacated by 10.30pm Sunday to Thursday and 11.00pm Fridays and Saturdays, ensuring that plenty of time is allowed for clearing and cleaning to meet these deadlines.
- Any equipment, property etc brought to the hall by the Hirer must be removed from the premises by the end of the hiring period.
- The hall must be left in a clean and duty condition; all rubbish must be removed from the hall by the Hirer. ALL rubbish must not under any circumstances be left outside the premises. A charge of £5.00 per sack of rubbish will be deducted from your deposit if found to be left at the hall. A broom and mop are provided for cleaning the floors. All crockery and cutlery must be washed, dried and put away. This is non - negotiable.
- If there are any spillages of any drinks or food on the floor, adequate cleaning materials are available for these to be cleaned. An extra charge of £20.00 will be incurred should this not be of a satisfactory condition.
- The Hirer must undertake to reimburse the CMO for the cost of any damage, breakages or loss caused during the period of hire, cleaning and late vacation.
- When music is being played, or performed at a function, the Hirer shall pay the Performing Rights Society fees stated on the invoice.

- The Responsible Person shall during the period of hiring be responsible for supervision of the premises and grounds. All contents and behaviour of all persons using the premises. The Hirer shall notify the CMO of any damage; payment will be taken from the deposit. If for any reason the deposit does not cover the cost, the CMO will request additional payment. This includes all damage caused during the period of hire (including accidental damage to the premises, fixtures, fittings and any loss of contents).
- The Responsible Person shall ensure to avoid disturbing neighbours to the hall and avoid violent criminal behaviour; care shall be taken to avoid excessive consumption of alcohol. No illegal drugs may be brought onto the premises. We would like to remind you that you are hiring the premises and the grounds and as the Hirer are responsible for what happens there.

NOISE

- The Responsible Person shall ensure that the minimum amount of noise is made on arrival and departure – particularly late at night.
- ALL DOORS AND WINDOWS MUST REMAIN CLOSED AFTER 10.00PM AT NIGHT (EXCEPT FOR EGRESS AND ACCESS) TO PREVENT DISTURBANCE TO NEIGHBOURING RESIDENCES.

AMPLIFIED MUSIC

- The Hirer shall, if using amplified equipment, comply with any other license conditions for the premises and keep all noise to an absolute minimum. If complaints are received from neighbours, the police or other officials we will retain the full deposit. Hirers are asked kindly to inform the entertainers not to use bass boxes to ensure the volume is at a respectable level so not to cause disturbance to neighbouring houses.

SEATING

- There are sufficient tables and chairs to seat 40 people in the Community Space, but the main hall will cater for a maximum of 82 people if not seated.
- The Meeting Room is able to seat approx. 12 people and is used mainly for meetings. If the tables are cleared from the room, the room will cater for 27 people if not seated.

DEPOSIT & PAYMENT OF HIRE CHARGE

The deposit is payable at the time of the booking and is to be returned with the signed and completed booking forms to CMO at hello@cmo.org.uk.

The deposit will be banked and returned in a cheque form within 3 weeks of the date of your event providing no damage or rubbish etc as mentioned above have occurred.

CANCELLATION

If the Hirer wishes to cancel the booking before the date of the event, the Hirer must contact the CMO as soon as possible. Our cancellation policy is as outlined in our charging policy in place at the time of hire.

Hirers that have been given a preferential rate need to secure their booking with a deposit as usual and this deposit will be non-refundable.

CMO reserves the right to cancel the hiring by written notice to the Hirer in the event of the following:

- The premises are required for use as a Polling Station for Parliamentary or Local Government election or By-election.

- The function will lead to breach of licensing conditions (if applicable) or other legal or statutory requirements, or unlawful or unsuitable activities will take place at the premises because of this hiring.
- An emergency requiring use of the premises as shelter for victims of flooding, snowstorm, fire, explosion, the risk of these or similar disasters.

In any such cases the Hirer shall be entitled to a full refund of any deposit / hire charge already paid, but the CMO shall not be liable to the Hirer for any other costs incurred.

USE OF PREMISES

The Hirers shall not use the premises for any other purposes than that described on the booking form and shall not sub-let the premises or allow the premises to be used for any unlawful purpose or way. Nor allow the consumption of alcohol without prior notification at the time of booking.

NO ALTERATIONS

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without prior written approval of the CMO. Sellotape and/or drawing pins must not be used for hanging decorations as this will cause damage which is chargeable.

END OF HIRE

The hirer shall be responsible for leaving the premises and surrounding areas (including the front grassed area and the car park) in a clean and tidy condition. All rubbish must be taken away at the end of the hire period as there are no facilities for these at the hall and can be a fire risk. No permission is given to return the following day to remove this rubbish.

KEYS

Access keys to the Community Cabin are located in a key safe by the front door. You will be provided with the access code in the week proceeding your booking. Keys must be returned to the key safe upon exiting the premises and you must randomise the key lock upon closure. There will be a charge of £100 for lost keys.

HIRE PERIOD

We would like to remind you that your booked period of hire includes setting up and closing down times. If additional time is required this must be booked prior with the CMO (subject to availability)

GAMING, BETTING & LOTTERIES

The hirer shall ensure that nothing is done on or in relation to the premises in contravention to the Gaming, Betting & Lotteries regulations.

LICENCES

Any licences that are required for functions must be obtained prior to the event by the hirer. It is the responsibility of the hirer to ensure that all appropriate licences are in place.

PUBLIC SAFETY COMPLIANCE

The Hirer shall comply with all conditions and regulations in respect of the Fire Authority, Local Authority and the Licensing Authority otherwise particularly in connection with any event which constitutes regulated entertainment at which alcohol is sold or provided or which is attended by children.

MEANS OF ESCAPE & OUTBREAK OF FIRE

All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit. The Fire Brigade shall be called to any outbreak of fire, however slight and details will be given to the CMO.

HEALTH & HYGIENE

The Hirer shall if preparing, serving or selling food adheres to the health and safety hygiene standards for Food.

INSURANCE

The Hirer is responsible for ensuring that proper insurances are in place. The CMO is not insured against any claim arising out of negligence.

ACCIDENTS AND DANGEROUS OCCURANCES

The Hirer must report all accidents involving injury to the public to the CMO as soon as possible and complete the relevant section of Community Cabin's Accident and Emergency Book which can be located in the reception desk. Any failure of equipment belonging to the CMO must be reported as soon as possible. A First Aid Kit is located on the wall in the kitchen.

SMOKING

We would like to remind all Hirers that we operate a No Smoking or Vaping Policy throughout the premises and community garden.

EXPLOSIVE AND FLAMABLE SUBSTANCES

The Hirer shall ensure that highly flammable substances (or LPG appliances) are not brought onto the premises. The use of indoor fireworks or pyrotechnics is prohibited.

ANIMALS

The Hirer shall ensure that no animals (including birds) except Registered Guide Dogs are brought onto the premises other than for a special event agreed by CMO prior to booking in writing. No animals whatsoever to enter the kitchen OR food preparation areas.

COMPLANCE WITH THE CHILDREN ACT 1989

The Hirers shall ensure that any activities for children under the age of 8 years comply with the Provision of The Childrens Act 1989. If showing films you must pay strict attention to the age restrictions.

CAPACITY & SUPERVISION

The hirer shall ensure that the maximum number in attendance should not exceed the following:

- Community Space – Seated 40 (incl. tables and chairs) / Standing 82 (no tables and chairs)
- Meeting Room – Seated 12 (incl. tables and chairs) / Standing 27 (no tables and chairs)

DRUNK AND DISORDERLY BEHAVIOUR AND SUPPLY OF ILLEGAL DRUGS WILL NOT BE TOLERATED AND WILL BE REPORTED TO THE POLICE IMMEDIATELY. THE CMO DOES NOT TAKE RESPONSIBILITY FOR THIS BEHAVIOUR