



Winscombe Community Centre

Terms and Conditions of Hire

Address of Premise:	Winscombe Community Centre 11 Sandford Road Winscombe Bristol BS25 1JA
Date of Issue:	August 2026
Author	Amanda Turner
Position:	Trustee
Approved by Board of Trustees	August 2026

Contents

1. General.....	2
2. Bookings.....	2
3. Payment	3
4. Not Permitted.....	3
5. CCTV.....	3
6. Health & Safety and Safeguarding	3
7. Use of Premises	4
8. Licences and Alcohol.....	5
9. Liability and Insurance	5

WINSCOMBE COMMUNITY ASSOCIATION (WCA)

TERMS AND CONDITIONS OF HIRE of the

Winscombe Community Centre

All organisations or individuals hiring the Winscombe Community Centre premises, including the WinSpace, Old School, Annexe, Field and Car Park, are bound by these Conditions of Hire.

There are two Welcome Packs, one for the Old School Building and one for the new building, which provide details to assist with use of the building and should be read alongside these Terms and Conditions.

Any queries concerning these Conditions of Hire may be raised with the Bookings Secretary.

1. General

- 1.1 The Hirer must be over the age of 21 years. They will be held responsible for upholding the Conditions of Hire including adequate supervision for any under 21 years attending that event.
- 1.2 The Hire Agreement is subject to these Conditions, together with any variation implemented as described below or otherwise agreed in writing with the WCA.
- 1.3 The WCA reserves the right to amend these Terms and Conditions at any time. Hirers will be notified of any key changes by email, and the updated Terms and Conditions will also be displayed on the WCA website. Following notification, hirers will be bound by the revised Terms and Conditions. Those with existing bookings may be required to sign a new copy if requested to do so.

2. Bookings

- 2.1 A request for hire is not deemed accepted by the WCA until it is formally confirmed via Hallmaster, or written acknowledgement of hire is issued by the Bookings Secretary. The Hirer must ensure that the booking details are complete and accurate.
- 2.2 At least one calendar months' notice of any change to a booking is required.
- 2.3 Minimum booking time 1.5 hours unless agreed by WCA
- 2.4 Bookings for Foyer and Field to be discussed and agreed by Trustees before booking agreed
- 2.3 The WCA may require a booking to be moved or cancelled. In these circumstances, as much notice as possible will be given and, where possible, alternative spaces will be offered.
- 2.4 WCA Management reserves the right to refuse any booking.

3. Payment

- 3.1 Payment must be made in line with the charges set out on the WCA website. These are reviewed annually and, for the avoidance of doubt, the charge applicable will be the amount current on the date of hire of the premises rather than the date of booking.
- 3.2 Hirer's for 'one off' events, such as a party will be asked for:
 - 3.2.1 25% non-refundable deposit fee on booking.
 - 3.2.2 full payment one calendar month before the event
- 3.3 All invoices issued to the Hirer must be paid no later than 7 days after the date of the invoice.
- 3.4 The WCA is entitled to invoice the Hirer for any additional or outstanding charges arising from the hire at any time after the hire period. This invoice may include charges for items such as, but not limited to, additional usage time, additional services provided, remedial cleaning, or repair work. The WCA may require a deposit to be paid before the event as security against such costs.

4. Not Permitted

- 4.1 No weapons, fireworks, illegal drugs, or other illegal substances are permitted on the premises, including the field and car park, nor may any action be taken that would invalidate the WCA's insurance.
- 4.2 The WCA operates a no-smoking policy throughout all buildings, including the use of vapes and e-cigarettes.
- 4.3 No dogs, other than service dogs, are permitted in the new building except with the written agreement of the Trustees. Under no circumstances are animals permitted in food preparation areas.

5. CCTV

- 5.1 High-definition CCTV cameras operate continuously to monitor the exterior. Images are retained for 14 days. Access is strictly limited and controlled by password security. The police and other appropriate authorities may be granted access where required in the event of an incident.
- 5.2 CCTV recordings will be managed in accordance with applicable data protection requirements and accessed only where appropriate.

6. Health & Safety and Safeguarding

- 6.1 The Hirer must agree, through the booking system, to comply with WCA Safeguarding and Health and Safety policies. The WCA may request to see a copy of the hirer's own Safe Guarding Policy if they hold one.
- 6.2 The Hirer should have a working mobile phone while on the premises, as there is no installed telephone on site.

- 6.3 The Hirer must ensure that the premises are not sub-hired or used for any purpose other than that described on the booking form.
- 6.4 The incident and accident books (located in both building's kitchen cupboards) must be completed where relevant. The Bookings Secretary should be informed if any first aid supplies are used so that they can be replenished and of any incidents.
- 6.5 The Hirer must ensure that the maximum permitted number of people for each space, as set out on the WCA website, is not exceeded.
- 6.6 Incidents of vandalism and serious misconduct should be reported promptly to the police. Please ask for an incident number and record it in the incident book.

7. Use of Premises

- 7.1 On leaving the premises, the Hirer must ensure that all windows and external doors opened by the Hirer are closed and that lights are switched off. The last person to leave the buildings at night should also check that all doors and windows are secure.
- 7.2 The Hirer is responsible for setting out any tables and chairs and other equipment made available by the WCA and must ensure that all spaces used are left undamaged, clean, tidy, and free from rubbish and equipment returned to its correct place.
- 7.3 The Hirer must ensure that no person:
- 7.3.1 permanently fixes anything to any part of the Centre without the prior written consent of the WCA;
 - 7.3.2 causes damage to walls or structures.
 - 7.3.3 notices or similar items are attached to any surface other than the public notice boards without the WCA agreement.
 - 7.3.4 decorations may only be strung from the red steel girders in the new building.
- 7.4 The Hirer may store equipment or materials at the Centre only with WCA agreement. A charge may apply at the WCA's discretion.
- 7.5 Unless storage has been agreed with the WCA, the Hirer must remove all items brought onto the premises. The WCA may, at the Hirer's expense, dispose of any such items remaining on the Centre's premises more than 7 days after the end of the hire period. The WCA will not be liable for any resulting loss.
- 7.6 The Hirer must ensure that all persons vacate the rooms each day at the times notified by the WCA Bookings Secretary.
- 7.7 Hirers are asked to consider noise and its impact on other premises users and local residents, particularly in the evening after 9 pm when leaving the Centre. If loud music is played in the evening, windows should be kept closed in the new building. The WCA reserves the right to refuse future bookings where complaints have been received from local residents.
- 7.8 Any damage must be reported by the Hirer to a Trustee or the Bookings Secretary as soon as possible.

8. Licences and Alcohol

- 8.1 The Hirer must ensure that no activity or performance taking place during the function infringes any copyright or other intellectual property rights owned by any person without that person's prior consent.
- 8.2 The Hirer must be aware of and comply with all applicable requirements and restrictions, including, for example, licences and Disclosure and Barring Service (DBS) checks, imposed by governmental and other authorities or bodies in relation to the function. In particular, the Hirer and their users must:
- 8.2.1 not contravene the law relating to gaming, betting, and lotteries;
 - 8.2.2 comply with all conditions and regulations required by the Premises Licensing Acts, particularly where events include public dancing, music, stage plays, films, or similar activities;
 - 8.2.3 hold a valid TV licence if they wish to watch or stream any television programme;
 - 8.2.4 observe all relevant food health and hygiene legislation and regulations if preparing, serving, or selling food;
 - 8.2.5 comply with fair trading laws and relevant codes of practice if selling goods on the premises;
 - 8.2.6 not contravene the Copyright Act;
 - 8.2.7 not carry out or permit fly-posting or any form of advertising that may be unlawful.
- 8.3 Alcohol can only be sold if the hirer has acquired a TENs licence (Temporary Event Notice) The Hirer is responsible for applying for such TENs Licence.

9. Liability and Insurance

- 9.1 The WCA will not be liable for any failure to perform its obligations, or for any loss, damage, or delay incurred by the Hirer, where this results from circumstances beyond the WCA's reasonable control.
- 9.2 The Hirer is liable for the cost of repairing any damage caused to any part of the premises, including the building, its fabric and contents, its access ways, car park, and surrounding land. The Hirer will indemnify the WCA, its employees, volunteers, agents, and invitees against the full costs of all actions, claims, and proceedings arising from:
- 9.2.1 any breach of the Premises Act during the hire;
 - 9.2.2 any breach of the Conditions of Hire;
 - 9.2.3 any damage, including loss of property or injury to persons, arising from the use of the premises, including the storage of equipment, by the Hirer;
 - 9.2.4 any nuisance caused to a third party as a result of the Hirer's use of the premises.
- 9.3 All property brought onto the premises is at the owner's risk and must be serviceable. Electrical items must be certified safe for use.

9.4 The WCA's insurance does not cover the property of hirers or users of the premises. Hirers are advised to take out their own insurance if they consider it necessary.

9.5 The WCA is insured against legal liability for loss or damage arising out of the use of the premises and its grounds. However, items stored by a hirer in the building are not insured unless this has been agreed in advance by the WCA. The WCA's public liability cover extends up to £10 million for all hirers, provided their activities are conducted wholly on the premises, except for those who would reasonably be expected to hold their own insurance.

This includes:

- 9.5.1 any organisation with employees;
- 9.5.2 any hirer who is part of an umbrella organisation with its own public liability insurance;
- 9.5.3 any hirer who is a commercial hirer running a business;
- 9.5.4 any event organiser or company running an event for itself or for any other person;
- 9.5.5 any hirer intending to provide, or permitting the use of, a bouncy castle or other inflatable during the hire.

9.6 The Hirer must take out adequate insurance cover for the Hirer, members of the Hirer's organisation, and invitees against all claims arising from the hire and, on demand, must produce an insurance certificate or other evidence of cover. Failure to produce such documentation when required will render the hire void and allow the WCA to re-let the premises.

These Conditions may, from time to time, include further addendums as advised at the time of booking.