



INGATESTONE & FRYERNING COMMUNITY ASSOCIATION CIO

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TERMS AND CONDITIONS OF HIRE FOR FRYERNING PARISH ROOM

1. Fryerning Parish Room Association (FPRA) manages and maintains Fryerning Parish Room and hiring fees payable are those approved by FPRA and prevailing at the time and date of hiring. The Ingatestone & Fryerning Community Association (IFCA) are the owners of Fryerning Parish Room (FPR) and act on behalf of FPRA in respect of bookings.
2. At the time of individual bookings, 50% of the fee must be paid and the balance paid two weeks prior to the event. A bond appropriate to the event must be paid by a separate cheque at the same time which will be destroyed two weeks after the event subject to (9) below. Regular users will be invoiced monthly and this must be paid within two weeks of the invoice date otherwise an administration charge of £5 will be levied. All payments should be made to IFCA - cheques should be made payable to Ingatestone & Fryerning Community Association.
3. IFCA and FPRA reserve the right to refuse any booking application.
4. Should the facilities be required by the Returning Officer for Brentwood and Ongar Constituency any bookings on the date required by the Returning Officer will be deemed null and void, any monies or hiring fees advanced shall be returned to the hirer without deduction. No claims for compensation will be considered.
5. Persons hiring the accommodation for an event must make sure that undesirable persons are not permitted to enter the accommodation and shall be responsible for good order and conduct during the term of the hiring and shall provide sufficient stewards to deal with any emergency to prevent a breach of these regulations and conditions. The person responsible for hiring the premises shall familiarise him/herself with the Fire Instructions on display.
6. The hirer is responsible for leaving the accommodation clean and tidy and for any damage to the building and its contents incurred during the period of hire, whether by their members, their guests, or unauthorised people. All waste shall be removed by the hirer.
7. IFCA and FPRA, its servants or agents, do not accept responsibility for injury or loss to persons, or loss or damage to property arising from use of the accommodation however caused.
8. Persons hiring accommodation shall have the use thereof for the period and purposes stated in their form of application and shall take all steps to ensure that the accommodation is vacated at an agreed time. Any breakages will result in an additional charge (see 9 below)
9. FPRA through IFCA require a damage bond to be paid to meet the expense of making good damages including additional cleaning or loss of loaned keys. Such a bond shall be destroyed/returned, less the amount required to make good any such damage, extra



cleaning or waste disposal. Should the amount of the bond not be sufficient to cover the expense of making good the damage or extra cleaning the deficiency shall be paid by the hirer.

(Hirers should report immediately any damage they notice on entering FPR to one of the key holders on the notice board).

10. There is no licence at FPR for the sale of intoxicating liquor. Hirers may bring intoxicating liquor onto the premises for their own consumption but not for sale, unless they have a casual licence from Brentwood Council. Any bar should be operated from the room next to the kitchen not the main room.

11. Hirers may bring food onto the premises for their own consumption and may use the oven and refrigerator and other kitchen facilities. Anyone booking the premises and who proposes to hire the services of caterers for a fee shall ensure that the caterer has registered as a food business in respect of Fryerning Parish Room.

12. The maximum number of people that may use the premises at any one time is 100 standing or seated theatre-style. Depending on the nature of the activity the number that can safely be accommodated may be less than that. The responsible person shall assess whether the number of people can be safely accommodated.

13. No use shall be made of the accommodation which will result in any increased risk of fire. In particular, oxidising or flammable substances or pyrotechnics shall not be brought onto or used within the premises. No internal decoration of a combustible nature e.g. polystyrene shall be undertaken or erected.

14. The hirer undertakes to indemnify the FPRA and IFCA against actions, proceedings, costs, claims or demands whatsoever shall arise as a result of the letting.

15. Smoking is prohibited in the building and immediate outside areas.

16. No bolts, tacks, screws, etc shall be driven into any parts of the accommodation.

17. Decorations may be displayed outside the building but must be removed at the end of the event.

18. Any electrical equipment used within the premises must be satisfactorily tested to current regulations.

19. . Obstructions must not be placed in gangways or in front of fire exits that would restrict the public leaving the premises.

20. The First Aid box is readily available in the kitchen to all users of the premises. A report shall be made to IFCA or FPRA of any accident, injury or near-miss occurring on the premises.



21. It is a condition of your hire that you do not cause any noise or nuisance that will disturb the neighbourhood. Amplification of music must be kept within bounds so as to not inconvenience local residents.

22. The hirer shall ensure the premises are locked, fully secured and alarmed and the keys returned in accordance with separate instructions

IF YOU HAVE ANY QUERIES SURROUNDING THESE TERMS AND CONDITIONS PLEASE CONTACT THE IFCA OFFICE (TEL: 01277 352064, 10AM – 1PM MONDAY TO THURSDAY)