



Registered Charity No. 1168203  
Jericho Community Centre, 33a Canal Street, Oxford OX2 6BQ  
admin@jerichocentre.org.uk – www.jerichocentre.org.uk

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### **Conditions for regular room hire**

1. The Hirer agrees to pay the room hire rate, regularly at the end of each calendar month. If this payment is not made within 14 days, the Association reserves the right to allocate the room or rooms to other users.
2. If the Hirer does not use the room on the days specified he/she is nonetheless required to pay the regular monthly cost,
3. The Hirer must vacate the building at the time specified above and ensure that the rooms that have been used are reasonably clean and free of litter and refuse.
4. The Hirer agrees to be considerate towards residents neighbouring the community centre and to avoid making excessive noise. External doors and windows should remain closed when the premises are being used for the performance or production of live or recorded music or where such music or any public address system is used in connection with any activity of the Hirer. Noise emanating from the community centre shall not exceed 40 dB as measured at 1 metre from any external facade of any habitable dwelling.
5. At all times, but particularly at the end of an event, special care must be taken not to cause disturbance outside the building, e.g. shouting goodbye or slamming car doors. Cars must leave quietly. The Association shall hire the services of a police officer if and when the need arises and any charges so incurred shall be the sole responsibility of the Hirer.
6. Any loss or damage to fixtures, fittings or property of the JCA must be reported to the Administrator as soon as reasonably possible. The hirer agrees to indemnify the JCA in respect of any such loss or damage (fair wear and tear excepted) and any such indemnity will not be limited to the deposit already paid.
7. The Hirer undertakes to make certain that no more than 30 persons shall be present at any time in the ground floor hall, or the first floor hall, or the Café. .
8. No alcohol may be sold for consumption on or off the premises unless the Hirer has, with the consent of the JCA, obtained a licence from the relevant licensing authority.

9. The Hirer agrees to be bound by the JCA's policies on Equal Opportunities, Safeguarding Children and Vulnerable Adults, Health and Safety, and Control of Substances Hazardous to Health. Copies of these policies can be found on the JCA website, at [www.jerichocentre.org.uk](http://www.jerichocentre.org.uk) and are available from the office on request. These requirements are also specified in the JCA's room hiring policy which also covers responsibilities of hirers not specified here, including fire drills. The Hirer will instruct users in the safe evacuation of the building in an emergency.
10. The Hirer is responsible for fire safety. This includes ensuring that all electrical equipment is examined for any fire risk. The Hirer should ensure that the person in charge is familiar with the fire extinguishers and the Fire Action signs which explain what to do in the event of a fire.
11. If the Hirer is planning to use the kitchen to prepare food he or she must show that they have a Food Hygiene Certificate and must read and abide by the Jericho Community Centre Food Management System. This is posted on the cafe wall. Other copies may be obtained from the JCA website, at [www.jerichocentre.org.uk](http://www.jerichocentre.org.uk).
12. The Hirer is responsible for checking that the premises are in a suitable condition prior to using them. The Hirer is solely responsible for the well being and safety of the users and occupiers of the premises hired out under the terms of this agreement and will indemnify JCA for all loss and damage and personal injury arising from and during use by the Hirer, however caused.
13. The signatory for the hire form shall be the person responsible for such indemnity provided for in paragraph 11 above, both in his/her personal capacity and on behalf of the organisation he/she represents.
14. If the Hirer or his/her invitees are found to be in serious breach of the terms of this agreement the JCA reserves the right to terminate the use of the room hired immediately.
15. The Hirer has the right to cancel this agreement on giving no less than 10 days notice to JCA and will receive a full refund of any monies paid.
16. In the event that JCA is unable to provide the room booked under this agreement all possible steps will be taken to provide an alternative. If it is impossible to accommodate the Hirer, JCA reserve the right either to offer an alternative date, or cancel and refund the corresponding sum. The Hirer acknowledges that the JCA will not be responsible for any losses, financial or otherwise, which the Hirer may suffer as a result of cancellation in accordance with this clause.

13/07/18