

DEAL & WALMER COMMUNITY ASSOCIATION (THE LANDMARK CENTRE) GENERAL TERMS AND CONDITIONS OF HIRE – FEBRUARY 2025

(There may be specific additions to these terms at the time of booking)

1. **BOOKING:** Bookings should be completed on Hallmaster on The Landmark website. The person making the booking will be considered the Hirer. The minimum age of the Hirer must be 18. Any person who will be responsible for the premises during the booking shall be jointly and severally liable with the Hirer.
2. **ACCESS:** Access will be given only for the period of the booking. If you need any additional time in the Hall for setting up or dismantling, it should be incorporated into the hours booked using the Hallmaster booking system. The Landmark Centre representatives retain the right to access all parts of the booked space at any time during the hire period.
3. **HIRE CHARGES:** The total hire charge as agreed is to be paid and cleared in full 7 days after the booking date. Payment can be made by cash, or bank transfer.

Regular hall hirers at The Landmark Centre must pay in full for each month's hire within 7 days of the month's end. If these terms are not met and an account is in arrears, The Landmark Centre reserves the right to cancel any future bookings until the account is settled.

4. **BAR HIRE:** The Hollingworth Bar is available for hire with a charge of £50 for one member of staff. More staff can be provided for a further charge. Any drinks will be charged separately on the day.
5. **INSURANCE:** By submitting your booking, you acknowledge acceptance of The Landmark Centre Terms & Conditions. Any items left unattended are not covered by The Landmark Centre insurance cover. Groups and organisations must hold valid Public Liability Insurance of at least £5million.
6. **CANCELLATION:** Any cancellation of a booking by the Hirer with less than 2 weeks' notice of the hire date, then payment is required in full plus any monies expended on extras.
7. **BOOKINGS:** Even if the Hirer has a confirmed booking for the hire of the premises The Landmark Centre reserves the right to review, vary or cancel any such an arrangement. This right will not be unreasonably enforced. The Landmark Centre reserves the right to cancel this booking in the event of the premises being required for use as an official polling station, or in the event of a government shut down in which case the Hirer shall be entitled to a refund of any fees already paid.
8. **SUPERVISION AND RESPONSIBILITY:** The Hirer will during the period of the booking be responsible for supervision of the premises, the fabric and the contents, their care, safety



from damage however slight and the behaviour of all persons using the premises whatever their capacity including proper supervision of car-parking arrangements to avoid danger to members of the public and obstruction of the public highway.

9. **USE OF EQUIPMENT:** Chairs and tables are not laid out for bookings; we can arrange this for an extra charge, and it can be requested using the Hallmaster system on the website. Only equipment specified on the Hire Agreement should be used and then returned to its proper place. Should you require bar hire, or refreshments, please let us know at the time of your booking, if not already indicated on the booking system. Any damaged property must be reported to The Landmark Centre in good time.
10. **LAWFUL USE:** The Hirer shall not use the premises for any purposes other than that described in the Hire Agreement and shall not sub-hire or allow the premises to be used in any unlawful way, nor do anything to endanger the premises, or any insurance policies connected with the premises.
11. **COMPLETION OF HIRE:** At the end of the booked session the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, any contents temporarily removed from their usual positions properly replaced, lights/taps switched off. Should this not be complied with The Landmark Centre reserves the right to make an additional charge.
12. **VULNERABLE PERSON PROTECTION:** If the booking involves the attendance of young persons under the age of 18 or vulnerable adults at the premises, the Hirer must ensure that there will be appropriate supervision in place on the premises during the booking. In the event of fire or other emergencies, special attention should be given to evacuating young or disabled persons.
13. **CAPACITY:** The Hirer shall not cause or allow the maximum number of patrons and/or guests admitted to exceed the number as stated on the website.
14. **PARKING:** The hire of the premises does include one car park space per Hall hired. This use must always ensure the safety of guests and the public. The Landmark Centre reserves the right to ask for any cars related to this booking to be removed or prevented from parking on site and does not take responsibility for damage whilst in onsite.
15. **ALCOHOL:** These are licensed premises and only alcohol sold by a licence holder can be consumed on site. If your event does require alcohol to be brought in, this must be discussed with The Landmark in advance. Hirers and their guests are not permitted to bring any other alcohol onto the premises, unless approved by The Landmark. Hirers are responsible for ensuring the premises licence conditions are always adhered to. In circumstances where the hirer wishes to provide their own alcohol for an event, The Landmark Centre reserves the right to approve this on a case by case basis. The Landmark Centre will charge a corkage fee accordingly.



16. **SMOKING & VAPING:** The entire building is a No Smoking & Vaping Zone. A designated external smoking /vaping area is provided.
17. **MUSIC:** The Hirer is reminded to check the premises licence on display in reception and adhere to its conditions regarding the playing of live or recorded music and to keep the noise to reasonable levels.
18. **ENTERTAINERS:** It is the Hirers responsibility to ensure commercial entertainment and/or equipment used during the booking is appropriate, safe, and insured and these terms and conditions are adhered to.
19. **SALE OF GOODS:** Any products offered for sale must comply with relevant trading standards.
20. **NUISANCE:** The Hirer undertakes to ensure that all noise is kept to a level such that neighbours of the premises are not unduly disturbed. The Hirer agrees in any event to terminate all loud noise on the premises by 11.00pm, guests leaving after that time must do so as quietly as possible. Please refer to the licence for more detail.
21. **EXPLOSIVES:** The Hirer shall not permit the use of explosive or flammable materials on the premises, e.g., fireworks. Portable heaters and gas cannisters can be used by insured operators in the garden areas with written permission given by The Landmark Centre at the time of booking.
22. **DOGS:** Well behaved dogs are welcome at The Landmark Centre. The Landmark Centre does reserve the right to ask a dog and its owner to leave the premises should the dog's behaviour be deemed unsuitable.
23. **CYCLES/SCOOTERS:** are not permitted inside the building under any circumstances and are not to be ridden in the car park.
24. **BETTING/GAMBLING:** The hirer will ensure nothing shall be done on the premises which contravenes the relevant legislation relating to betting, gaming, and lotteries.
25. **FOOD HEALTH AND HYGIENE:** If food is prepared, served, or sold the Hirer is responsible for ensuring that all stages of the preparation and serving meet legally required health and hygiene standards. Any food preparation, kitchen space or serving areas within the building must be left clean and safe.
26. **EMERGENCIES:** In anticipation of an emergency, it is the Hirer's responsibility to ensure that they know the location of fire exits, portable firefighting equipment, assembly points and evacuation procedure, first aid kit (in the cupboard by the front door of the building), the nearest hospital (nearest A&E is QEQM, Margate) and have access to a mobile phone in the event of a power failure. All accidents must be recorded accurately and fully in the book provided (in the cupboard by the front door of the building) and emergencies must be reported to a Landmark Centre representative.



27. **FIRE:** All fire Exits, and escape routes must be kept clear and operational during use of the premises. In the event of a fire, raise the alarm using the nearest fire alarm button. However small the fire, the premises must be evacuated immediately to the Assembly points in the Union Road car park and the Fire Brigade and The Landmark Centre representative called. Do not allow guests to collect personal belongings or re-enter the building. Only allow persons to tackle the fire to allow evacuation if they are confident to do so. Do a head count at the assembly point to inform the Fire Service if someone may still be in the building.
28. **DAMAGE:** The Hirer shall notify The Landmark Centre of any damage done to any part of the property including fixtures and fittings, the surroundings, or the contents of the building, which may occur during the period of the booking, because of the booking. No decorations may be stuck to the walls.
29. **PORTABLE ELECTRICAL EQUIPMENT:** It is the responsibility of the Hirer to ensure that the electricity supply is appropriate for any equipment brought onto the premises and that is in a safe condition and will not endanger, overload, or damage the electricity installations. Please ensure that any equipment to be plugged in on site has been PAT tested.
30. **EXTERNAL INCIDENTS:** In the event of the premises or any part thereof being rendered unfit or inaccessible for the use of which it has been hired The Landmark Centre shall not be liable to the Hirer for any resulting loss or damage whatsoever.