



HIRE AGREEMENT

This agreement contains all terms and conditions applicable when hiring facilities at the centre.

NAME:	
COMPANY/ORGANISATION:	
ADDRESS:	
EMAIL:	
TELEPHONE NO:	

What is the purpose of the booking?	
Will there be any under 18yr olds attending?	
*If under 18s attending, please confirm you are over 25yr old.	

DATES	LOCATION / HOURS	COST
Final invoices will be sent on re-	TOTAL COST	£

I agree to the fees and dates above, and the terms and conditions attached.

SIGNED		DATE	
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DEPOSIT FORM

This is the information we need to return your deposit. This will be returned seven days after the event.

NAME:	
COMPANY/ORGANISATION:	
ADDRESS:	
EMAIL:	
TELEPHONE NO:	

NAME OF YOUR BANK	
SORT CODE	
ACCOUNT NUMBER	
DATE OF PAYMENT	
AMOUNT	£ 150

Payments should be made by bank transfer.

Account name: Whitstable Umbrella Community Centre

Account number: 00016940

Sort code: 40-52-40



2021 RATE CARD		Charity Rate	Regular Rate
St Marys Hall	Mon-Friday (before 6pm)	£15.00	£20.00
	Mon-Thurs - EVENING BLOCK (6pm to 11:45pm)	£35.00	£40 min / £25 ph
	FRI EVENING BLOCK	£150.00	£195.00
	Saturday Morning Block (8am to 1pm)	£100.00	£130.00
	Saturday Afternoon Block (1pm to 6pm)	£100.00	£150.00
	Saturday Evening Block (6pm to 11pm + hour closing)	£150.00	£225.00
	Sunday Morning Block (8am to 1pm)	£80.00	£100.00
	Sunday Afternoon Block (1pm to 6pm)	£100.00	£125.00
	Sunday Evening Block (6pm to 11pm + 1 hour closing)	£100.00	£125.00
Lounge	For private use - meetings / charities	£10.00	£12.00
Private Office	9am to 6pm only	£10.00	£12.00
Café	Evenings by special arrangement	£17.00	£17.00
Caretaker assistance	Extra hours will be taken from any deposit.	£15.00	£20ph (£30 after 23:45)
Forecourt	Parking per hour	£30.00	£30.00
Kitchen	* Supplement to evening bookings	£20.00	£20.00
Lounge	* Dressing room / Green Room area	£20.00	£20.00
Security Deposit	Paid at the time of booking	£150.00	£150.00
Waste Disposal	Bagged ONLY and Prepared by hirer	£40.00	£40.00
Hall Size	14x9m = 126m2 / Stage 8x4m = 32m2		
Capacity	180 Standing / 120 with Tables *After Covid 19 restrictions allow		



PAYMENT

Your booking will not be confirmed until we have received a completed hire agreement.

A damage deposit of **£150** will be requested for any events requiring heavy equipment (e.g. decks, instruments, speakers, bouncy castle or similar.) This deposit will be returned to you by bank transfer 10-14 days after your event, subject to any damage penalties.

For one off events we require payment of the total hire charge no less than 7 days in advance of your event date. If payment is not received your booking may be cancelled and your deposit retained.

Long term hirers will be issued a monthly invoice. If you have not paid in advance, payment is due within 14 days of receipt of invoice.

Any alternative arrangement is made entirely at the discretion of the Umbrella Centre office staff. We reserve the right to give
7 days written notice should we wish to end such an agreement and revert to the standard terms.

Payments should be made by bank transfer.

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CANCELLATION

- If you need to cancel your booking you must give us 14 days' notice and will receive back any monies paid.
- If you need to cancel a booking at short notice please contact the office. Any repayment will be entirely at the discretion of the Umbrella Centre office staff.
- If for any reason the centre needs to cancel your booking we will aim to give you 28 days written notice and reimburse you fully.

TERMS AND CONDITIONS – *Please read carefully.*

- If you are planning to serve alcohol at a cash bar you will require a Temporary Event License available from Canterbury City Council, this must be obtained no less than 10 days before your event.
- Alternatively you may wish to employ an outside bar to run a cash bar for you. In this circumstance we have a few local companies we can recommend.
- Music (live or recorded) must cease at 11pm.
- Sale/ dispensing of alcohol must cease at 11pm.
- The kitchen is not to be used for commercial use or for the sale of drinks and food during the day. We do not allow market holders to run refreshments or cafés from the kitchen as this creates a conflict of interest with the Umbrella Café downstairs.
- Hirers are responsible for ensuring maximum capacity is not exceeded – see hire rates sheet.
- The Umbrella Centre is situated in a built up area, please ensure you reduce the risk of noise pollution by keeping the main doors closed. Be considerate of our neighbours when entering and leaving the building.
- Access points must be secured if not supervised and your activity must not interfere with other centre users.
- You should have sufficient attendants to coordinate your activity safely and be familiar with the fire procedure (see attached.)
- As organiser, you are responsible for the conduct of everyone using the facilities you hire and the facilities themselves during your event. Alcohol consumption is only permitted inside the main hall and cafe.
- Any illegal activity will result in instant cancellation of your booking.
- You must obtain any necessary permits, insurance or licenses for your activity. If you will be selling goods from the premises, you must inform CCC by completing an occasional sale form and meet all legal requirements.



REFUSE AND RECYCLING

All rubbish must be disposed of and removed by you. Any items left behind and disposed of by us will incur an extra charge. Please separate your recyclables and take them home to recycle.

STORAGE

All equipment must be removed after use regardless of the frequency of hire. The Umbrella Centre does not have the capacity to store items without prior permission. Unauthorised items left on the stage and/or in the hall will be removed and disposed of by the caretaker.

RETENTION OF DAMAGE DEPOSIT

Part or all of your damage deposit may be retained due to the following :

- Damage to any structural or decorative fixtures.
- Damage or loss of any of the contents of the hire space.
- Late arrival or departure.
- Refuse not removed on departure – this will incur a £40 deduction on your damage deposit.
- Damage to our reputation as a result of noise and/or behaviour.
- Falsifying information on the hire agreement form.

HEALTH AND SAFETY

- Hirers are responsible for carrying out their own risk assessment when hiring the hall.
- When taking/returning tables and chairs please do so with safety as a paramount concern.
- Chair racks should not be moved about the stage, these are extremely heavy and difficult to move.
- Please return all tables to the racks on the back of the stage.
- Ladders are to be returned to the back of the stage and secured with cables provided.
- NO rubbish or belongings should remain in the hall or on the stage after your hire.
- Fire exits in the hall should be accessible at all times.

OUR OBLIGATIONS

We will provide you with the facilities detailed in this agreement. We will also allow you to use the forecourt for the purposes of loading and unloading only. We offer basic hirer's liability insurance for private individual hirers, please familiarise yourself with how our insurance policy may apply to your activity.

Professional or commercial hirers are responsible for ensuring they have appropriate insurance. The centre is insured for any claims arising from its own negligence and accepts no responsibility for any other injury or damage to persons or property caused during your hire.

PROMOTIONAL MATERIAL

Please do not fly post for events here. If you would like us to advertise your event please send posters to office@umbrellacentre.co.uk or drop them into the office on a weekday between 9:00am-15:30pm.

We can promote your event/activity on social media if you provide us with appropriate material.

DATA PROTECTION

For details of how we store and use your data, please see our Privacy Policy online at www.umbrellacentre.co.uk



Hirer's Version Evacuation Procedure

ASSEMBLY POINTS: Main Hall - the front forecourt in Oxford Street

All other areas – the Shaftsbury Road car park behind the Umbrella Centre

IMPORTANT: PLEASE ENSURE FIRE EXITS ARE ALWAYS ACCESSIBLE AT ALL TIMES. NO FURNITURE SHOULD BE PLACED IN FRONT OF THESE DOORS.

ON discovering a fire:

Raise the alarm by pressing the centre of the nearest red alarm box. These are located by the exit doors and there is also one fire alarm situated above the fire extinguishers in the main hall and foyer areas.

Leave the building immediately by the nearest fire exit. Leave calmly and quietly and DO NOT collect personal belongings or return to the building.

Report to the assembly point.

ON hearing the fire alarm:

Leave the building immediately by the nearest fire exit. Leave calmly and quietly and DO NOT collect personal belongings or return to the building.

Report to the assembly point.

Roll Call:

You must go immediately to the assembly point so that your names can be checked against a register kept by the Responsible Person.

The supervising adult (Responsible Person) must have access to information such as a register of children or adults who are attending the event they are covering, and familiarise themselves with evacuation procedures, exits and the location of the first aid supplies.

The responsible person must NOT contact 999 unless they find EVIDENCE OF A FIRE (smoke/flames).

You will remain at the Assembly Point until given instruction, either by a supervising adult or the Fire Brigade Senior Officer that it is safe to return to the building.

Please note there is an alarm on the fire door in the main hall. If the door is opened the alarm will sound for 10 minutes.

You are not expected to attempt to extinguish the fire or put yourself at risk.

