



# Hythe Marina Association (HMA) Ltd

## The HMA Hub – Terms and Conditions of Hire

Unless otherwise agreed in writing with the Hirer, bookings of The HMA Hub at Hythe Marina Village are accepted on the understanding that the Hirer accepts these terms and conditions.

### 1 Bookings

- 1.1 All booking requests must be made in writing, by email, to the HMA Coordinator (see contact information below).
- 1.2 All booking requests must include the following information:
  - a) The name of the group or organisation making the request
  - b) The name of the Hirer
  - c) The address of the Hirer
  - d) The phone number of the Hirer (mobile preferred)
  - e) The date of the booking
  - f) The purpose of the booking
  - g) The duration of the booking
  - h) The number of people attending
  - i) The name and contact information of the person responsible for Health and Safety matters, if different from the Hirer
  - j) For recurring bookings, the number/time period to be covered and the frequency of the bookings required.
- 1.3 The Hirer will be informed whether their booking has been accepted, normally within 48 hours of placing their booking.
- 1.4 If the requested time slot is not available, the Hirer will be advised of alternative time slots.
- 1.5 Upon confirmation of a successful booking, the details will be passed to the HMA Treasurer who will invoice the Hirer.

### 2 Restrictions of Use

- 2.1 The HMA Hub is expected to be used for social, community and business meetings only.
- 2.2 Specific uses of The HMA Hub which are strictly forbidden include parties and the playing or performing of loud music that can be heard outside of the room.
- 2.3 The maximum number of occupants of The HMA Hub is 25, this number must never be exceeded under any circumstances.
- 2.4 Nothing is to be stuck, nailed, screwed, stapled or fixed in any way to the walls, doors, ceiling or any furniture.

### 3 Payments

- 3.1 Payments are to be made by electronic funds transfer to the account detailed on your invoice.
- 3.2 Payment must be received in accordance with the payment terms shown on your invoice, which will normally be at least 7 days before the date of the booking.
- 3.3 If payment is not received in accordance with 3.2 the booking will be deemed cancelled and the room will be released for hire by others.



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### 4 Cancellations

- 4.1 If a confirmed booking is no longer required, please let us know as your time slot could be used by others.
- 4.2 All cancellations must be made in writing via email to the HMA Coordinator ([HMAHubAdmin@hmaweb.org.uk](mailto:HMAHubAdmin@hmaweb.org.uk)) and the Webmaster ([webmaster@hythemarinaassociation.org.uk](mailto:webmaster@hythemarinaassociation.org.uk)) and must be made more than 24 hours in advance of the booking.
- 4.3 The Hirer will receive a full refund if a confirmed booking is cancelled more than 7 days in advance of the booking, otherwise no refund will be given.
- 4.4 The HMA reserves the right to cancel a confirmed booking if prevented to honour the booking by circumstances outside of its control. The HMA will refund to the Hirer any monies paid in advance. The HMA does not accept any liability for losses incurred by the Hirer in these circumstances.

### 5 Responsibilities of the Hirer

- 5.1 The Hirer is expected to observe the restrictions described in Section 2 above at all times.
- 5.2 External organisations must hold Public Liability Insurance suitable for their activity.
- 5.3 At the end of each booking, the Hirer must complete an entry in The HMA Hub Log Book, noting in particular:
  - a) any defects with the room
  - b) any damage caused to the room during the booking (see also 5.9 below)
  - c) any accidents that occurred whilst using the room
  - d) any injuries sustained whilst using the room.
- 5.4 After use the Hirer is expected to:
  - a) leave the room, kitchen and toilet in a clean and tidy state
  - b) turn off the water boiler in the kitchen
  - c) turn off all kitchen appliances
  - d) clean and dry all crockery that has been used and replace it in the cupboards
  - e) stack all tables and chairs against the walls after use
  - f) close all windows
  - g) replace the projector in its case and return it to the cupboard
  - h) replace the projector screen within its case
  - i) leave all radiators on frost control
  - j) turn off the cupboard light, lock the cupboard door and replace the key in the key safe on the wall next to the storage cupboard
  - k) empty the rubbish bin
  - l) turn off all lights
  - m) make sure the door is locked.
- 5.5 The Hirer is expected to provide their own refreshments, e.g. tea, coffee, milk and sugar, etc.
- 5.6 The Hirer is responsible for making sure the projector has adequate time to cool down before being switched off, in order to preserve the life of the bulb.



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- 5.7 The Hirer is expected to consider others in the vicinity of The HMA Hub at all times and not to disturb or otherwise cause a nuisance to them, to include users of other rooms and neighbouring residents when arriving, using and leaving The HMA Hub.
- 5.8 The Hirer is expected to notify the HMA of any defects in The HMA Hub as soon as is practically possible, to include reporting of defective bulbs, leaks, faulty equipment, etc.

Issue 4, March 2019

Registered in England No. 06282349

Registered Office: The Lock Building, Hythe Marina Village, Hythe, Southampton, SO45 6DY

- 5.9 The Hirer is responsible for notifying the HMA of any damage caused to the room, its contents or the communal areas of the building by their activities, as soon as possible, but in any case, no later than 24 hours after the end of their booking. The HMA reserves the right to charge the Hirer for rectifying any such damage so caused.

## 6 Responsibilities of the HMA

- 6.1 The HMA will provide access to The HMA Hub to the Hirer in accordance with their confirmed booking.
- 6.2 Access to The HMA Hub is by a security code which will be provided to the Hirer at least 48 hours before a confirmed booking.
- 6.3 The HMA will provide tables and chairs sufficient for the maximum permitted occupancy of the room.
- 6.4 The HMA will provide a projector and projector screen.
- 6.5 The HMA will replace defective items as soon as is practically possible.
- 6.6 For bookings made by HMA members, the HMA is responsible for providing Public Liability Insurance.

## 7 Health and Safety

- 7.1 Smoking is not permitted in The HMA Hub nor anywhere in the building.
- 7.2 The Hirer will be the person responsible for Health and Safety matters relating to a booking and must be present at the event to deal with any Health and Safety matters that may occur. This responsibility may be delegated to another person who must be attending the event. The name of the responsible person must be advised on the booking if this is different from the Hirer.
- 7.3 The Hirer is responsible for holding a list of all attendees in case of emergency evacuation.
- 7.4 The Hirer is responsible for ensuring that people attending an event in The HMA Hub are aware of the Fire Procedure Instructions (see Section 8 below), including the location of the fire exits.
- 7.5 The Hirer is responsible for ensuring that people attending an event in The HMA Hub are aware of the Bomb Alert Emergency Plan (see Section 9 below).
- 7.6 Be sure that all electrical equipment in use is connected properly to the power supply and that the plug and wiring is not damaged in any way. If you suspect a problem, DO NOT USE the equipment. All electrical equipment brought into The HMA Hub must have a valid Portable Application Test certificate.
- 7.7 The Hirer is responsible at all times for the conduct and behaviour of all people attending their event. The HMA reserves the right to terminate a booking if the conduct or behaviour is deemed to be unacceptable without any refund of costs.

Issue 5, November 2021

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### 8 Fire Procedure Instructions

- 8.1 Be sure that you know:
- a) **The location of the fire alarms** – by the entrance door to the room
  - b) **The location of the fire extinguishers** – by the entrance door to the room
  - c) **The fire evacuation route** – two routes are available: the shortest route is down the stairs directly in front of The HMA Hub, a longer route is available via the balcony and down the second set of stairs
  - d) **The assembly point for the building** – the village fountain.
- 8.2 Housekeeping
- a) Ensure all people attending your event are aware of the No Smoking regulations, the location of the fire alarms, exit routes and assembly point
  - b) Never obstruct the fire evacuation routes or allow them to be obstructed
  - c) Ensure that in your absence there is someone responsible for these procedures.
- 8.3 If you find/suspect a fire:
- a) **RAISE THE ALARM IMMEDIATELY** by dialling 999 or ensure that someone else does so. Fire alarms are located by the entrance door to The HMA Hub
  - b) Give the location as 20 Shamrock Way, Hythe Marina Village, Hythe, Southampton, Hampshire, SO45 6DY
  - c) Inform Marina Developments Ltd (MDL) on 023 8020 7073
  - d) Attempt to put the fire out **BUT ONLY IF YOU HAVE BEEN TRAINED** in the use of fire extinguishers. If in any doubt at all, you must leave the fire immediately.
  - e) When evacuation of the building starts, **QUICKLY** check the toilet area to ensure that everyone has left. Ensure that all fire doors are closed.
  - f) Having checked the area, go to the Fire Assembly Point and await the arrival of the Fire Brigade.
  - g) No one must re-enter the building until told it is safe to do so by the Fire Brigade.

### 9 Bomb Alert Emergency Plan

- 9.1 If the call is received here, listen carefully to the caller. Try to remember details of their voice, background sounds, other voices and **RECORD ANY CODE WORDS GIVEN**.
- 9.2 If the call comes from the police, obtain the caller's details and phone them back immediately so they can confirm the threat using the 999 telephone system – **DO NOT USE ANY OTHER NUMBER**. When confirmed move on to item 9.3.
- 9.3 For a call received from an outside person immediately **DIAL 999** and inform the police. Nominate the assembly point which should be at least 200 metres from the bomb site and preferably not in direct line of any explosion.
- 9.4 **DO NOT APPROACH THE SITE OF THE ALLEGED BOMB**.
- 9.5 Turn off all mobiles phones and radios within 200 metres of the bomb site.
- 9.6 Cordon off the affected area to a distance of at least 200 metres.
- 9.7 Assign someone to meet emergency services and give directions.
- 9.8 Follow instructions given by police officers.
- 9.9 Inform the Marina Manager on 023 8020 7073.



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### 10 Contact Information

10.1 The main point of contact for the HMA Hub is the HMA Coordinator who can be contacted by email at [hmahub@hythemarinaassociation.org.uk](mailto:hmahub@hythemarinaassociation.org.uk).