



HOLYBROOK PARISH COUNCIL

Serving the communities of Beansheaf Farm and Fords Farm

BEANSHEAF COMMUNITY CENTRE - CONDITIONS OF HIRE

TO AVOID ANY LATER MISUNDERSTANDING, PLEASE READ THESE CONDITIONS OF HIRE CAREFULLY BEFORE MAKING YOUR BOOKING.

Please note that completed Conditions of Hire and related documents are kept and stored securely by the Parish Council for a period of 7 years for accounting and auditing purposes.

General Terms and Conditions of Hire

- The Community Centre is a No-Smoking building.
- Hirers must be aged 21, or over, at the time of application. The Council does not accept any bookings for parties for, or on behalf of, persons aged 16 and up to and including, 21 years of age.
- At the end of the hiring, **the Hirer** shall be responsible for leaving the premises in a clean and tidy condition. Any tables and chairs removed from their usual position should be properly, wiped-down and replaced otherwise the Council shall be at liberty to make an additional charge or withhold part of the deposit.
- The Hirer will be charged for the whole time they occupy the premises (i.e. you must include the set up/clearing up period in your booking time). A penalty will be levied for late vacation of the premises. **All function attendees must leave the premises NO LATER than the time stated on the booking form.**

Due to our licence restrictions, the premises must be vacated no later than 10.30pm Monday to Saturday and 8.00pm on Sunday. Hirers must allow sufficient time for clearing up in order to vacate the premises on time. All rubbish must be removed from the premises at the end of the hire. There are large refuse containers in the premises car park: blue for general waste, white for recyclable waste.

- The Hirer is responsible for any damage to the Centre or any equipment in the Centre, which occurs during or as a result of the hiring. All damage shall be reported to the Parish Office as quickly as possible.

Decorations – Rooms may be decorated for a party/function. However, this must be done responsibly so as not to cause damage to the walls or any part of the room. Items must not be attached to the roller blinds in the Linear Hall.

The Council reserves the right to charge for any damage howsoever caused, the cost of which will be deducted from the refundable deposit, with any excess payable by the Hirer.

- The Hirer shall be responsible for the supervision of the room(s), lobby, kitchen and toilets hired during the term of the letting and shall ensure that no part thereof becomes overcrowded at any time. The maximum occupancy of the Linear Hall is 130 persons seated or 260 standing, the Beansheaf Room 40 persons seated or 80 standing and The Keep 15 persons seated and 25 standing.

- It is the Hirer's responsibility to provide adequate insurance/indemnity. The Parish Council will not accept responsibility for the actions of third parties during the term of any letting.
- The Hirer is responsible for the proper supervision of the access and car parking arrangements so as to avoid obstruction of the highway. Additionally, for the benefit of local residents, hirers are asked to conduct themselves in an orderly and responsible manner when arriving at/leaving the premises.
- The Hirer shall not assign, part with, or share possession of the premises without the express consent of the Council.
- The Hirer shall, during the hire period, be responsible for ensuring that no furniture, equipment or other item belonging to the Council is taken from the interior of the premises for whatever purposes.
- Hirers must familiarise themselves with the Fire Regulations which are clearly displayed on the notice boards in the building. This includes the location of fire extinguishers, the location of fire exits and Fire Assembly Point (in the car park) and the means of raising the alarm. Under no circumstances should any fire exit route be obstructed at any time. Hirers are responsible for ensuring all of their guests/clients are safely vacated from the building.
- The Hirer shall be responsible for :
 - a) ensuring that all electrical equipment provided by, or for, the hirer (e.g. disco), has the appropriate Portable Appliance Testing certificate.
 - b) ensuring that any caterer employed by the hirer is in possession of all relevant food handling certification. Please note that no food may be *cooked* on the premises but the oven may be used to heat prepared food. Portable stoves/hostess trolleys using naked flames are NOT permitted for safety reasons.
 - c) ensuring that any bouncy castle supplier/entertainer is in possession of all relevant operating licences and has adequate insurance cover in place.
 - d) ensuring that, where necessary, you hold the appropriate insurances and music licences.
- The Council reserves the right to cancel a hiring in the event of all of, or part of, the premises being required for use as: (a) a Polling station for a Parliamentary, Local Government or By-Election, (b) for Parish Council Meetings/community beneficial events i.e. the annual Holybrook Festival.
- In the event of the premises, or any part thereof, being rendered unfit (by reasons beyond the control of the Council) for the use for which it has been hired, the Council shall not be liable to the Hirer for any resulting loss or damage whatsoever.
- The Council shall not be liable for any loss or damage to the Hirer's goods, or the goods of any person admitted to the premises by the Hirer, howsoever caused.
- The Council reserves the right to refuse to hire the premises to any individual or organisation. Any disputes will be decided by a meeting of the Full Council and the Council's decision will be final.

- For regular hirers of the Centre - to ensure that storage space is fully utilised, the Council reserves the right to allocate space in an under-used storage room to another regular user. The Council reserves the right to inspect store rooms at any time. The Council reserves the right to remove storage space from any Hirer who is not using their allocated space respectfully. Any disputes will be decided by a meeting of the Full Council and the Council's decision will be final.

General Terms and Conditions - payment

- The charge will be the price applicable at the date of the event and all charges are subject to a regular review.
- Payment may be made by cash, bank transfer or cheque payable to Holybrook Parish Council.
- Deposits must be paid at the time of booking. In the event of non-payment of a deposit at the appropriate time, the Council reserves the right to re-let the premises. The Council reserve the right to increase the deposit amount as they see fit.
- The Hire Charge must be paid 14 days prior to the event.
- If the booking is subsequently cancelled, a percentage of the hire charge will be retained. Cancellation terms:
 - a) at least 15 days notice before the booking – full refund;
 - b) at least 8 days notice before the booking – 50% refund.
 - c) less than 8 days before the booking no refund will be given unless the Council is able to re-let the period booked.
 - d) Cancellation as a result of snow or bad weather – 50% refund.
 - e) Regular Hirers, will be charged for their agreed regular hire date/time unless notice is given (as detailed a - d)

There can be no hire unless the deposit and hire fee have been paid in full, in advance.

Once this form has been signed, dated and returned to the Parish Office, an invoice with payment details will be issued.

I have read and agree to abide by the Conditions of Hire as set out by Holybrook Parish Council.

Signature of hirer

(where hirer is an individual)

or authorised signatory

(where the hirer is an organisation or company)

Date: