HOLYBROOK PARISH COUNCIL

Proudly serving the residents of Holybrook since 2000

Beansheaf Community Centre

Conditions of Hire

To avoid any misunderstandings, please ensure you have read and understood these Conditions of Hire. Failure to comply with these Conditions may result in additional charges, the withholding of the deposit and/or ban from future hire.

General Terms and Conditions

1. **No Smoking:**
   The Beansheaf Community Centre is a non-smoking facility, including e-cigarettes.
2. **Age Requirement:**
   Hirers must be aged 21 or over. The Council does not accept bookings for events intended for, or on behalf of, individuals aged between 16 and 21.
3. **Responsibility for Attendees:**
   The hirer is responsible for ensuring that all attendees comply with their own Risk Assessment (if applicable), the Parish Council's Risk Assessment and these Conditions of Hire.
4. **Cleanliness of Premises:**
   The hirer must leave the Premises in a clean and tidy condition. This includes:
   - Cleaning and returning any furniture or equipment to its original position.
   - Ensuring appropriate cleaning supplies are used (e.g. household cleaners, no sprays on electrical equipment).
   - Bringing any additional cleaning equipment if needed.
   - **All rubbish must be removed and placed in the refuse containers in the car park (blue for general waste, white for recycling). These bins must not, under any circumstance, be overfilled. For clarity the bin will be deemed overfilled if the lids cannot be closed. Any excess rubbish must be taken away by the hirer.**
5. **Booking Duration:**
   You must book the room for the full time required, including set-up and clear-up.
6. **Vacating the Premises:**
   The Premises must be vacated strictly by 10:30pm Monday to Saturday, and by 8:00pm on Sunday. Ensure you allow enough time to tidy-up before these times.

When vacating the premises, please ensure that all doors and windows are closed, and that any lights or air conditioning in the hired room are turned off.

7. **Damage:**
   The hirer is responsible for any damage to the Premises or its equipment during the hire period. Any damage must be reported to the Parish Office immediately.

8. **Decorations:**
   Decorations are allowed but must not cause damage to walls, blinds, or any other part of the building. Fire exits and routes must not be blocked. The Council reserves the right to charge for any damage caused.

9. **Supervision:**
   The hirer is responsible for ensuring that the hired space is supervised, well-ventilated, and not overcrowded. Note:

   - The lobby is not to be used as a meeting room or as an extension of your hired room.
   - **Maximum room capacities:**
     - **Linear Hall:** 130 seated or 260 standing
     - **Beansheaf Room:** 40 seated or 80 standing
     - **The Keep:** 15 seated or 35 standing
   - Shared areas such as the lobby, kitchen and toilets must be used considerately by all hirers.

10. **Dogs:**
    Dogs are not permitted in the Centre, except for assistance dogs or those attending supervised training classes. Dogs are not allowed in the kitchen area under any circumstance.

11. **Insurance & Risk Assessments:**
    The hirer is responsible for providing adequate insurance and completing any necessary risk assessments. The Parish Council accepts no liability for third-party actions during the hire period.

12. **Assignment or Sharing of Premises:**
    The hirer shall not assign, sublet or share possession of the Premises without the express consent of the Council.

13. **Parking & Access:**
    The hirer is responsible for ensuring that parking arrangements do not obstruct the highway and that attendees conduct themselves responsibly when arriving at or leaving the Premises.

    The internal door to the Centre must never be wedged open. For access please use your assigned door code and greet your guests at the door or use the ‘ball’ system that is in place.

14. **Furniture and Equipment:**
    No furniture, equipment or items belonging to the Centre should be taken outside.

15. **Electrical Equipment:**
    Electrical sockets are for indoor use only and should not be used to power outdoor equipment. Any misuse of the electrical systems is considered a serious breach of the Conditions of Hire.

16. **Fire Safety:**
    The hirer must familiarise themselves with the Fire Regulations, including the location of fire exits, fire extinguishers and the Fire Assembly Point. Fire exit routes must remain clear at all times, and the hirer is responsible for ensuring that all attendees evacuate safely in case of emergency.

17. **Food Preparation:**
    Cooking is not permitted in the Centre, though pre-prepared food may be heated. Portable stoves and equipment using open flames are strictly prohibited for safety reasons.

18. **Third-Party Services:**
    The hirer must ensure that:

    - All electrical equipment (e.g. for a disco) has a valid Portable Appliance Testing (PAT) certificate.
    - Any caterer has relevant food handling certification.
    - Entertainers and suppliers (e.g. bouncy castles) have appropriate insurance and licences.
    - All required licences and insurance for activities (e.g. music) are in place.

19. **Cancellations & Emergencies:**
    The Council reserves the right to cancel or close the Centre in cases such as:

    - Use as a polling station, Parish Council meetings, or community events.
    - Health directives (e.g. for infectious diseases such as COVID-19).
    - The Centre being deemed unfit for use due to unforeseen circumstances. The Council is not liable for any loss or damage arising from such cancellations.
    - In the case of the Centre being required as an Evacuation Centre in case of a local or national emergency.

20. **Liability:**
    The Council accepts no liability for any loss or damage to the hirer's goods, or to goods belonging to anyone admitted by the hirer.

21. **Right to Refuse Hire:**
    The Council reserves the right to refuse hire to any individual or organisation. Disputes will be resolved by the Full Council. Its decision is final.

22. **Regular Hirers only (Storage):**
    The Council reserves the right to reallocate underused storage space and to inspect storerooms at any time. Disrespectful use of storage may result in its removal.

23. **Updates to Conditions:**
    The Council may update these Conditions of Hire as necessary. The most current version will apply, superseding all previous versions.

Payment Terms

23. **Charges:**
    Hire charges will be based on the rate applicable at the time of the event and are subject to review.

24. **Payments:**
    Payments should, ideally, be made via bank transfer. Details will be provided on the invoice.

25. **Deposits:**
    Deposits must be paid upon receipt of the invoice and are chargeable in-line with the Council's agreed pricing structure. Your booking is not confirmed until the deposit, booking form and signed Conditions of Hire are returned to the Parish Office.

26. **Hire Charge Payment:**
    The hire charge must be paid in full no less than 14-days before the event.

27. **Cancellation Policy:**
    If the hirer cancels, refunds will be issued as follows:

    - 15+ days' notice: Full refund
    - 8–14 days' notice: 50% refund
    - Less than 8 days' notice: No refund unless the period is re-let
    - Bad weather (e.g. snow): 50% refund

    Regular hirers will be charged for missed bookings unless notice is given in accordance with these terms.

28. **Booking Time:**
    The hirer is responsible for booking and paying for the entire time the Premises is occupied, including set-up and clear-up. A penalty will be charged for late departure.

Note: "Premises" includes the Beansheaf Centre, Linear Park and associated car parks.

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

Name of booking:

Signature of hirer (or Authorised person):

Date: