



Newton Leys Community Centre Terms and Conditions of Hire

Newton Leys Community Centre is managed by Bletchley and Fenny Stratford Town Council on behalf of the community. Use of the centre is subject to the Terms and Conditions contained in this agreement.

- Newton Leys Community Centre will be known as NLCC
- The hirer shall mean the person who has signed the hire agreement
- Bletchley and Fenny Stratford Town Council will be known as the Council

Bookings and Payment

- 1** All single hire charges and deposits shall be paid at the time of booking **prior** to hire. Hire times specified on the agreement must include set up time and clearing away time.
- 2** Block booking hall hire charges will be invoiced monthly. Payment is due on issue of the invoice and shall be paid within seven days of the invoice date.
- 3** We prefer payment via our online payments system at bletchleyfennystratford-tc.gov.uk. However we can accept payment by cash or cheque.
- 4** In addition to the hire charge a returnable deposit of £50 is required at the time of booking for single and block bookings.
- 5** Refund of any deposit is at the discretion of the Council. Deposits will not usually be refunded in cases of late cancellations (less than seven days' notice). Deposits may also be retained if the terms and conditions are not adhered to and/or loss or damage is incurred.

Hours of Opening

- 6** The centre is available to hire from 08:00 until 22:00 Monday to Sunday inclusive. The centre must be cleared and vacated no later than the agreed finish time on the hire agreement.
- 7** Chairs and tables are provided within the cost of the hire agreement
 1. 15 x tables
 2. 60 x chairs

- 8 Please Note: Hire charges and conditions will be reviewed on a yearly basis and bookings taking place after 1st April each year will be charged at the revised cost.

Cancellation

- 9 The Council reserves the right to cancel future bookings if the hirer breaches any of the conditions of hire.
- 10 The Council reserves the right to close the premises at any time for emergency or periodic maintenance and also when the premises are required for public elections or similar events. We will always try to give regular users a month's notice of closure.

Use of the Premises

- 11 The Hirer shall not use the premises for any other purpose other than that described on the booking form.
- 12 Hirers must leave the premises swept and tidy and all community centre equipment and furniture must be put away tidily in the store cupboard. Cleaning equipment is located in the foyer cupboard. Setting up and tidying time must be included in the hire period specified on the booking form.
- 13 The hirer is liable for the cost of any additional cleaning, should this be necessary, and also for any damage or breakages that may occur during the hire period. This cost may be taken from the deposit prior to the deposit refund being given.
- 14 All equipment hired may only be used within the facility and may not be removed.
- 15 Any equipment brought into the building by the hirer must have passed relevant safety tests and be fit for purpose. Permission from the Council must be obtained before a hirer can bring in any electrical equipment. Any accidents resulting from equipment brought into the building shall be the sole responsibility of the hirer.
- 16 The key holder will unlock the building at the commencement of the hire period and the building will remain unlocked until the end of the hire period. The hirer should ensure that **a responsible adult is present within the building throughout this period.**
- 17 The key holder is instructed by the Council to attend for a short period only at the start and end of the period of hire specified on your booking form. Any late arrivals or late finishes will be chargeable. This cost will be deducted from your deposit.
- 18 Applications for hire are only accepted from persons aged over 18 years old.

- 19 All rubbish shall be disposed of by the hirer. The cost of disposal of any rubbish left behind will be charged and deducted from your deposit
- 20 The NLCC premises shall be used for community purposes only and shall not be used as the hirer's postal address.
- 21 No alterations or additions shall be made to the premises.
- 22 No advertising or publicity material will be displayed inside or outside NLCC save on the noticeboards provided for this purpose and with the prior approval of the Council.

Health and Safety

- 23 The key holder will show the hirer all fire exits and explain relevant fire and safety arrangements. Hirers are required to pay close attention to these procedures. The hirer must call the fire service immediately on the outbreak of any fire however slight.
- 24 The key holder's contact number will be given at the time of booking. (It is suggested the adult responsible for the booking holds this number on their phone for the duration of the booking.)
- 25 Fire exits shall be kept clear at all times. It is the hirer's responsibility to ensure that the fire procedures displayed in the building and verbally communicated to them are also communicated to their guests/clients.
- 26 Smoking is strictly prohibited in the building and in the car parking or patio areas.
- 27 Hirers shall be responsible for their guests at all times whilst in the building. Block bookers are responsible for ensuring their policies are relevant for the activity taking place and appropriately shared with their service users. Regular hirers working with families and children or vulnerable adults are responsible for having appropriate safeguarding procedures and policies in place.
- 28 Risk assessments are the responsibility of the hirer and the hirer shall satisfy himself/herself that the space hired is safe and fit for purpose.
- 29 Children under the age of 14 shall not be allowed in the kitchen without adult supervision.

Alcohol

- 30 The premises are not licensed and there is a **strict no alcohol rule for all casual hirers of the premises.**

- 31 In the case of regular and reliable users of the premises only permission to serve alcohol on special occasions may be considered. The hirer shall make an application in writing to the Council on each occasion and **alcohol may not be served unless permission has been given in writing** by the Council. It will be the responsibility of the hirer to obtain and comply with any necessary licences for alcohol and/or entertainment.

Noise

- 32 Hirers shall not cause annoyance or nuisance to local residents by the playing of unreasonably loud music. Young people (under 18) must be supervised by responsible adults at all times during the course of any booking.

Parking

- 33 All parking shall be in the allocated spaces at the front of the centre and not in residents parking bays near the building. Vehicles must not cause any obstruction to neighbouring roads and ensure access for emergency services is maintained at all times.
- 34 With the exception of assistance dogs, no animals will be allowed on the premises, unless previously agreed by the Council in writing.

Insurance

- 35 Hirers making a block booking shall show their Public Liability Insurance Certificate to the Council and a copy will be retained on file.
- 36 The Community Centre's insurance policy **does not cover the hirer's property and equipment**. Equipment/items stored at the Community Centre by agreement with the Council are left at the hirer's own risk and the Council takes no responsibility for any loss or damage to these items.

I have read and understood these terms and conditions and agree to abide by them.

Signature of Hirer:

Print Name:

Date