

Document No: CH-TCH

The Community Hub
Mercers Drive
Bradville
MK13 7AY

Terms & Conditions of Hire

It is important to read the conditions as they form part of your contract with Stantonbury Parish Council.

1. Stantonbury Parish Council will hereafter be referred to below as SPC.
2. All bookings are made at the discretion of SPC.
 - a) Under the Milton Keynes Council Entertainments Licence, functions must end no later than **10.00pm**.
 - b) The main hall has a **maximum capacity of 80 persons**.
 - c) The hirer shall ensure that there is present a responsible adult person aged 21 years or more in charge throughout the period of hire.
3. **Block bookings:**
 - a) Accepted on a first come first serve basis.
 - b) If SPC require the hall for any reason a notice will be sent out **7 days** prior to the date of booking.
 - c) Any changes to a block booking will need to be made in writing to SPC no later than **one month** before the date of booking.
4. All hire charges and refundable deposit must be paid in full no later than **one month** prior to the booking, or at the time of booking if less than one month away. (deposits are returned usually within 4 weeks from date of hire)

Commented [DM1]: Do you want to add no block bookings on weekends?

Commented [DM2]: Added

Block bookings are invoiced a month in advance at the beginning of the month (deposits will be returned at end of agreement). If payment has not been made, the booking will be cancelled and no access to the Hub will be allowed.

Cancellation of any booking must be made in writing (email: info@stantonburyparishcouncil.org.uk)

The following charges may apply:

1 month's notice	no charge
More than 7 days notice	- 50% of charge
Less than 7 days	no refund

5. The hirer will indemnify SPC against any loss, damage, claim or expense howsoever arising, caused or occasioned during the hirer(s) use of the premises. It will be the responsibility of the hirer(s) to effect adequate Public Liability insurance to cover risks arising out of the use of the premises by groups or organisations. Proof of Public Liability insurance is required when booking.

Note: The key holder will unlock the building at the commencement of hire. The building will remain unlocked until the end of the hire period. The hirer(s) should ensure that someone is present within the building throughout this period. They will also explain to the hirer(s) the fire procedures in place in the buildings. The key holder will remain at the building for a maximum of **15 minutes** after the commencement of the hire period, the key holder will then lock the building if the hirer has not arrived. No refund will be given.

6. **No** betting, gaming or lotteries shall take place on the premises except that allowed by law and the Hirer(s) shall obtain any licence or certificate required, prior to booking the hall for such use.
7. The hirer(s) shall submit details of the planned activity to SPC at the time of booking and ensure compliance with all the relevant legislation, orders and regulations, in particular that relating to music, singing and dancing and the sale and supply of liquor. No intoxicating liquor will be supplied by SPC. All liquor (if required) must be supplied by the Hirer. It is the Hirer's responsibility to ensure that local licensing laws are complied with.
8. The hirer(s) must **not** cause annoyance or nuisance to local residents or adjoining occupiers by the playing of loud music, parking in front of driveways etc.
9. **Under the discretion of the council** with the exception of assistance dogs, no animals will be allowed on the premises, or in the caged area behind the building.
10. SPC has a policy of **no smoking** in all of their buildings and associated grounds. This must be adhered to at all times. This includes electronic cigarettes.
11. **SAFETY - All hirers must read and be aware of the SPC Fire Evacuation Procedure and the SPC Fire Safety Policy.**
 - a) A system of emergency lighting is installed in the hall and must not be interfered with.
 - b) Fire exits and signs and doors must **not** be obstructed in any manner at all. The hirer(s) must ensure that all the users present are aware of the fire procedures, which are displayed in the building. Tables and chairs must be arranged such that free access is possible at all times to all internal doors and fire exits.
 - c) The firefighting equipment must not be removed from the designated fire points and shall only be used for the purposes for which it is installed.
 - d) Users must not interfere with the boiler and heating system installed in the hall.
 - e) No form of cooking apparatus may be used inside the hall, other than the standard equipment provided in the kitchen.

Commented [DM3]: Added

- f) Fireworks are not permitted to be used either inside the hall or in the hall grounds for safety reasons and due to the close proximity of neighbouring houses.
- g) Barbecues are not permitted. Outside caterers such as hog roasts can be used with written permission from SPC. This must be requested at the time of booking.

12. All refuse must be removed from the building by the Hirer. **Black sacks are available.**

Commented [DM4]: Do we still want to do this.

13. All SPC equipment can only be used within the facility and must **not** be removed.

14. The hirer(s) must leave the premises clean and tidy, and all equipment and furniture should be stored away or placed tidily as required by SPC. Cleaning and tidying up must be carried out **during the hire period**. The hirer(s) is/are liable for the costs of any additional cleaning should this be necessary, together with damage and breakage, which may occur during the hire period. **Refund of any deposit is at the discretion of SPC.**

15. In case of block bookings, the hirer(s) must not leave hirer(s) or group belongings/equipment on the premises without the written consent of SPC. Any items left in the building with SPC's approval, are left at the owners' risk and the responsibility for such belongings lies solely with the hirer(s). Any belongings left on the premises without prior agreement from SPC will be treated as abandoned and may be disposed of by SPC and will be **disposed of after one month**. Storage is not part of the contract. The provision of such storage is entirely at the discretion of SPC. Hirer(s) must not use unallocated storage space nor overfill allocated space.

16. If the building is **not** vacated promptly (**within 15 minutes**) at the end of the hire period an additional charge of **1 hour** hire will be deducted from the deposit.

17. The premises shall be used for **community purposes only** and shall not be used as the hirer(s) postal address.

18. **No** advertising or publicity material will be displayed inside or outside the building without the prior approval of SPC.
Blu Tack only to be used to secure decorations. No decorations to be attached to the acoustic panels on the ceiling.

19. Any aggression, abuse or physical harassment directed towards our staff will not be tolerated.

20. SPC reserves the right to cancel the booking if the hirer(s) breaks any of the above conditions.

21. SPC reserves the right to cancel any booking at its discretion and to change or amend the terms and conditions of hire at any time without prior notice.

22. Hirers should not drive onto the paving slabs surrounding The Hub.

The Community Hub will be closed to all users on bank holidays and statutory holidays unless prior agreement has been made with SPC.

The Community Hub Hire Charges

Group 1	Hire Charge	Deposits
Charity Status Residents of the Parish (proof will be required on booking) Community Groups	£15 per hour	£100
Day Hire (8.00am-10.00pm)	£195	£100
Group 2		
Non-residents Commercial Hire	£25 per hour	£100
Day Hire (8.00am-10.00pm)	£325	£250

Commented [DM5]: Do we want to increase these costs or stay

Please note all tables and chairs (50) are included in the hire charge.

An invoice will be raised once the booking form has been received.

Data Protection: Stantonbury Parish Council will store your data in line with our data protection policy. Information you give us about yourself will be held on computer or manual record, which you have a right to see and check. Information may be shared with organisations we work with to provide services to you. Information may also be used in connection with the prevention and detection of crime and fraud. Full details of our privacy policy can be seen on our website or upon request.

Stantonbury Parish Council

126 Kingsfold

Bradville, Milton Keynes, MK13 7DX

Telephone: 01908 227201

Website: www.stantonbury-pc.org.uk

Email: info@stantonburyparishcouncil.org.uk