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# The Community Hub

## Terms & Conditions of Hire

**Mercers Drive  
Bradville  
MK13 7AY**

Signed: .....A Ronaldson.....  
The Chair of Standards Committee  
Signed: .....K Smith .....

The Chair-Stantonbury Parish Council

Date: .....17.02.26.....

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## **Document History**

Reviewed and adopted at Full Council	15/05/2024
Community Hub/Events Working Group discussed changes	23/07/25
Reviewed and agreed by Community Hub/Events Committee	10/09/25
Reviewed and signed by Standards Committee	22/10/25
Adopted and signed at Main Meeting	20/01/25
Adopted and signed at Main Meeting	17/02/25

**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, all hirers must ensure their function is finished by **10.00pm**.
  - b) All hirers must ensure they vacate the building before the end of their booked hire period. Failure to do so may result in additional charges being deducted from the deposit.
  - c) The main hall has a **maximum capacity of 80 persons**. The maximum seated capacity of the main hall is **60 persons**.
  - d) The hirer must be present throughout the hire period and aged 21 years or more.
  - e) All bookings are accepted on a first come first serve basis.
  - f) If SPC requires the hall for any reason, a notice will be issued at least **14 days** prior to the booking date. However, in the case of an emergency, SPC reserves the right to waive this notice period.
3. **Block bookings:**
  - a) A block booking is defined as a booking made for 3 or more occasions (e.g., once a week for 3 weeks).
  - b) Block bookings will be approved by the Committee.
  - c) Any changes to a block booking will have to be requested in writing to SPC no later than **one month** before the date of booking.
  - d) Block bookings **cannot** include Saturdays.
  - e) A block booking will be reviewed every 6 months by the Committee and a minimum of 2 months' notice of any changes will be provided following the review.
4. **Regular Hirers:**
  - a) The regular hirer will be an agreed named individual(s) for the organisation (up to a maximum of two). Each will be required to attend induction training.
  - b) Regular hirer's will be issued key access after they have completed the induction training.
  - c) Hirers must take responsibility for opening and closing procedures, as explained during induction.
  - d) Hirers must not change the time of the booking without notice to SPC as mentioned in 3c.

5. All refundable deposits must be paid in full no later than two months prior to the booking, and all hire charges must be paid in full no later than one month prior to the booking, or at the time of booking if less than the stated period away. Deposits are usually returned within four weeks from the date of hire.

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](mailto:info@stantonburyparishcouncil.org.uk))

The following charges may apply:

<b>28 days</b>	<b>no charge</b>
<b>More than 7 days notice</b>	<b>– 50% of charge</b>
<b>Less than 7 days</b>	<b>no refund</b>

#### **Deposit Deductions & Additional Charges**

- The deposit is held as security against damage to the premises, breach of these Terms and Conditions, or additional costs incurred by SPC as a result of the hire.
- If the cost of damage, cleaning, or other breaches is less than or equal to the deposit amount, the relevant sum will be deducted from the deposit before it is refunded.
- If the costs exceed the deposit amount, the hirer will be invoiced for the balance, **payable within 7 days.**
- Evidence of any damage, breach, or additional work (e.g., photographs, incident reports) will be provided upon request.
- The “**Additional Charges Schedule**” forms part of these Terms and Conditions and sets out the standard rates SPC may apply for breaches, cleaning, or repairs. These charges may be varied if the actual costs are higher.

#### **6. Insurance**

- The hirer is responsible for any loss, damage, claims, or expenses that occur during their use of the premises.
- Hirers must have adequate Public Liability Insurance to cover any risks arising from their booking, especially for group or organisational use.
- Proof of valid Public Liability Insurance must be provided at the time of booking.

#### **7. Keyholder Arrangements**

- At the start of the hire period, an SPC keyholder will unlock the building.
- The building will stay unlocked until the end of the agreed hire period.
- The hirer must not leave the premises unattended during the hire period see 2d).
- The keyholder will:
  - Explain the building’s fire safety procedures.
  - Go through the hire checklist with the hirer (which must be signed).

- The keyholder will wait at the building for a maximum of **15 minutes** after the booking start time. If the hirer has not arrived within this time, the building will be locked, and **no refund will be given**.

8. **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.
9. 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.

10. The hirer(s) **must not** cause any disturbance, annoyance, or nuisance to local residents or neighbouring properties. **Loud music, excessive noise, or disruptive behaviour will not be tolerated** and may result in the immediate termination of the booking without refund.
11. Parking at the venue is limited. Illegal parking by attendees including driving or parking on the paving slabs at an event will be classed as **breach of the Terms and Conditions**.
12. Hirers should not drive on the Grass area unless agreed by SPC in advance.
13. 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.
14. SPC has a policy of **no smoking** in all their buildings and associated grounds. This must be always adhered to. This includes electronic cigarettes.
15. **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.

- f) **Barbecues are not permitted.** Outside caterers can be used with prior written permission from SPC. This must be requested at the time of booking.
- g) 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.

16. All refuse must be removed from the building and disposed of by the Hirer.  
**Refuse sacks are available.**

## 17. Use of Inflatables

### 1) INDOOR

- For safety reasons, bouncy castles and other large inflatables are not permitted inside the hall due to limited ceiling height and space restrictions.
- Smaller inflatables, such as ball pits or soft play equipment, may be considered for indoor use with prior written approval from the Parish Council.
- Hirers must provide details of the equipment, its intended location, and proof of appropriate insurance (including the supplier's Public Liability Insurance) before permission is granted.

### 2) OUTDOOR

- Use of large inflatables, such as bouncy castles, may be permitted with prior written approval from the Parish Council.
- The hirer must supply evidence of the supplier's current Public Liability Insurance and a valid safety inspection certificate (e.g. PIPA or equivalent) prior to the event

Any unapproved use of inflatables may result in termination of the hire and forfeiture of the booking deposit.

18. All SPC equipment can only be used within the building:

- Equipment must only be used for its intended purpose
- Trolleys **must** be used to move furniture
- No children are allowed to move any SPC equipment.

19. Businesses and not-for-profit organisations may request to use the Community Hub TV for event purposes. Use is strictly subject to written consent and approval by the Community Hub/Events Committee. Applications must be submitted in advance and will be considered at the Committee's discretion.

20. 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.**

21. 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.

22. 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 week.**

**23.** Hirers may use the Community Hub address to advertise events, but the Community Hub's address **must not** be used as the hirer(s) personal, organisation or business address.

**24.** No advertising or publicity material will be displayed inside or outside the building without the prior approval of SPC.

**25. Decorations**

- Only **white tack** may be used to secure decorations – blue tack, pins, nails, tape, or other adhesives are not permitted.
- Decorations must not be attached to the acoustic panels on the ceiling or to any surface where damage could occur.
- All decorations must be set up and removed within the agreed hire period. Nothing may be left in place before or after the booking.
- **Seasonal decorations may be displayed in the hall at certain times of the year. Hirers should take these into account when making a booking, as these decorations will not be removed.**

**26.** SPC is committed to promoting a safe, respectful, and inclusive environment for all. We ask that all users of the Community Hub treat others with courtesy and consideration.

Inappropriate behaviour — including any form of abuse, harassment, or discrimination is not acceptable. Anyone behaving in this way may be asked to leave, have their booking cancelled, and may not be permitted to return to the Hub.

**27.** SPC reserves the right to cancel the booking without refund if the hirer(s) breaches any of these terms and conditions.

**28.** 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.

**29.** The Multi-Use Games Area (MUGA) is available for public use and is not included as part of your hire agreement.

**30.** CCTV is active inside and outside the building. Any attempt to interfere with its operation is prohibited

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

## **Hire Charges Schedule:**

Note: All bookings require a **minimum hire of 2 hours**. Deposits are refundable subject to compliance with terms and conditions. All tables and chairs are included in the hire charge.

<b>Category</b>	<b>Eligibility</b>	<b>Hourly Rate (2 hr minimum)</b>	<b>Day Hire (8am–10pm)</b>	<b>Deposit</b>
<b>Group 1</b>	- Charities - Parish Residents - Community Groups  (proof is required)	£15 per hour	£195	£100
<b>Group 2</b>	- Non-residents - Commercial Hire	£25 per hour	£325	£250

An invoice will be raised once the booking has been confirmed by the office

## **Additional Charges Schedule:**

<b>Description</b>	<b>Additional Cost to Hirer</b>
The building not vacated promptly at end of the event	£15.00 for Group 1 / £25 for Group 2 (This will be charged per hour)
Labour Fee	£15.00 per hour
Rubbish not being removed from the premises	£15.00 (an additional £5.00 will be apply if removal is required on a Sunday)
Cleanliness generally after an event	£15.00 per hour (Sunday cleaning will incur an additional £5.00 charge)
Damage to internal walls/floor	£25.00 per hour for repairs PLUS cost of materials
Damage to kitchen appliances	Full cost of replacement or repair
Damage or broken tables/chairs	Full cost of replacement or repair
Evidence of BBQs/fireworks or similar	Cost of repairs or £150 fine. Whichever is the larger.

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.

This document will be reviewed every 2 years, or sooner if required due to changes in legislation or Council procedures.