

Great Linford Parish Facilities

TERMS AND CONDITIONS OF HIRE

Conniburrow Community Centre and Sports Pavilion CCC
Parish Meeting Rooms, Great Linford
High Street Pavilion, Great Linford
Marsh Drive Buildings, Great Linford
Giffard Park Community Centre – Giffard Park

It's boring but it's essential you read this otherwise your deposit is at risk and could result in further charges being incurred.

1 APPLICATIONS

- 1.1 All applications for the hire of any of the above facilities must be made via the GLPC booking system and are subject to these Terms and Conditions of Hire.
- 1.2 Great Linford Parish Council (GLPC) reserves the right to refuse any application for hire.
- 1.3 Bookings are provisional until GLPC has sent confirmation by email.

2 BOOKINGS

- 2.1 **Buildings:** are booked by the hour, ***this must include setting up and clearing up times***. Our venues can only be hired until 10 pm this means you must have left the premises and the carparks.
 - 2.1.1 Requests made within 14 days before the letting date ***will only be accepted subject to the agreement of the Parish Manager, in consultation with the Caretaker.***
- 2.2 **Open spaces:** Bookings for the use of the open spaces for larger events will be agreed on a case-by-case basis and a separate documented application will be used.

3 PAYMENT OF FEES AND CHARGES

- 3.1 All fees and charges for hire of facilities are obtainable from the Parish Council offices and are increased **annually** on 1st April, but increases may arise due to external influences.
- 3.2 **Occasional Users:** If the event is less than 30 days from time of booking, full payment of invoice is due immediately. If the event is 30 days plus, the deposit is to be paid within 48hrs of receipt of the invoice and remainder of invoice paid 30 days before date of event.

3.3 Community hall long term/block booking Users: Your first payment will be required, in full, no less than 30 days before the first occasion of use and thereafter monthly or quarterly invoices will be sent for payment. Regular users will be invoiced within the first week of the month, for the following months bookings, with a payment term of 14 days from the date of the invoice. If your bookings are not captured in the monthly invoicing process your payment term will be 'immediate payment required.'

Long term regular user groups who wish for regular weekly or monthly or quarterly bookings, can book 12 months in advance on a rolling 12-month calendar e.g., Book in January 2022 for February 2023.

3.4 Late payment of invoices will result in an administration charge of £30.00 being applied to the booking and could also result in the booking being cancelled.

3.5 Deposits: All users are required to pay a deposit at the time of hiring, which needs to be paid within 48 hours of receipt of the invoice; the deposit level will be determined by the type of event being booked. Events involving field and indoor usage may incur higher deposits. Deposits are non-refundable if the Terms and Conditions are broken which relate to:

- A. Not arriving and or leaving at the time agreed and confirmed on your booking or
- B. Not leaving the venue clean and tidy and not removing all rubbish from the venue.
- C. Not complying with the instructions and requirements of the venue.

Refunds for deposits are paid mid-month and end of month on receipt of customers bank details and only after the caretaker has confirmed that the premises were left as they were found and for long term users, after the final booking date.

Failure to comply with the terms and conditions of hire will result in non-return of the deposit.

3.6 Surcharge: Parish Council reserves the right to levy a surcharge, as agreed by the Parish Manager, if there are any issues relating to the booking and or fees and payments.

3.7 Changes to bookings: After the invoice has been raised any changes to times and/or dates will incur a £20.00 admin charge.

4 CANCELLATION

4.1 The Parish Council 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.

4.2 Non-payment of deposit and/or fees within the correct timescale will result in the booking being cancelled.

4.3 Occasional Users

4.3.1 Meeting rooms/Community Halls: Cancellation by the Hirer of casual bookings must be made at least 30 days before the date of hire, or a refund will not be given.

4.3.2 Open spaces: Cancellation or change by the Hirer of casual bookings must be made at least 30 days before the date of hire or a refund will not be given. If the cancellation is after this, due to weather, the refund will be minus any costs incurred by the council. The organiser is responsible for the costs of their own cancellation process.

4.4 Long term/block booking Users

- 4.4.1 Meeting rooms/Community Halls:** Amendments by the Hirer of a long-term booking must be made in writing at least 14 days prior to the start of the booking. Refund of fees paid in advance will be dependent on the Parish Council's ability to re-let the facility. Termination of long-term bookings will be 2 months' notice. Charges will be made to cover this loss if less than 2 months.
- 4.4.2** The Parish Council reserves the right to cancel the hiring if the Hirer breaks any of the above conditions.
- 4.4.3 Storage:** Long term users will have a written agreement with the Parish Council for the use of nominated storage space.

5 Use of Body-Worn Cameras by Caretaking Staff

- 5.1** Please be advised that, for the safety and security of our staff and service users, our caretakers may wear body-worn cameras during their shifts. These cameras may record video and audio in public and shared areas. The footage is used strictly for security, safeguarding, and incident verification purposes, and is managed in accordance with relevant data protection regulations. If you have any questions or concerns, please contact us.

6 GENERAL RESPONSIBILITY

- 6.1** Under Fire Regulations, the maximum number of people allowed in the facilities are: (it is the Hirers' responsibility to ensure these numbers are not exceeded)
- High Street Pavilion – 35
Giffard Park Community Hall – 70
Marsh Drive Community Hall – 90
Parish Office – Meeting room – 45
Conniburrow Community Centre – 100
- 6.2** The Hirer shall not transfer or sub-let the booking to a third party.
- 6.3** Relevant licenses, required for activities, required by the hirer are the sole responsibility of the hirer e.g. music license etc.
- 6.4** Any electrical equipment brought to the venue must comply with electrical safety standards which the hirer is liable for.
- 6.5** Hirers must leave the premises at the contracted end time as stated on the invoice and booking confirmation email. At this point you must have:
- 6.5.1** Ensure the facility is clean and tidy; brooms, mops etc. are available at each venue.
- 6.5.2** All equipment and furniture stored away or placed back as found.

- 6.5.3 All general waste, leftover food and recycling items must be removed from the premises and taken home, unless a prior arrangement has been made with Great Linford Parish Council.
- 6.5.4 The hirer may be liable for additional costs if extra cleaning is deemed necessary.
- 6.5.5 The hirer is responsible for any damage or breakages. Decorations must not be fixed to acoustic panels at Marsh Drive. Repairs to walls or paintwork caused by decorations will result in non-return of deposit, if repair costs exceed this amount, you will be charged for additional costs.
- 6.5.6 The Hirer will be responsible for the conduct of all users of the facility during the hire session and ensure that there is adequate supervision.
- 6.5.7 The Hirer shall not use or permit the use of the Facility for any unlawful purpose, nor do anything (or bring to the Facility anything) which may endanger the Facility, the users, or invalidate any insurance policies relating thereto.
- 6.5.8 The Hirer shall, if selling goods on the Facility, comply with the Fair-Trading Laws and any local 'Code of Practice' issued in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed and shall be of the Hirer's name and address. Hirers should not be selling flammable goods or goods deemed dangerous or harmful.
- 6.5.9 The Parish Council operates a non-smoking policy in all indoor areas.
- 6.5.10 Drugs or the use of illegal substances are strictly prohibited.**
- 6.5.11 **BBQs** are NOT permitted on any GLPC facility/premises.
- 6.5.12 The use of Bouncy Castles can only be authorised in writing by the Parish Council, must be supplied by a registered operator and the hirer must ensure adequate Public Liability Insurance. Bouncy Castles will not be permitted indoors, and a request may be denied if there are other activities at the premises.
- 6.5.13 All cars are to be parked only in the designated parking areas, unless a specific written request is agreed by the Parish Manager, prior to the event. Parking outside our venues on paths, verges or roadways is not permitted. Designated mobility parking should be left vacant for necessary users.
- 6.5.14 The Hirer must at the time of hire, discuss and seek approval from the Parish Manager when advertising or publicity material is to be displayed or decorations used.
- 6.5.15 Any children attending functions/sports events are the responsibility of the named Hirer.
- 6.5.16 The Facility should not be used as the Hirer's Postal address.
- 6.5.17 The Parish Council will accept no liability in respect of people hiring our facilities, for the loss of or damage to property or injuries sustained, or damage to a third party.

- 6.5.18** No betting, gaming or lottery shall take place on the Facility premises except that allowed by law and the Hirer shall obtain a license or certificate required **prior to booking** the Facility for any such use.
- 6.5.19** The Hirer is responsible for ensuring that inconvenience and nuisance is not caused by other users of the Facility or local residents.
- 6.5.20** The Parish Council accepts no responsibility for personal property left at the facility. Any lost property remaining after one month will be treated as abandoned and disposed of by the Parish Council.
- 6.5.21** It shall be the responsibility of the Hirer to effect adequate public liability insurance to cover risks arising out of the use of the Facility by invitees and visitors.
- 6.5.22** The Hirer agrees to indemnify the Parish Council against any loss, damage, claim or expense howsoever arising, caused, or occasioned during the Hirer's use of the Facility.
- 6.5.23** Belongings of the Hirer cannot be left at the facility outside the period of hire, except with prior permission of the Parish Council, and at the Hirer's own risk.
- 6.5.24** Except in the case of trained guide dogs, no animals shall be permitted in the buildings.
- 6.5.25** Any verbal or physical abuse of representatives of GLPC will be reported to the police and your deposit will not be refunded.
- 6.5.26** **Great Linford Parish Council reserves the right to change or amend the Conditions of Hire at any time without prior notice.**

7 BREAKAGES/DAMAGE/LOSSES

The Hirer shall be responsible for:

- 7.1.1** The prevention of damage, other than fair wear and tear, to the facility.
- 7.1.2** Any damage may result in the Parish Council taking payment for repairs from the deposit or a surcharge if it exceeds the deposit amount.
- 7.1.3** Breakages must be reported immediately in writing and will be subject to an additional charge.
- 7.1.4** Checking that the playing surfaces are in a playable condition before commencing use.
- 7.1.5** No studded boots to be worn in the buildings.
- 7.1.6** The Parish Council accepts no responsibility for personal injury or loss or damage to personal property.

8 SAFETY/FIRE EXITS ETC

- 8.1.1** Fire exits and exits signs must not be obstructed in any way. In particular, tables and chairs must be arranged such that free access is always possible to all internal doors and fire exits.

- 8.1.2 The fire-fighting equipment must not be removed from the designated fire points and shall only be used for the purpose for which it is intended.

9 GENERAL

- 9.1.1 The Parish Council reserves the right to visit or monitor any booking that it thinks fit, and to terminate that booking if there is any doubt that the Conditions of Hire are not being complied with.
- 9.1.2 The Parish Council reserves the right to modify any of these conditions, or to impose special conditions where the nature of an application, in the opinion of the Parish Manager, so demands.
- 9.1.3 The Parish Council shall not be liable for any loss incurred by the Hirer through the non-availability of the facility, resulting from circumstances beyond its control.

We hope you have a great time using these facilities, and we welcome any comments regarding improvements etc.

IF YOU HAVE ANY PROBLEMS DURING YOUR BOOKING, PLEASE CONTACT OUR CARETAKER whose details will be provided on your booking emails.