

CONDITIONS OF HIRING v3.5

Long Buckby Community Centre - Charity No. 271609

1.0 BOOKING/SESSION CANCELLATIONS

Should you require to cancel your booking or one session within it, then you must do so by cancelling it yourself within your bookings account or by contacting the centre via email at bookings@longbuckbycc.org.uk or call us on 01327 844753 to inform us of the booking or session you wish to cancel **no later than 48 hours prior to the session start time**. Cancellations for any reason will not be accepted with less than 48 hours prior notice and you will be charged in full for the session.

2.0 BOOKING TIME

All hirers **must ensure that you include enough time to set up and clear down within your session time** and this will apply to all rooms and services. If you stay or enter after/before your session time, you may be charged.

3.0 DAMAGES

We ask that all hirers respect the property and rooms whilst hiring them and this includes all fixtures and fittings. Please **do not attach anything to the floor, fixture & fittings or walls which may damage them** such as stickers or Bluetack™ or use any form of glitter within the centre. If any damage is found following your booking, we may be required to hold back your deposit in order to rectify any damage.

4.0 FIRE REGULATIONS

You should read and observe the Fire Procedures outlined on the notice boards. Responsible persons over the age of 21 years must be provided at the function to ensure the safe evacuation in the event of a fire.

Fire Exits must be kept clear at all times and **must not be opened** for any reason **other than an emergency**. Gangways must be kept clear.

The location of the Fire Fighting equipment must be checked on first entering the premises. **Lighting of any flames including candles is NOT permitted at any time. Use of smoke machines or snow machines or any such similar equipment is NOT permitted at any time.**

5.0 CAPACITY, TERMS OF THE MUSIC, DANCING & ALCOHOL LICENCE

The maximum number of people allowed in the:-

Main Hall	- 200 seated or 220 standing
Jubilee Room	- 40 seated
Hobro	- 80 seated
Upper Hall	- 120 seated
Stables Suite - Therapy Room	- 4 seated
Stables Suite - Consultation Room	- 6 seated

There must be no disorderly conduct or any obscene or offensive singing or dancing. Any user should avoid making excess noise which disturbs other users. If this occurs they will be asked to reduce the noise.

Avoid causing nuisance or discomfort to other residents in the neighbourhood.

Windows and outside doors should be kept closed when there is loud music being played.

The premises must not be used for entertainment/sale of alcohol after 1 am (Mon - Fri) or 11.45 pm (Saturday) or 10.30 p.m. (Sunday) unless specially arranged. A designated responsible adult nominated by the hirer who is over the age of 25, must be present and supervising to ensure that nothing is done on the premises in contravention of the law relating to gaming, betting and lotteries, throughout the booking.

6.0 PUBLIC SAFETY COMPLIANCE

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Licensing Authority or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children

The Hirer acknowledges that they have read the Emergency Procedures notices in the Centre and noted the following;

- The action to be taken in the event of fire. This includes calling the Fire Brigade and evacuating the building
- The location and use of fire equipment.
- Escape routes and the need to keep them clear Method of operation of escape door fastenings
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire

In advance of an entertainment or play the Hirer shall check that all fire exits are unlocked. All escape routes are free of obstruction and can be safely used. Fire doors are not wedged open and that there are no obvious fire hazards on the premises.

7.0 DEPOSIT

A deposit (amount specified on booking form) is required with the completed booking form for occasional hirers. The deposit will be returned (within 5 working days of the session date) providing the premises have been left in good order throughout, there have been no breakages/damages/losses and all T&C's have been complied with.

The person in charge/organisation to whom the letting is made, will be responsible for meeting the cost, of any breakages/damages/loss that occurs during the period of the letting over and above the deposit paid.

The security of the premises hired will be the responsibility of the hirer during the period of letting and you should ensure the building is secure at all times.

8.0 INSURANCE

The Community Centre holds insurance cover in respect of Buildings and Contents with Employers and Public Liability.

Each room hirer must make arrangements for insurance to cover their own property etc. for which the Community Centre cannot be held responsible for any damage or loss left by the hirers. If a bouncy castle is being used during your booking, you must inform us of this and refer to our bouncy castle policy which you will be bound to (can be found on our bookings website footer).

9.0 WASTE DISPOSAL

As the Hirer, you are responsible for leaving the premises in a fit state for the next Hirer. There are brooms and dustpans for your use in our main hall, upper hall, Jubilee room and Hobro room. Waste disposal instructions for occasional hirers will be issued as part of your room access instruction email, please abide by these and remember our preference is you should clear and take your rubbish with you. If your booking contains a session lasting more than 6 hours, an automatic bin collection charge will be applied to your booking for each day a session is 6 hours or more.

10.0 ADVERTISING

We ask that all regular hirers please ensure they are only using the designated notice boards for any advertising material. This should be restricted to no more than 1 advert per group/event and should be no bigger than A5. Trustees & centre staff reserve the right to remove any advertising material which breaches this or is found to be non-decent

11.0 ADVISORY NOTICE - SESSION CHANGES

Regular hirers are required to be prepared to move one of their regular session times up to 3 times a year when requested by the Trustees. All hirers are hereby given notice that any session may be moved or cancelled at short notice at the discretion of the Trustees. This is due the centre being identified as a centre of refuge under emergency circumstances for several key public service locations in the local area. In the event of this being activated, all affected hirers will be notified as soon as possible.

12.0 CCTV

Closed Circuit Television (CCTV) is in operation throughout the community centre for the purposes of public safety and crime prevention. CCTV may record hirers and their guests during use of the premises. By hiring the centre, you acknowledge the presence and use of CCTV. Further details are available in our Privacy Notice found in the footer on our bookings website at booking.longbuckbycc.org.uk

PLEASE LEAVE THE BUILDING AS YOU WOULD WISH TO FIND IT. THANK YOU.