

## **NEW BRADWELL COMMUNITY CENTRE – CONDITIONS OF HIRE**

### **CHARITY / NOT FOR PROFIT BUSINESS OR COMMUNITY GROUP HIRERS**

These conditions relate to the charity / not for profit business or community group hire of the New Bradwell Community Centre, Church Street, New Bradwell, Milton Keynes MK13 0DA, managed by the New Bradwell Parish Council.

A charity is an organisation registered on the Gov.UK Charity Register for England, the Scottish Charity Regulator for Scotland, or the Charity Commission for Northern Ireland.

A not-for-profit (or non-profit) business / organisation is an independent business / organization whose primary purpose is not to generate profit for their owners or members, but rather to benefit society, the local community, or a specific cause. Charity status isn't required for New Bradwell Parish Council to classify a business / organisation as not-for-profit (or non-profit) under its adopted conditions of hire. A social enterprise might also be classified as a not-for-profit business hirer under New Bradwell Parish Council's adopted conditions of hire.

New Bradwell Parish Council reserves the right to require documentary evidence in support of a business / organisation being classified as a not-for-profit (or non-profit) hirer under its adopted conditions of hire. What this documentary evidence should demonstrate can include, but is not limited to:

- that a business / organisation's primary purpose is not to generate profit for its owners or members
- that a business / organisation's activities are wholly accessible and directly beneficial to the local community.

All documentary evidence will be reviewed and discussed at a full Council meeting of New Bradwell Parish Council and the hirer notified of their decision as soon as possible afterward.

The Conditions of Hire for Charity / Not-for-profit Businesses or Community Group Hirers, including hirer group definitions, fees, and booking times, etc, have been written and adopted by New Bradwell Parish Council who reserve the right to review and amend these conditions at regular intervals.

The hirer group, fees, and sessions of all booking requests are assigned at the sole discretion of New Bradwell Parish Council when the outcome of the booking request(s) is finalised.

#### **PERMITTED ACTIVITIES**

- Fundraising events & markets (nominated charity / not-for-profit business must have direct involvement)
- Regular group meetings
- Free training sessions and workshops open to all
- Internal staff training sessions and workshops
- Parties and social events
- Sports and Fitness Classes

#### **PROHIBITED ACTIVITIES**

- Parties for adults aged 16 – 21
- Gambling for monetary gain
- Meetings / Gatherings of Churches / Religious Groups
- Religious ceremonies of any kind

Approval for use of the Council premises by political parties shall be determined by the nature of the occasion. Public meetings such as rallies will not be permitted.

## HOURLY BOOKING FEES

### MAIN HALL

|   | <b>Occasional Hire</b><br>2 sessions or less | <b>Regular Hire</b><br>3 sessions or more |
|---|--|---|
| <b>Monday-Thursday</b><br>08:00 – 22:00 | £10 p/h                                      | £7 p/h                                    |
| <b>Friday</b><br>08:00 – 23:00          | £10 p/h                                      | £7 p/h                                    |
| <b>Saturday</b><br>08:00 – 18:00        | £10 p/h                                      | £7 p/h                                    |
| <b>Saturday</b><br>18:00 – 23:00        | £10 p/h                                      | £7 p/h                                    |
| <b>Sunday</b><br>08:00 – 22:00          | £10 p/h                                      | £7 p/h                                    |

### GYM / SMALL HALL

|   | <b>Occasional Hire</b><br>2 sessions or less | <b>Regular Hire</b><br>3 sessions or more |
|---|--|---|
| <b>Monday-Thursday</b><br>08:00 – 22:00 | £9 p/h                                       | £6 p/h                                    |
| <b>Friday</b><br>08:00 – 23:00          | £9 p/h                                       | £6 p/h                                    |
| <b>Saturday</b><br>08:00 – 18:00        | £9 p/h                                       | £6 p/h                                    |
| <b>Saturday</b><br>18:00 – 23:00        | £9 p/h                                       | £6 p/h                                    |
| <b>Sunday</b><br>08:00 – 22:00          | £9 p/h                                       | £6 p/h                                    |

### OPTIONAL ADD-ONS

- **Hire of kitchen:** £20 per session. *Can be waived at NBPC discretion.*
- **Overnight surcharge:** £50

### SEASONAL ADDITIONAL FEES *(Applicable to all bookings between January – March)*

- **Winter Fuel Supplement (3 hrs & 15 mins or less):** £7 per session
- **Winter Fuel Supplement (3 hrs & 30 mins or more):** £12 per session

### DEPOSIT RETENTION AND ADDITIONAL CHARGES

A refundable damage deposit of £50 is applicable to all regular charity / not for profit business or community group bookings.

No refundable damage deposit is applied to occasional charity / not for profit business or community group bookings.

Following each session of a regular booking, the venue will be inspected and if no damage is identified, the full deposit will be returned to the hirer within 14 working days after the last session in a regular booking.

Damage deposits are refunded to the original payment method used to pay the invoice

The damage deposit will be retained in full or in part under the following circumstances:

1. If the hall and facilities are not left in a clean and tidy condition as per the leaving checklist.
2. If there is any damage to the premises, equipment, or furnishings.
3. If there is any violation of the fireworks prohibition or car park usage rules.

4. If noise levels exceed acceptable limits for a residential area.
5. If any other conditions of hire are breached.

The Parish Council reserves the right to determine the extent of deposit retention based on the severity of the breach or damage.

Furthermore, the Parish Council reserves the right to charge the hirer for any damage repair costs or additional cleaning expenses that exceed the amount of the deposit. The hirer agrees to pay any such additional charges promptly upon receipt of an invoice from the Parish Council.

A copy of these conditions is emailed to all charity / not-for-profit business or community group hirers with their approved booking requests. Please read them carefully.

## **INVOICES**

- Invoices can only be issued to the person & organisation named on the booking request
- Invoice for the full hire fee is issued same day as the booking request is approved
- As standard, hirers have 7 working days from issue date to pay invoice in full.  
The payment deadline is flexible for charities / not-for-profit businesses or community groups, though, as New Bradwell Parish Council is aware of the financial pressures this sector is under.
- New Bradwell Parish Council may arrange an alternative payment schedule with the hirer at its discretion

## **CANCELLATION POLICY**

Cancellation terms are as follows:

- Hirers are required to give a minimum of 10 working days' notice prior to the event (or 2 working days' notice prior to the event if booking request approved less than 10 working days prior).
- 10% of the hire fee will be retained by New Bradwell Parish Council if the hirer gives insufficient notice of cancellation
- New Bradwell Parish Council reserves the right to cancel a booking. Reasons for cancellation may include, but are not limited to: unpaid invoices, or interruption to heating / lighting supplies.
- Where possible, New Bradwell Parish Council will provide sufficient notice of cancellation to the hirer.

## **LIABILITY INSURANCE REQUIREMENT**

Regular hirers are obligated to procure and maintain adequate public liability insurance coverage pertaining to the hire. A duplicate of the insurance certificate must be submitted alongside the booking form.

## **LIMITATION OF LIABILITY**

New Bradwell Parish Council shall not assume responsibility for any loss or injury that may transpire during the duration of the hire. By submitting the booking form, the hirer indemnifies the Parish Council against any claims for loss or personal injury, except in cases arising from the demonstrable negligence of the Parish Council.

## **SECURITY**

The Hirer is deemed to be the responsible person to activate the [Emergency Evacuation Plan](#) in the event of Fire, Bomb Threat, or Utility Failure, and shall be on the premises for the duration of the hire period.

The Hirer must consider how to contact the emergency services when carrying out the event risk assessment prior to commencement of the hire period. The emergency services can be contacted on a personal mobile (if there is sufficient signal) or by speaking to a homeowner in the immediate vicinity.

The Hirer is deemed to be the responsible person for ensuring the building of New Bradwell Community Centre is secure for the duration of the hire period. Specifically, all external doors and windows must be kept closed and locked to prevent infiltration from unauthorized person(s). All internal doors must also be kept closed and not propped open. Please see the UK Government's [Martyn's Law Factsheet](#) for more information.

### **WORKING WITH CHILDREN AND RESPONSIBLE SUPERVISION**

If the hirer engages in activities involving minors, it is incumbent upon them to ensure that adults have undergone Disclosure and Barring Service (DBS) checks. Any individual under the age of 16 must be under the continuous supervision of a responsible adult.

### **SAFE USE OF ELECTRICAL EQUIPMENT**

Electrical appliances shall only be connected if certified safe. The hirer bears the responsibility of confirming the proper shutdown of all electrical equipment at the conclusion of the booking, and also for securing the premises. In the event that space heaters or lights are left operational, the hirer shall be liable for the associated electricity consumption charges.

### **ADHERENCE TO BOOKING SCHEDULE**

The hirer must strictly adhere to the designated booking times. Any extension beyond the stipulated duration shall incur additional charges at the prevailing hourly rate.

### **PRESERVATION OF COMMUNITY CENTRE PROPERTY**

Removal of any property owned by the Community Centre from its premises is strictly prohibited.

### **POST-BOOKING AREA CLEANING**

The hirer is responsible for ensuring the hired area, including any utilized kitchen & toilet facilities, are thoroughly cleaned at the conclusion of the booking period.

### **RUBBISH DISPOSAL RESPONSIBILITY**

The hirer must arrange for the proper disposal of all generated rubbish. Dumping rubbish in the car park or entrance areas is strictly prohibited. Failure to remove rubbish promptly may result in additional removal charges.

### **FIRE SAFETY MEASURES**

Unobstructed access to fire exits and firefighting equipment must be maintained at all times by the hirer.

### **REQUISITE LICENSES**

The hirer shall be solely responsible for obtaining any necessary licenses, encompassing, but not restricted to, licenses for alcohol service or musical performances.

**Event Venue Usage:** Events are restricted to the designated hired spaces and shared indoor facilities within the premises. Any utilization of the car park or other outdoor areas requires written authorization from the Parish Council, with the exception of parking.

### **CAR PARK USAGE AND SAFETY**

The car park is to be used solely for parking vehicles. Setting off fireworks or using the car park for any activities other than parking is strictly prohibited. Hirers must ensure that all attendees enter and exit the car park in a safe and responsible manner. Any dangerous driving or misuse of the car park will result in the forfeiture of the damage deposit and may lead to the termination of the hire. New Bradwell Parish Council is not responsible for any loss / theft / damage to vehicles and / or property therein which are left in the car park. Vehicles and / or property therein are left at the owners' own risk.

## **NOISE CONTROL**

As the Community Centre is located in a residential area, hirers must ensure that noise levels, both inside and outside the premises, are kept to a minimum. This includes music volume, attendee behaviour, and any activities that may cause disturbance to nearby residents. Failure to maintain appropriate noise levels may result in the termination of the event and forfeiture of the damage deposit.

## **ALTERATIONS AND DECORATIONS**

Any alterations to the building's decor, such as the installation of lights or decorations, necessitate prior written approval from the Parish Council.

## **ACCEPTANCE OF CONDITIONS**

The act of completing the booking form is tantamount to the hirer's unequivocal acceptance of the stipulated hire conditions.

## **POST-BOOKING CHECKLIST**

At the conclusion of each booking period, hirers are required to fulfil all steps outlined in the provided leaving checklist.

## **EQUIPMENT AND FIRE SAFETY**

Tampering with any equipment within the premises, including the router, is strictly prohibited. Misuse of the fire alarm system shall result in the imposition of penalty fees.

## Document Control

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|--------------------------|--|
| <b>Organisation</b>      | New Bradwell Parish Council  |
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## Document Amendment History

| <b>Revision No.</b> | <b>Date of Change</b> | <b>Minute Reference</b> | <b>Change description</b>  |
|---------------------|-----------------------|-------------------------|--|
| 1                   | 12.5.2025             | 23/25                   | Clarified definition of not-for-profit / charity, evidence required to qualify for this hire group, and process. Updated opening paragraph to include NBPC's right to review and amend conditions. Also, that hirer group, fees, and sessions of all booking requests are assigned at the sole discretion of NBPC. Small & large cupboard hire fees removed. |
| 2                   | 5.9.2025              |                         | Amended wording regarding use of the Council premises by political parties.  |
| 3                   | 13.2.2026             |                         | Security section added to reflect new requirements under Martyn's Law.   |