

New Bradwell Community Centre – Conditions of Hire

These conditions relate to the hire of the New Bradwell Community Centre, Church Street, New Bradwell, Milton Keynes MK13 0DA, managed by the New Bradwell Parish Council. Revised December 2023.

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.

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 water heaters 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 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.

Equipment Storage Charge: Should the hirer require equipment storage, an agreed-upon storage charge shall apply, contingent upon prior agreement.

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.

Cancellation Policy: Should the hirer opt to cancel a booking, a minimum of 10 working days' notice prior to the booking date is mandatory. Failure to comply shall render the hire fee fully chargeable. We reserve the right to cancel any hire at our discretion. Effort will be made to ensure sufficient notice is given to the hirer. We reserve the right to terminate a hire or series of hires, shutdown an event or cancel any future hires, should a breach of any of terms and conditions.

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.

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.

Deposit Retention: In the event that the hirer fails to adhere to any of the stipulated conditions or neglects to follow the leaving checklist, the Parish Council reserves the right to retain the refundable deposit.