

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

## **PRIVATE HIRERS**

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

A Private Hirer is a member of the public who is holding a private event, such as a birthday party, wedding reception, etc with their friends and family.

The Conditions of Hire for Private 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**

- Birthday parties for children aged 0 – 15
- Birthday parties for adults aged 22+
- Wedding receptions
- Christening parties
- Wake / Get together following a funeral
- Baby showers
- Meetings / Gatherings of Non-Religious Societies / Clubs
- Music practice / rehearsals
- Video / Audio Recording

### **PROHIBITED ACTIVITIES**

- Birthday parties for adults aged 16 – 21
- Gambling for monetary gain
- Meetings / Gatherings of Churches / Religious Groups
- Religious ceremonies of any kind
- Outdoor events / activities, including food vans & vendors.

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**

	<b>MAIN HALL</b>	<b>GYM / SMALL HALL</b>
<b>Monday-Thursday</b> 08:00 – 22:00	£20 p/h	£18 p/h
<b>Friday</b> 08:00 – 23:00	£20 p/h	£18 p/h
<b>Saturday</b> 08:00 – 18:00	£25 p/h	£23 p/h
<b>Saturday</b> 18:00 – 23:00	£30 p/h	£15 p/h
<b>Sunday</b> 08:00 – 22:00	£20 p/h	£18 p/h

## OPTIONAL ADD-ONS

- **Hire of kitchen:** £20 per session
- **Overnight surcharge:** \*£50 if required for pre or post wedding reception / party set up / clear away (*\*final cost will be advised at the time of booking, as it may vary depending on the event and length of time required*).

## 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 £100 is applicable to all private hirer bookings.

Following the event the venue will be inspected and if no damage is identified, the full deposit will be returned to the hirer within 14 working days.

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 private 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
- Hirers have 7 working days from issue date to pay invoice in full
- New Bradwell Parish Council may arrange an alternative payment schedule with the hirer at its discretion

## CANCELLATION POLICY

Cancellation terms are as follows:

The hirer reserves the right to cancel a booking (or series of bookings) in writing/email to New Bradwell Parish Council giving a minimum of 4 weeks' notice, at which time any payment made by the hirer will be refunded.

If 4 weeks' notice or more is given, 100% of any payment will be refunded.

If less than 4 weeks' notice is given, 50% of the hire fee and 100% of the damage deposit\* will be refunded (*\*if applicable*).

## **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.

## **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.

## **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

<b>Organisation</b>	New Bradwell Parish Council
<b>Title</b>	NEW BRADWELL COMMUNITY CENTRE – CONDITIONS OF HIRE PRIVATE HIRERS
<b>Creator</b>	G.Newnham, NBPC Clerk
<b>Distribution</b>	Public
<b>Filename</b>	Private Hire Conditions of Hire
<b>Owner</b>	New Bradwell Parish Council
<b>Subject</b>	Private Hire Conditions of Hire
<b>Date Adopted</b>	3 <sup>rd</sup> March 2025
<b>/Minute reference</b>	126/24
<b>Review date</b>	12 <sup>th</sup> May 2025

## 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	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.