

Heelands Meeting Place Hire Agreement

Managed by: Bradwell Parish Council

Terms and Conditions of Premises Hire for Single and Regular bookings

Effective 1 July 2023

Definitions:

In the context of this Hire Agreement

- (a) HMP shall mean Heelands Meeting Place**
- (b) BPC shall mean Bradwell Parish Council**
- (c) The hirer/hirers shall mean the person/organisation who has signed this Agreement and they take full responsibility during their period of hire.**

Terms and Conditions:

- 1. Hire times MUST include your set up time and clear away time.** Rates charged will include charges for your set up and clear away time.
- 2. Provisional bookings will be held for fourteen days only from date of enquiry.** If a booking form and cash deposit (if applicable) are not received within fourteen days, the provisional booking will be removed from the diary without further notice.
- 3. Regular Bookers hall hire charges will be invoiced monthly in advance.** Payment must be made within fourteen days of the invoice date and is to be paid by bank transfer.
- 4. Single Bookings hall hire charges and the returnable deposit of £50 must be paid at the time of booking.** This will secure the booking. Payment will be bank transfer. All deposits are in addition to hire costs.
- 5. Refund of any deposit is at the discretion of the parish council.** Deposits will not be refunded if any terms and conditions of hire are breached, nor in cases of any cancellations. Full deposit will be kept if hirers' or their guests' behaviour is considered to be unreasonable. For example: late finishes, damage caused to the premises or to the grounds, fixtures, fittings or contents or if additional cleaning/litter picking costs are incurred.
- 6. A notice period of twenty-eight days is required for all single hire events and for any block booked activities before a cancellation is made by the hirer or to a hirer.**

7. BPC reserves the right to cancel any bookings immediately if terms and conditions are breached, although we will endeavour to work with hirers to resolve any issues.
8. BPC reserves the right to close the premises at any time. In particular for emergency or periodic maintenance or when the premises are required for public elections, or similar events. If possible BPC will try to give at least one month's notice of any such closure.
9. The hall is closed on public holidays, unless BPC has granted a concession in advance.
10. The closing times for events and functions are 23:00 hours on Saturday, 22:00 every other day. All music and/or dancing **MUST STOP** at these times.
11. In consideration of staff and local residents the building will not be open on Christmas Day, Boxing Day and New Year's Day.
12. Hirers must leave the premises swept and tidy and all equipment and furniture must be cleaned and packed neatly away. Setting up and tidying time must be included in your **HIRE PERIOD**.
13. Bouncy Castles **MUST** only be brought in from approved suppliers and insurance certificates and PAT testing certificates must be shown and a copy held on file. It is the responsibility of the hirer of the hall to ensure the safe use and set up of the Bouncy Castle.
14. Events where hirers are charging guests for entry may require a 'Temporary Events Notice' (TEN). It is the Hirer's responsibility to check with the local authority as to whether they require this. A copy of any relevant notice or licences needed must be given to BPC and displayed on the day of the event.
15. The hirer is liable for the cost of any heavy additional cleaning, or litter picking should this be necessary, and also for any damage or breakages that may occur during the hire period. If appropriate this cost may be taken from the deposit, prior to the deposit refund being given. In cases where deposit amounts do not cover the value of damage/cleaning then the hirer will be charged. This applies to any additional cleaning and/or damages that are not considered by BPC to be caused by general wear and tear.
16. All equipment (tables and chairs) can only be used within the facility and **MUST NOT** be removed.
17. Any electrical equipment brought into the building by the hirer must have passed relevant PAT safety tests (copy certificates to be given to BPC) and **MUST** be fit for purpose. Any accidents resulting from equipment brought into the building are the responsibility of the hirer.
18. All items belonging to the hirer or brought in to form part of the event **MUST** be approved by BPC and removed by the end of the hirer's agreed booking period.

19. Storage may be available for regular hirers at the discretion of BPC. No hazardous materials or hazardous equipment should be stored anywhere on the premises.
20. For 'one-off' bookings any late arrivals or late finishes will be chargeable, this fee will be chargeable for every 15 minutes outside of your agreed start and finish hire time and the charge will be deducted from your deposit.
21. Please dispose of all rubbish appropriately in the bins provided. When the skip is full, hirers must take excess rubbish away with them. No rubbish is to be left on the premises. Please take all bottles home with you - these cannot be disposed of in our skips.
22. Hirers must not charge anyone including guests/visitors for use of the car park.
23. No alterations or additions shall be made to the premises without the consent of BPC.
24. Advertising and publicity material will only be displayed, inside or outside the building with prior approval by BPC.
25. No betting, gaming or lotteries shall take place on the premises, except that allowed by law and the hirer shall obtain any licence or certificate required, prior to booking the premises for such use.

Health and Safety:

26. Fire safety notices are displayed in the building and MUST be adhered to. Fire exits must not be obstructed in any manner at all. It is the hirer's responsibility to ensure that the fire procedures that are displayed in the building are passed on to their guests/clients/organisers.
27. **It is illegal to smoke inside the building**, therefore if you or your guests smoke you/they must only do so well away from the building and cigarette ends must be safely disposed of. This applies to all forms of smoking, including electronic cigarettes.
28. No fireworks (indoor or outdoor) are allowed.
29. No BBQs (indoor or outdoor) are allowed.
30. All those operating a regulated activity involving working unsupervised with children or vulnerable adults must hold a certificate from the Disclosure and Barring Service (DBS). A copy must be shown to BPC.
31. Risk assessments for the period of hire are the responsibility of the hirer and as such the hirer needs to be satisfied that the space hired is safe and fit for purpose.
32. No smoke machines, or any other equipment that may affect the smoke sensors are allowed. If a false alarm is caused by the hirer, or any of their guests' actions any related costs will be charged to the hirer.

33. BPC discourage helium balloons, as the ceilings are extremely high and the gases in the balloons often set off the alarms. If hirers decide to have helium balloons they should note that any balloons left floating may activate the fire alarms during the night. If this happens the hirer is liable for any call out charges from either security response or the fire brigade. This cost may be deducted from deposits.
34. The hirer must ensure compliance with all the relevant legislation, in particular, that relating to the sale and supply of alcohol. If you wish to sell alcohol this must be agreed by BPC and you must obtain and bring your own licence. It must be displayed at all times during the event and a copy of the Licence must be forwarded to BPC **BEFORE** the date of the booking. Failure to do so will result in the event being cancelled.
35. An alcohol licence is not required if you are bringing alcohol onto the premises for you and your guests' consumption at a private function with no sale. If alcohol is present hirers are responsible for the action and behaviour of their guests. BPC does not endorse the consumption of alcohol if children are present, or if guests are driving.
36. Hirers or their guests must not cause annoyance or nuisance to local residents or adjoining occupiers. For example by the playing of unreasonably loud music, making unreasonable noise, parking on grass verges, or in front of driveways etc.
37. Young people (21 and under) must be supervised by either a parent/guardian or other responsible adults at all times during the course of any booking. There should be a minimum ratio of 1 adult to 10 young people. For very young children legal minimum adult to child ratios apply and the hirer is responsible for ensuring this. Applications for private hire are only accepted from persons over the age of 25 years, proof of this may be requested.
38. Events celebrating 16, 17, 18, 19, 20 and 21st birthdays must provide two adults on 'main entry door duty' throughout the whole hire period. This is to provide security and to control entry, ensuring that only those invited are permitted in.
39. With the exception of assistance dogs, no animals will be allowed on the premises, unless agreed prior to the event.

Insurance:

40. Hirers **MUST** ensure that there is adequate insurance in place for suppliers of catering, entertainment etc. BPC accept no responsibility for any equipment, food, or services arranged by the hirer.

41. Regular Hirers' Public Liability Insurance Certificates and Contents Insurance Certificates must be shown.
42. BPC's insurance does not cover the hirer's property and equipment. Items brought in, left and/or stored at the Hall are done so at the hirer's own risk and BPC does not take any responsibility for any loss or damage to any such items/equipment, therefore all hirers should ensure that they have adequate liability and contents insurance.

Charges:

43. Please see separate listings for our hire charges.
44. Additional charges may be applied if security are called out as a result of hirer's negligence or behaviour.

For any queries or concerns please contact Bradwell Parish Council during office hours:

Address 21 Glovers Lane, Heelands, Milton Keynes, MK13 7LW

Tel 01908 321285

Email clerk@bradwell-pc.gov.uk

Event	Details	Hire charge	Deposit
All Parties/Events	Hire charge per hour	£20.00	£50
Regular Groups	Hire charge per hour	£13	No deposit required