



Tel: 01454 864442 e-mail: [clerk@framptoncotterell-pc.gov.uk](mailto:clerk@framptoncotterell-pc.gov.uk)  
Website: [www.framptoncotterell-pc.gov.uk](http://www.framptoncotterell-pc.gov.uk)

## The Brokeridge Centre

### Terms and Conditions of Hire

The Brokeridge Centre is owned and managed by Frampton Cotterell Parish Council.

#### 1. Use of the Centre

Use of the Centre is subject to the following rules and in the case of hirers, to certain standard conditions incorporated in the hiring agreement.

#### 2. Equal Opportunities

The Centre shall be open to all members of the community in compliance with the provisions of the Equality Act 2010.

#### 3. Applying to use the Centre

- a. Application for use of the Centre shall be made to the administrative officer for the Council.
- b. The right to refuse any application for the use of the Centre facilities is reserved by administrative officer provided her actions are reported to the Parish Council.
- c. All arrangements for the use of the Centre facilities are subject to the Parish Council reserving the right to cancel bookings when the premises are required for Council business or are unfit for the intended purpose.
- d. Local groups shall normally have priority use of the facilities but all arrangements to hire facilities made from outside bodies will be honoured except as provided for in (c) above.

#### 4. Hours of Opening

Facilities at the Centre are normally available for use between the hours of 9am to 10pm.

#### 5. Safety Requirements

All conditions attached to the granting of the Centre's premises use shall be strictly observed. Nothing shall be done to endanger the users of the building and the policies of insurance relating to it and its contents. In particular:

- a. Obstructions must not be placed in the hallway or exits, nor in front of the emergency exits which must be immediately available for free public access.
- b. Firefighting equipment shall be kept in its proper place and only used for its intended purpose.
- c. The fire brigade shall be called to any outbreak of fire.
- d. Performances involving danger to the public shall not be held.
- e. Highly flammable substances shall not be brought into or used in any part of the building.
- f. No unauthorised heating appliances shall be used on the premises.
- g. The First Aid box shall be readily available to all users of the premises. Located in the kitchen.
- h. All electrical equipment brought onto the premises shall comply with the current electricity at work regulation. Each item must be portable appliance tested by a certified electrician.
- i. There is a No Smoking policy throughout the building and its environs.
- j. Smoke machines must not be used within the building due to the sensitivity of the fire alarm sensors.

#### 6. Supervision

The hirer or person in charge of the activity shall not be under 21 years of age and shall be on the premises for the entire period of hire or duration of the activity. Any event with children/young persons under the age of 3 requires adult supervision ratio of 1-3 (1 adult over the age of 18 for every 3 children).

#### 7. Intoxicating Liquor

The centre is not licensed; hirers may provide alcohol as part of a function provided this is not to be sold. A pay bar is not permitted.

## **8. Storage**

The permission of the Council must be obtained before goods or equipment are left at the Centre, except when the Council has authorised overnight storage of foods and equipment brought to the Centre before a particular event.

## **9. Loss of Property**

The Council cannot accept responsibility for damage to or loss or theft of Centre users' property and effects.

## **10. Car Parking**

There is a dedicated car park adjoining the Centre, which will be available during the hire of the building. The Parish Council accepts no responsibility for vehicles and their contents.

## **11. Nuisance**

Litter shall not be left in or about the Centre premises.

Except in the case of guide dogs for the blind or deaf, dogs shall not be admitted into the Centre.

Hirers are responsible for ensuring that the noise level of their function is not such as to interfere with other activities within the building nor to cause inconvenience for the occupiers of nearby houses.

## **12. Cleaning and Security of the centre**

All use of the Centre premises and facilities is subject to the hirers accepting responsibility for returning furniture/equipment to their original position and for securing doors/windows of the premises. All hirers shall leave the premises and surrounds in a clean and tidy condition. Stiletto heels or high heel shoes with the protective plastic heel cap missing are not to be worn in the building.

## **13. Payment**

Hirers will be required to pay a refundable damage deposit of £50 on the booking of the building. The hirer and a Centre representative will check the room at the start/finish of hire giving the opportunity to raise any concerns regarding the condition of the room(s)

Full payment of room hire must be received at least 10 working days prior to taking place. Failure to pay will result in a declined booking.

Regular Hirers: Invoices must be paid by the due date otherwise the Council reserve the right to refuse future bookings.

If a payment made to the Centre, by the hirer, is subsequently declined causing bank charges, The Parish Council will seek reimbursement for the charge incurred.

Bookings cancelled between 10 and 7 days of the event will be subject to a charge of 25% of the total room hire cost. Payment for Cancellation of a booking within 7 days of the event will not be refunded.

## **14. Additional Safety Measures**

All hirers must read and be familiar with the Fire Safety Procedures.

All hirers must accept responsibility for the safety of their guests/ anyone attending their function. They must identify and assess any potential risk posed. For large events a written risk assessment must be completed and a copy given to management.

Suitable Bouncy Castles are permitted in the Centre either in the main hall or in the garden area; however all hirers must accept responsibility for making sure they conform to the safety procedures laid down by the Bouncy Castle Company. The Parish Council cannot accept responsibility.

Hirers must have a copy of the bouncy castle company's public liability insurance and have a copy of proof that the bouncy castles are maintained on a regular basis. A copy must be provided on the booking of the Centre.

## **15. Contacts**

Reception/Administrative Officers – Jill Allan and Jan Webb