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Parish Council's Conditions of Hire

The Brockridge Centre

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

For the purposes of these conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorized representative. All hirers must abide by the following conditions of hire.

Terms and Conditions of Hire

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 officers for the Council.
- b. The right to refuse any application for the use of the Centre facilities is reserved by administrative officer provided these 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.
- e. Time required for preparation/set up prior to the event and take down/cleaning after the event must be included in the times requested for the hire of the Centre.
- f. If the booking time overruns for more than 15 minutes, an additional charge of 50% of the hourly rate will be made, which will be deducted from the deposit.

4. Room Hire Information

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

Evening and weekend bookings must be for a minimum of two hours, unless otherwise agreed by the Clerk/CEO & RFO.

Café room bookings will include the Youth room and are hired as one space.

There is no set maximum capacity for each room but as a guide, suggested numbers are as follows:

Café - 30 adults seated

Youth room – 12 adults seated

Meeting Room – 15 adults seated

Regular hirers will receive the Terms & Conditions annually or when there's been a change.

Other hirers will receive the Terms & Conditions as part of the booking process.

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 hazardous substances (as regulated by COSHH- Control of Substances Hazardous to Health Regulations)
- g. No unauthorised heating appliances shall be used on the premises.
- h. The First Aid box shall be readily available to all users of the premises. Located in the kitchen.
- i. All electrical equipment brought onto the premises shall comply with the current electricity at work regulation. Any appliance over 12 months old should have a PAT (portable appliance testing) test label affixed.
- j. There is a No Smoking policy throughout the building and its surrounding grounds.
- k. 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 ration 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 using the equipment provided. Stiletto heels or high heel shoes with the protective plastic heel cap missing are not to be worn in the building.

Hirers are required to take all rubbish home with them. Failure to do so may result in a charge for this service, which will be deducted from any deposit.

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 may 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. Specific conditions

- a. The hirer is liable for the cost of replacement or repair of all damages or breakages caused to any part of the property, including the surrounding grounds thereof, and the contents of the building, during the hire period. Any damage must be notified to the Administrators as soon as possible.
- b. The hirer shall not use the premises for any purpose other than that described in the booking request and shall not sub-let or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the premises or render invalid any insurance policies in respect thereof.
- c. The hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
- d. The hirer shall ensure they have adequate insurance for their property whilst using the Centre. Organisations must have their own public liability insurance to cover their activities. A copy of which must be given to the Administrators at the point of booking or on a yearly basis (or following material changes) for regular hirers.
- e. Any helium balloons used must be weighted and not allowed to be released in the centre.

15. Additional Safety Measures

All hirers must read and be familiar with the Fire Safety Procedures Indicated under safety requirements and the Room Hire Guidance.

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 provided to the Office administrator.

Suitable Bouncy Castles are permitted in the Centre either in the main hall or in the garden area; however all hirers must accept responsibility, the hirer must ensure that there is adult supervision at all times and for making sure they conform to the safety procedures laid down by the Bouncy Castle Company. The Parish Council cannot accept responsibility.

Hirers must provide 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. In accordance with PIPA (the Professional Inflatable play association) a QR code should be on the inflatable equipment which can be scanned to identify when the last inspection has taken place (which should be every 12 months). A site-specific risk assessment method statement for the erection, anchorage use and removal of the bouncy castle must be provided at least seven days prior to its use on site.

16. Contacts

Reception/Administrative Officers – Jill Allan and Jan Webb