

Bierton Parish Council

Bierton Sports Centre

The person in whose name the centre is booked will be responsible for the proper use of the centre, its furniture and all equipment. Any damage should be reported to the booking clerk and the cost of replacement or repairs will be charged to the hirer.

Tables are available in the store next to the committee room and chairs are in the committee room. Kettles, a water boiler, small fridge, table top freezer, microwave and electric cooker are available in the kitchen but there are no other catering facilities. Hirers should bring their own tea towels, cloths etc. We also recommend you bring some black bags and toilet rolls in case stocks are depleted. Cleaning equipment is kept in the cupboard in the home changing room or in the cupboard just outside the kitchen. There are coat pegs in the committee room.

There is no public telephone in the Sports Centre. WiFi is available, code is on the notice board.

Conditions of Hire

1. The Sports Centre may only be used for the purpose agreed and shall not be sub-let by the person/group specified in the agreement. The centre recommended capacity is 100 persons. We **do not allow** Teenage, 18th/21st Birthday Parties or Weddings. We **do not allow** Community Events except for those involving our own village groups. The Recreation Ground must remain open to pedestrian public access at all times. **The Parish Council reserves the right to refuse admission without having to give any reason. The Parish Council also reserve the right to enter the hall during the hire period if required.**
2. The centre is a smoke free/vaping zone and smoking/vaping is not permitted in any part of the premises.
3. Hirers are responsible for arranging their own public liability and employer's liability insurance for persons attending their functions where necessary.
4. The hirer is responsible for the care of the centre and its equipment during the period of hire. Replacement of broken equipment or repair of damage to the fabric will be charged to the hirer. At the end of each period of use the Centre must be left clean and tidy. All litter must be placed in the waste bins at the entrance to the car park. The bin with the blue lid is for recycling products, details are on the bin and wall in the kitchen. **PLEASE DO NOT PUT BLACK OR PLASTIC BAGS IN THE RECYCLING BIN.** Normal rubbish can be put in black/plastic bags and put in the bin with the black lid. Outside areas should be cleared of any rubbish from the event. Please note the garden at the rear of the building is for the use of the pre-school only.
5. Health and Safety regulations must be observed at all times. Please see our separate Health & Safety policy.
6. No obstructions to be placed in or on corridors, paths or exits. The hirer of the Sports Centre (the responsible person) is responsible for alerting users to the location and use of fire extinguishers, fire blanket, fire alarm call points and all fire exits. The responsible person is responsible for the safe evacuation of the premises in the event of an emergency. The assembly point is the playground area. The Fire Risk Assessment is on the notice board and also on our website.
7. The lighting of fires and the use of any form of electrical heating equipment in the Sports Centre are **forbidden**. Any cooking or food preparation must be confined to the kitchen.

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8. A small first aid kit is kept in a marked cupboard in the kitchen. If used the booking clerk should be informed.
9. The wearing of stiletto heels or shoes with spikes or studs is forbidden in the Sports Centre.
10. No alcoholic beverages are permitted to be bought or sold on any part of the premises. Any licences must be obtained from Buckinghamshire Council with permission from the Parish Council.
11. Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries, and the person or organisation to whom the Sports Centre is let shall be responsible for ensuring that the requirements of the relevant legislation are strictly observed.
12. The Sports Centre is not licensed for music, singing, dancing or other public entertainment of the like kind. Any private functions may have musical entertainment such as discos, etc but these must be confined to the sports hall and **not played outside on the Recreation Ground** as the noise can disturb neighbouring dwellings.
13. The organisers of an event where a licence fee is payable for the public performance of recorded music shall, after permission has been obtained from the Parish Council in writing, be responsible for obtaining any necessary licences. More information can be found at: [Get a licence to play live or recorded music-GOV.UK\(www.gov.uk\)](http://www.music-GOV.UK(www.gov.uk))
14. **No fireworks, bonfires or barbecues** shall take place.
15. Each hirer will be provided with keys to the Sports Centre and a key to the car park gate. The key holder will be responsible for ensuring that the Sports Centre is securely locked, and the security alarm is set. The car park gate should be locked closed by the last hirer of the day UNLESS there are still cars parked there in which case the gate should only be closed (NOT LOCKED).
16. The car park is for users of the Sports Centre. Cars must not be parked so that they cause an obstruction at the entrance or exits of the Sports Centre. Noise on arrival and departure must be kept to a minimum.
17. The hirer shall ensure that there is no noise which could cause disturbance to local residents and any **music shall cease by 11.00pm** in order that clearing up is done and you are off site by 12.00 midnight. **Please have consideration for the neighbouring dwellings at all times during your booking.**
18. The hirer is to ensure that all lights, extractor fans and other electrical equipment (except the heating) is turned off before the building is vacated. All doors are to be locked and the security alarm correctly set. The lights in the toilets and changing rooms are set by PIR sensors. The outside lights are set by daylight hours.
19. No dogs other than attendance dogs are allowed in the Sports Centre.
20. The hirer is forbidden from making any alterations to the Sports Centre unless prior permission has been obtained in writing from the Parish Council.
21. **PLEASE DO NOT USE TAPE OR BLU TACK OF ANY SORT ON THE SPORTS CENTRE WALLS OR FLOORS.**

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22. By signing the booking form you are agreeing to comply with the Parish Council's Safeguarding Policy and Risk Assessment copies of which are available on the village website: [Welcome to Bierton - Bierton Parish Council](#)
23. The agreement is subject to any future changes in legislation by central or local government. Any such changes will be deemed to be part of the hire agreement.