

BRADLEY STOKE TOWN COUNCIL TERMS AND CONDITIONS OF HIRE

NOTES

- 1 The confirmed booking start time is the time from which the hirer shall have access to the facility. 2 Special requests with regards to layout or the availability of equipment, eg. tables, chairs etc. must be made to the Council Office in advance. A Leisure Assistant may assist with setting up/taking down of equipment as part of the hire agreement – especially with regard to sports bookings.
- 3 For security reasons, especially for late evening, access will be denied after 10.00pm unless special arrangements have been made. Please ensure all persons present are aware of this stipulation. Access may also be restricted at other times at Council's discretion (see condition 6).
- 4 All Council's facilities are in residential areas. Hirers and their guests are asked to respect the privacy and right to peace and quiet of local residents when leaving the premises and the car park and a prompt exit is required at the end of the hire period (See condition 9).
- 5 Personal alcohol is not allowed on Council premises as all premises are licensed.

CONDITIONS

- 1 The Town Council accepts no responsibility or liability in respect of any damage, loss or theft of any private property brought into or left in Council premises or the car park.
- 2 Users of the hired premises are required to park in the area allocated to the community facility. Motor vehicles etc. must not be parked so as to obstruct exit ways or roadside verges or kerbs, or cause inconvenience to local residents.
- 3 The Town Council shall not be liable to any loss due to any breakdown of machinery, failure of electricity supply, leakage of water or fire which may cause the premises to be temporarily closed and the booking interrupted or cancelled. Council may not offer a refund if the premises or associated facilities are closed or unusable due to adverse weather conditions. A refund will not be paid if hirer's cancel without due notice.
- 4 All furniture, apparatus or appliances brought or sent to the premises must be advised in advance and shall be unloaded, placed in an acceptable position and removed by persons employed by the hirer, at such times as shall be agreed with the Leisure Assistant. The Leisure Assistant has the right to request the removal or repositioning of any such items under current Health & Safety and Electricity at Work Regulations
- 5 The Town Council/Leisure Assistants and/or its representative or agent have the right to terminate any function if there is any concern about any aspects of the function.
- 6 The Town Council/Leisure Assistants and/or its representative or agent, reserve the right of entry to any part of the premises at all times and may, at its discretion, change the available room on the day of hire for a similar room with the same or greater hire charge. No additional charge will be applied in such circumstances. A closed door policy is also in operation at all sites to which all hirers must comply.
- 7 The hirer of the premises shall be held responsible for the effective supervision of appropriate guest numbers, behaviour and other arrangements of the function during the period of hire.
- 8 Any setting up and clearing time must be included in the booking duration and shall be charged for.
- 9 The hired facility must be vacated promptly at the time when the booking expires. Failure to comply with this regulation will involve payment of an excess fee chargeable per hour and payable at the time.
- 10 Hirers are responsible for leaving the hired facilities in an acceptable condition for subsequent hirers. This includes the wiping down of tables used, sweeping of floors (if required) and all rubbish placed in refuse bags which will be supplied. This is especially applicable in the area of the Sports Changing Rooms and any failure by the hirer will permit Council to levy an additional charge for cleaning to an acceptable standard.
- 11 Room bookings cannot be made by persons less than 18 years of age. In the event of this happening, the parents, guardians or responsible relative must sign the booking form and will be required to be present for the duration of the function and will be the responsible hirer.
- 12 The hirer of the premises is responsible for obtaining the license(s) and insurance(s) appropriate to their function including Public Liability Insurance where applicable with cover of at least £2m for charities, clubs, companies and other non-profit making organisations. This will include the use of external entertainers or bouncy castle providers which must be advised at the time of making the booking and they will need to provide copies of their Public Liability insurance prior to the booking.
- 13 No posters, party decorations or other hirer items shall be attached to any surfaces of the hired premises, except by prior permission of the Booking Clerk or Leisure Assistant.
- 14 Use of personal/additional electrical equipment must be notified to the Town Council Office on the booking form or in writing, in advance of the function/event taking place. All such equipment brought onto Council premises must comply with ALL current Health & Safety and Electricity at Work Regulations and will require an up to date PAT test certificate, otherwise the equipment must be delivered to Council by arrangement and a free PAT test will be completed by Council in advance. Non-tested/certificated equipment will be refused entry.
- 15 Any complaint arising from the hire of the facility should be made in writing to The Booking Clerk or Town Clerk, within 48 hours of the event taking place.
- 16 The Town Council will not undertake any responsibility in regards to the sale/collection of tickets or advertising on behalf of any third party.
- 17 The Hirer will be responsible for any damage caused during their hire period. Council reserve the right to retrieve any such repair costs direct from the hirer. The hirer may be responsible for any insurance excess payable by Council in the event of any insurance claim having to be made by Council following damage caused by the hirer or any people or activities associated with them.
- 18 Personal alcohol is not allowed on Council premises as all premises are licensed. Condition 5 will apply in such instances.
- 19 Sky Lanterns are not permitted.
- 20 Council reserve the right to refuse any bookings at its discretion.
- 21 Failure to comply with any of the terms and conditions of hire may, at Council's discretion, forfeit a hirer's future right to hire any premises managed by Bradley Stoke Town Council.

PAYMENTS & CANCELLATIONS

- 1 Cancellations by all block bookers (10+ sessions) must be lodged in writing with The Booking Clerk providing at least 10 whole working days (2 whole weeks) of notice prior to the cancelled booking date and an alternative date can be requested. The hire charge will remain payable and no alternative date will be offered if the hirer fails to provide the required cancellation notice.
- 2 The only exception to the cancellation period relates to football pitch bookings cancelled due to the opposing team withdrawing from the league.
or folding in which case notice must be provided to the office in writing by 2pm on the Thursday prior to the booked match.
- 3 A £10.00 administration charge may be imposed at council's discretion in the event of changes to block bookings.
4. All casual (less than 10 sessions), one off or party bookings must be paid in full and in advance upon lodgement of the booking form and no refunds will be given for cancellations under any circumstances. A £100.00 cash deposit for parties taking place after 7pm will be required which will be refundable after the event subject to the hirer's compliance to all terms and conditions of hire.
5. One-off bookings paid by bank transfer will be deemed to be accepting the full T&Cs contained herewith and will not therefore need to return the signed booking form and no refunds will be given for cancellations under any circumstances.