



Conditions of Hire

The term HIRER means either an individual, or a duly appointed representative of an organisation, club or team.

The term PREMISES denotes the parts of the building hired or used.

If there are any questions, queries or doubts to what any of the following conditions mean, please seek clarification from a member of staff.

A Provisional Booking will normally be held for 14 days pending booking form and deposit or full payment.

1. A *refundable damage deposit of £150* is required from **all private function hirers**. This will normally be refunded within 14 days after the event provided that the premises are:
 - a) Left in good order with no damage or breakages
 - b) Vacated promptly at the end of the hire period
 - c) Left in a clean and tidy condition, ready for the next hire.

However, this deposit may be used in part or full as an additional hire charge where these conditions are not met, or to cover part/full damage, or any additional cleaning as may be required.

2. A *50% non-refundable deposit* is required from **all private function hirers**, unless the event is less than 6 (six) weeks away, in which case full payment will be taken as a deposit.
3. The non-refundable deposit of 50% acts as a cancellation fee.
4. The premises must be vacated by the time stated on the booking confirmation form, and in any case no later than 23:30.
5. Bedhampton Community Centre CIO (BCC CIO) reserve the right to refuse any booking, to revise hire charges and to review conditions of hire at any time. Advanced bookings for hire after 1st September each year may be charged at new rates as agreed by the trustees.



6. The hire of the premises does not entitle the hirer to use the premises at any other time than those shown on the booking confirmation.
7. The BCC CIO reserves the right to cancel any booking in the event of the premises being required as a polling station for Parliamentary, Local Government or any other election, or as a centre for civil emergency procedures, in which case the hirer shall be entitled to a full refund of any monies paid.
8. In the event of any part of the premises being rendered unfit for the use of which it has been hired, the BCC CIO shall not be liable for any resulting loss or damage.
9. BCC CIO reserves the right to terminate a hiring at any time if any of these conditions of hire are breached, or likely to be breached.
10. It is the responsibility of the hirer to:
 - Ensure they have suitable insurance to cover personal injury and death, damage to property, and loss/theft of belongings, unless this has been caused by a negligent act of BCC CIO or its authorised officers.
 - Be responsible for the health and hygiene of those present in their party during the period of hire. This includes undertaking any appropriate and/or essential cleaning during the hire period, including cleaning all touch points and clearing all rubbish.
 - Be responsible during the period of hire for the supervision of the premises, including the carpark, until all attendees have left the property.
 - Be responsible for the behaviour of all attendees until they have left the property.
 - Be responsible for all damage caused, however slight, to any of the property during the period of hire or while entering or leaving the hire. We recommend the hirer insure against this risk.
 - Not to use the premises for any other purpose than that which it was hired for.
 - Not to sub-hire.
 - Not to allow the premises to be used for any unlawful purpose (including contraventions of laws related to betting and lotteries), nor to do anything which may endanger or invalidate insurance policies.



- Be responsible for obtaining all insurances and licenses as required for the activity booked.
- If serving food, observe all relevant food, health and hygiene regulations.
- Ensure any electrical appliances brought onto the premises are used in a safe manner, are in safe working order, and hold a valid certificate of inspection.
- Ensure that no nuisance or annoyance is caused to users of other rooms, or occupiers of neighbouring premises during the period of hire, when entering, or when leaving the premises.
- Ensure no open flames are used anywhere on the premises.
- Ensure maximum capacities are not exceeded, and appropriate levels of furniture are used for safety. (150 people in the main hall, 40 people in the lounge and meeting rooms)
- Ensure all doors, gangways and exits are kept clear of obstruction (partial or total) and that fire doors are kept closed.
- Ensure appropriate safeguarding procedures are in place, and are aligned with BCC CIO safeguarding procedures (which can be viewed on request).
- Ensure gas-filled balloons are not used in the hall, due to the fan system.
- Ensure that inflatables (such as small bouncy castles or ball pits) are anchored appropriately causing no damage to flooring, and they are placed upon mats.
- Do not remove fire extinguishers from their brackets for any other purpose other than to fight fires.
- Ensure that smoking does not take place anywhere on the premises during the period of hire, and smokers move away from the building to smoke.
- Ensure that appropriate footwear is worn in the main hall, with regards to heel size being larger than a 5p piece.



The organiser of any function or activity has a duty to familiarise themselves with fire procedures, health and safety, safeguarding and first aid provision, and to ensure their guests and participants are aware of these.