

TERMS AND CONDITIONS OF HIRE BUSHMEAD COMMUNITY HUB (BCH)

1. Application for hire: all bookings must be made through the Hub's website or through the Hub and will only be confirmed upon receipt of a deposit. Any increase in hire charge prior to the event date will result in an increased charge. The Hirer will be required to pay the deposit within 7 days of making the booking and the hire charges in full not less than 14 days before the event takes place. Failure to pay by the due date will result in cancellation of the booking.
2. The times of hire must be strictly adhered to and the time includes time for preparation and for leaving the building. The building must be left in a secure, clean and orderly condition, and all lights, heaters and appliances switched off. (If instructed to do so by staff) Failure to adhere to this condition may result in all or part of the deposit being retained.
3. Cancellations: BCH reserves the right at any time before the commencement of a letting to cancel it in which case they will refund any fee already paid by the Hirer but will not be liable for the payment of compensation to the Hirer or to any other person. If the Hirer wishes to cancel the booking within 30 days of the event date the deposit will be forfeited unless the Centre is re-let for the whole of the hiring period in which case the deposit will be refunded.
4. Conduct during hire: BCH reserves the right to enter every part of the Centre at any time and to refuse admission or remove from the Centre any person or persons believed, by BCH, to be undesirable without giving any reason. No disorderly conduct shall be permitted. BCH reserves the right to terminate the booking during the course of that booking if the Conditions of Hire are not being complied with and the Hirer will not then have the right to reclaim any part of the fee. The Hirer is expected to give due consideration to the owners and occupiers of neighbouring residential property and any other occupiers of BCH and not cause them unreasonable nuisance or annoyance by noise or otherwise. This include the use of fireworks which is not permitted and will result in the loss of the deposit if they are used in the vicinity of the Hub.
5. Any furniture or property introduced by the Hirer shall be removed immediately following the period of hire. No additions, alterations or adaptations of BCH fixtures, fittings or equipment shall be made, and nothing shall be affixed to the structure of the hall.
6. Breakages: The Hirer is responsible for supervision of the premises, protection of the fabric and contents, safety from damage however slight, or change of any sort. The Hirer shall indemnify BCH for the cost of repair (or replacement if BCH deems it necessary) of any damage done to any part of the property including the cartilage thereof or the contents of the building during or as a result of a booking. The deposit shall be retained for a period of 2 weeks after conclusion of the hiring period and will then be returnable to the Hirer less any deductions necessary for the breakages or following a breach of any condition of hire. If for any reason the deposit (or part of it) is retained by BCH, the Hirer will be given written notice. The Hirer is responsible for drawing to the attention of BCH authorised representative before the commencement of the period of hire any defects alleged to be existing in the hall or its contents.
7. The Hirer shall be responsible for obtaining any licences necessary in connection with the booking, or to join with BCH in obtaining such licences, and to pay all fees and costs incurred in connection therewith, including Occasional

Licences for the sale of intoxicating liquor, Occasional Public Entertainment Licences, Temporary Events Notices and licences from PPL where recorded music is to be played on the premises.

8. The Hirer shall be responsible for the observance of all regulations appertaining to the premises stipulated by the Licensing Justices, the Fire Authority, the Local Authority or otherwise ie; the law relating to gaming, betting and lotteries.

9. The Hirer must limit the maximum number or persons in attendance to that specified below

10. Insurance: The Hirer shall be responsible for making arrangements to insure against third party claims against him/his organisation whilst using the Community Centre. (BCH is insured against claims arising out of its own omissions.)

11. The Hirer shall not sub-let or use the premises for any purpose other than that stated hire, or for any unlawful purpose or in any unlawful way nor do anything nor bring on to the premises anything which may endanger the premises, their users or any insurance policies relating hereto.

12. Smoking is not permitted anywhere in the building or on the property including the outside areas.

13. No alcohol is to be sold in the Venue unless a Temporary Event Notice is in force at such time and the Hirer must produce such licence to staff of the Venue not less than 24 hours before the Period of Hire.

14. For children's birthday's parties a minimum of 2 adults must be present at all time. For 16th , 18th and 21st birthday parties the Hirer shall provide a list of 10 adults who will be responsible for providing adequate levels of supervision.

15. Copyright

15.1 In the use of the Venue the Hirer is not to infringe any copyright or allow any copyright to be infringed.

15.2 If the use of the Venue will involve the performance of any musical or dramatic works or the delivery in public of any lecture in which copy right subsists it will be the responsibility of the Hirer to obtain prior to the Period of Hire the consent of the owner of the relevant copyright and to pay all composers authors publishers and other fees of royalties which may be payable in respect of the function. Injury to persons and loss of property

16. BCH will not under any circumstances accept responsibility or liability in respect of any damage to or loss of any goods, articles or property of any kind brought into or left at the Venue either by the Hirer for the Hirer's own purposes or by any other person or left or deposited with any volunteer or employee of BCH.