

**BUSHMEAD COMMUNITY HUB (BCH) CONDITIONS OF HIRE**

1. Application for hire: all bookings must be made through the centre's website or through the centre. The deposit must be paid within 7 days of the booking and the remainder of the invoice 14 days before 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).
3. Cancellations: Hirer must give 30 days' notice of cancellation. Failure to do so may result in the deposit being kept if the room cannot be hired out to another client.
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.
5. Any furniture or property introduced by the Hirer shall be removed immediately following the period of hire (unless agreed in writing by the Trustees of BCH). 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 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.
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.) All hirers must have their own public liability insurance, a copy of this must be kept by BCH on site.

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 and vaping 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. Copyright

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

14.2 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.

#### 15. Injury to persons and loss of property

15. 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.

#### Social Hire:

- Please remember that the time booked includes the set up and clear away time.
- The facility should be left clean and clear as found.
- All rubbish must be taken away (unless rubbish disposal has been booked and paid for).
- If you have helium balloons please ensure they are tied down securely – if they get stuck on the ceiling you will need to try and get them down. They can set our alarms off.
- If you are planning to use a smoke machine you **MUST** inform us beforehand as we will need to set the fire alarms to recognise this.
- Please **do not** use silly string as this stains the walls and floor.
- **No fireworks** are permitted anywhere near the building – if any are let off this will incur a loss of the full deposit.
- Any confetti (or similar) must be swept up and disposed of at the end of the hire.
- No cooking on open flame inside the building. Arrangements can be made prior to the event to provide a safe space for this at an additional charge.
- On the day of your hire, there must be a person of contact at the start time and end of hire, to complete the Hire Checklist with the staff member on duty.