



EARLEY TOWN COUNCIL **CONDITIONS OF HIRE FOR PARTY BOOKINGS**

MANAGEMENT OF BOOKINGS

1. Adult parties can be held at Maiden Place Community Centre or Radstock Lane Community Centre.
2. Children's parties can be held at Maiden Place Community Centre and Radstock Lane Community Centre.
3. At the time of booking, a damage deposit must be paid of £100.00 for an adult party and £50.00 for a child's party. This deposit is held separately from the balance amount and will be refunded in full if the premise is left in its original condition and if the premise is vacated at the agreed time, as detailed on the party booking application.
4. Full payment for a party booking must be made at least 14 days in advance of the date of the booking. If payment is not made, the booking will be cancelled.
5. A cancellation of a party booking must be made in writing, a minimum of 7 days in advance of the date of the booking and a full refund will be given, otherwise you will be charged 20% of the hire charge.
6. A cancellation of a booking by the Council in the event of an emergency or health & safety issue will be subject to no notice period.
7. The Council reserves the right to adjust capacity numbers.
8. The Council reserves the right to refuse or terminate a party booking.
9. In accordance with the **Prevent Duty** created by the Home Office as part of the Government's Counter-Terrorism Strategy, the Town Council will conduct due diligence checks when taking bookings to ensure its facilities are not being used to promote radicalisation and extremism

HIRE PERIOD

10. The duration of the hire period must include anytime required for setting up and clearing away.
11. Hirers will not be permitted to enter the premises before their booked hire time.
12. Hirers must ensure that they vacate the premises promptly by the end of their hire time.

USE OF ROOMS

13. Rooms must be left in a clean and tidy condition. It is the responsibility of the hirer to wipe clean and put away any tables and chairs used during the hire period. Any spillages must be cleaned up as soon as possible. All rubbish must be bagged up and disposed of in the wheelie bins outside, if the bins are full then the excess rubbish must be removed from site by the hirer.
14. Hirers must not apply any substance or cleaning products to the floor or stick things to the floor.

USE OF TOILETS

15. Toilets are available and will have to be shared with other people on the premises. Toilets must be left in a clean and tidy condition.

USE OF KITCHEN

16. Hirers may hire the kitchen on request only for a charge. Please note that the kitchen may have to be shared with hirers from an adjacent room and cutlery, crockery, tea towels etc. are not provided. The kitchen must be left how it was found and hirers are responsible for placing all rubbish in a bin liner and disposing of the rubbish in the wheelie bins outside. Additional charges may be applied by the Town Council for the disposal of rubbish or cleaning of kitchen if this is not carried out by a hirer.
17. A hirer is responsible for ensuring they are compliant with Food Safety guidelines, including food allergens, if they are serving food to their guests.

HEALTH & SAFETY

18. A hirer is responsible for their guests and therefore should familiarise themselves with the premises in relation to fire call points, fire exits and first aid box.
19. In accordance with **Martyn's Law**, officially the Terrorism (Protection of Premises) Act 2025, the Town Council encourages all hirers to consider how they will reduce the risk of physical harm being caused to their attendees and consider how they would move people to safety/evacuate, in the event of terrorist attack.
20. The premises are serviced by fire alarms which are tested on a weekly basis. Should the fire alarm be falsely activated by such things as smoke machines, dry ice machine etc. a £25.00 charge will be applied.

BOUNCY CASTLES

21. The Council's insurance does not cover bouncy castles; therefore, a hirer will be required to have their own insurance cover and provide a copy of this to the Bookings Administration Officer.

INSURANCES & LICENCES

22. The Council accepts no liability for accidents/liabilities arising from a party whilst on the premises or car park. Any accidents must be reported to the caretaker or the Bookings Administration Officer.
23. The Council has public liability insurance cover in relation to the use of the building.
24. The premise is covered by a PPL PRS music licence, however hirers having a DJ should check that the DJ holds their own separate licence and public liability insurance in order to play music.

ELECTRICAL EQUIPMENT

25. It is a hirers responsibility to ensure that any electrical equipment they bring to a community centre to use during party, such as portable music players etc, are in good working order.

LOSS & DAMAGE

26. The Council accepts no liability for the loss or damage of any belongings or property.
27. Hirers are responsible for any loss or damage to Council fixtures and fittings during their hire period.
28. Any loss or damage must be reported as soon as possible and no later than 24hrs after the booking to the caretaker or Bookings Administration Officer.

NOISE

- 29. Hirers having music at their party must keep the sound and bass down to a reasonable level, especially if other hirers are using adjacent rooms. Hirers must also consider noise levels if windows are open, especially if the premise is located in a residential area.
- 30. A noise controller is installed at Maiden Place Community Centre and Radstock Lane Community Centre and it set at 93dBA. The indicator operates on a "traffic light" system affixed to the wall of the Main Hall. A green light will show if the noise is below the prescribed level. When the level is exceeded, the amber light will show and if the excessive level is maintained, a red light will show indicating that "cut off" is imminent. The power will then be cut and will automatically be restored after a 10 second interval. The Council hereby gives notice that it is not responsible for any damage caused by the use of this monitor.
- 31. If the noise controller is deliberately bypassed, a charge will be applied and a hirer risks having future bookings cancelled.
- 32. DJs must be instructed to end the music and start packing away their equipment at least 30mins before the end time of the hire period, as detailed on the party booking application.

GENERAL

- 33. Gambling on the premises is not permitted.
- 34. Smoking on the premises or close to the premises is not permitted.
- 35. The consumption of alcohol is not permitted unless prior permission has been granted by the Council.
- 36. The selling of alcohol is not permitted.

13 – 17yrs Parties

- 37. No alcohol to be consumed by anyone under the age of 18yrs old.
- 38. There must be an adequate ratio of adults to the number of children and adults must be present at all times.

'A' List Booking

- 39. An 'A' list booking is a celebration/party attended by a large number of people and where alcohol will be consumed.
- 40. Consideration will be given by the Town Council as to whether a booking is an 'A' list booking and if so, additional conditions will apply. The decision of the Council is final.
- 41. If considered an 'A' list booking, additional conditions will need to be applied (see separate conditions)

These conditions are not definitive and may be varied by the Council, such variation to be notified to the hirer before being given effect. The Town Council's decision on all matters is final.

The Council (by an appointed officer) reserves the right to reasonable entry to the premises at all times.