



## EARLEY TOWN COUNCIL CONDITIONS OF HIRE FOR AN EVENT

### MANAGEMENT OF BOOKINGS

1. All communication regarding a hirer's booking must be to the Council's Bookings Officer.
2. Cancellation of any bookings by a hirer must be made in writing, a minimum of 14 days in advance of the date of the booking, otherwise you will be charged.
3. Should the Town Council need to cancel a booking due to an event, such as an election or scheduled maintenance, etc as much notice as possible will be given, at least 7 days.
4. Cancellation of a booking by the Council in the event of an emergency or a Health & Safety issue will be subject to no notice period.
5. The Council reserves the right to adjust capacity numbers.
6. 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.
7. The Town Council will require an event organiser to provide a copy of their risk assessment that identifies any risks and the measures that will be taken, in view of the Health & Safety of the attendees, at the event. Also, in accordance with **Martyn's Law**, officially the Terrorism (Protection of Premises) Act 2025, the risk assessment will need to show that consideration has been given to the security measures that will be taken to reduce the risk of physical harm being caused to attendees and how attendees would be moved to safety/evacuated, in the event of terrorist attack.
8. The Council reserves the right to refuse or terminate a booking.

### PAYMENT

9. The payment for your booking will need to be made at the time of your booking.

### HIRE PERIODS

10. The duration of the hire period must include anytime required for setting up and clearing away.
11. A hirer will not be permitted to enter the premises before their booked hire time.
12. A hirer must ensure that they vacate the premises promptly by the end of their hire time, so that the next class, group or activity can start their hire period on 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 these bins are full then the excess rubbish must be removed from site by the hirer.
14. A hirer must not apply any substance or cleaning products to the floor or stick things to the floor. Floors should be swept by the hirer at the end of the hire period.

## **USE OF TOILETS**

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

## **USE OF KITCHEN**

16. A hirer may hire the kitchen on request for a charge. Please note that the kitchen may have to be shared with hirers from an adjacent rooms. Cutlery, crockery, tea towels etc. are not provided and the kitchen must be left how it was found. 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 at the event.

## **HEALTH & SAFETY**

18. A hirer is responsible for the safety of their guests and therefore should familiarise themselves with the premises in relation to fire call points, fire exits and first aid kits.
19. A hirer is advised to have access to a mobile phone, as there is no telephone available on site.
20. The premises are serviced by fire alarms which are tested on a weekly basis. Should the fire alarm be falsely activated, a £25.00 charge will be applied.
21. Fire exits must be kept clear at all times.

## **INSURANCES & LICENCES**

22. A hirer must have their own Public Liability Insurance cover in relation to their event and a copy supplied to the Bookings Officer.
23. A hirer is responsible for obtaining any and all necessary licences in connection with their Event and copies provided to the Bookings Officer.
24. The Council accepts no liability for accidents/theft/liabilities arising from the event whilst on the premises or car park. Any accidents must be reported as soon as possible to the Caretaker or the Bookings Officer.
25. The premise is covered by a PPL PRS music licence, however hirers if using music should check if they require their own separate licence in order to play music during their event.

## **ELECTRICAL EQUIPMENT**

26. It is a hirer's responsibility to ensure that any electrical equipment they bring to a community centre to use during a class or activity, such as portable music players etc, are in good working order and hirers should consider having the electronic equipment they use regularly PAT tested (Portable Appliance Testing).

## **LOSS & DAMAGE**

27. The Council accepts no liability for the loss or damage to a hirer's equipment and hirers are responsible for insuring their own property.
28. A hirer is responsible for any loss or damage to the fixtures and fittings during their hire period.

29. Any loss or damage must be reported as soon as possible to the Caretaker or Bookings Officer.

### **ACCESS CONTROL**

30. Radstock Community Centre & Maiden Place Community Centre have an access control system, which means that a code is required to gain access.
31. Due to the nature of an event, it may be possible for the main door to be released from the access control system to allow people to enter the building freely, which means the main door will open without entering a code. This option can be discussed with the Bookings Officer on booking, if required.

### **NOISE**

32. A hirer using music during their event must keep the sound and bass down to a reasonable level, especially when 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.
33. 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.
34. If the noise controller is deliberately bypassed, a charge will be applied and a hirer risks having future bookings cancelled.

### **GENERAL**

35. Gambling on the premises is not permitted.
36. Smoking on the premises or close to the premises is not permitted.
37. The consumption of alcohol is not permitted, unless prior permission has been granted by the Council.
38. The selling of alcohol is not permitted, unless a licence has been obtained by the hirer and a copy has been provided to the Bookings Officer.

*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 its appointed officer) reserves the right to reasonable entry to the premises.*