



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 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 with giving any reason.
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. 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.

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. Hirers 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. 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 to their guests.

HEALTH & SAFETY

18. A hirer is responsible for their guests and should consider the safety of their guests. Hirers should familiarise themselves with the premises in relation to fire call points, fire exits and first aid box.
19. A hirer is advised to have access to a mobile phone, as there is no telephone available on site.
20. 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.
21. 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.
22. Fire exits must be kept clear at all times.

BOUNCY CASTLES

23. 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 Officer.

INSURANCES & LICENCES

24. The Council accepts no liability for accidents/thefts/liabilities arising from a party whilst on the premises or car park. Any accidents must be reported as soon as possible to the Caretaker or the Bookings Officer.
25. A hirer is responsible for obtaining any and all necessary licences in connection with their party, such as the selling of alcohol.
26. 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

27. 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

28. The Council accepts no liability for the loss or damage of any belongings or property.
29. Hirers are responsible for any loss or damage to the fixtures/fittings during the hire period.
30. Any loss or damage must be reported as soon as possible to the Caretaker or Bookings Officer.

NOISE

31. A hirer 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.
32. 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.
33. If the noise controller is deliberately bypassed, a charge will be applied and a hirer risks having future bookings cancelled.
34. 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

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.

CHILDREN'S PARTIES

39. No alcohol to be consumed by any person under the age of 18yrs old.
40. There must be an adequate ratio of adults to the number of children and adults must be present at all times.

BAR FACILITIES

41. Bar facilities are not available at Radstock Lane Community Centre. A hirer may be able to organise a pop-up bar, however this will need to be discussed at the time of booking.
42. Bar facilities are available at Maiden Place Community Centre through Maiden Place Social Club (MPSC). If a hirer requires bar facilities this needs to be identified on the application form. The Council will make a request on behalf of the hirer to see if MPSC can facilitate the request. The hirer will then be provided with MPSC's contact number to make direct arrangements.

18th & 21st BIRTHDAY PARTIES

43. The Council deems this type of party as high risk and that it is likely to be attended by a large number of people and that alcohol will be consumed.
44. Consideration will be given by the Town Council as to whether this type of booking will be accepted and if so, additional conditions will apply. The decision of the Council is final.

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.