Creating Connections, Supporting Communities
Woughton Community Council

Woughton Community Council Community Centres/Meeting Places

TERMS AND CONDITIONS OF HIRE

IT IS IMPORTANT YOU READ AND UNDERSTAND THIS BECAUSE YOU COULD LOSE YOUR DEPOSIT AND RECEIVE FURTHER CHARGES AFTER YOUR BOOKING

Provisional bookings can be made on our online portal:
https://venuehire.scribeaccounts.com/Woughton-Community-Council- *Please note when you submit a provisional booking enquiry online, we will request any proof of ID to confirm you have the correct hire rate code.*

PLEASE NOTE, TICKING 'I AGREE TO TERMS AND CONDITIONS' BOX OR SIGNING THESE TERMS WHEN SUBMITTING A PROVISIONAL BOOKING DECLARES YOUR UNDERSTANDING AND COMPLIANCE TO ALL OF THE TERMS AND CONDITIONS EXPRESSED IN THIS DOCUMENT.

1. Bookings

1.1 Meeting Places: are not available to hire during elections as they are utilised as polling stations on the day (Typically this is the first Thursday in May).

1.2 Bookings can be made between 8am & *10pm, 7 days a week. (*Must be ready to leave the building by 10pm)

1.3 Hire times from start to finish includes setting up and packing away. Please factor this in when making a booking

1.4 Woughton Community Council (WCC) MUST have a minimum of 7 clear working days' notice for ALL bookings. Hire applications made within 7 working days of the hire date will be rejected.

1.5 Woughton Community Council reserves the right to close the premises at any time for emergency or periodic maintenance

2. Fees & Charges

2.1 No money is to be paid before receiving your invoice. Funds paid to Woughton Community Council without an invoice reference number may be non-recoverable.

2.2 A *returnable deposit of £100 must be paid for all bookings. (*Providing you adhere to these agreed hire terms) This will be added to your invoice. Block bookings will receive their deposit refund at the end of their standing booking period.

2.3 Full payment must be made by the invoice due date; or your booking will be cancelled.

2.4 You will still be charged for any cancelled booking in the event you have not given us at least 7 working days' notice for all single bookings before your booking is confirmed.

2.5 Bookings made the week before your hire date must be paid for on the same day you make your booking, or your booking will be rejected/cancelled.

2.6 Your booking remains provisional until you have made full payment for your booking.

2.7 Any amendments and/or cancellations made to any booking requires 7 full days' notice prior to the date of the booking in writing otherwise you will still be charged at full cost. No refunds are given for less than 7 days' notice of cancellation prior to booking. (This excludes your £100.00 deposit)

2.8 You can choose to pay via bank transfer, or you can pay directly via the link at the bottom of your invoice using your bank card.

2.9 Full payment must be made a month in advance, for **block bookings.**

2.10 It **is the booker's responsibility to contact Woughton Community Council to claim back their deposit refund.**

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THE FINE PRINT

3 Terms of facility hire:

3.1 Meeting Places are closed on Bank Holidays along with selected festive date and unavailable for public hire.

3.2 The hirer MUST ensure someone over the age of 21 years is present within the building throughout the hire period.

3.3 Woughton Community Council reserves the right to cancel any bookings at its discretion at any time without prior notice, and to change or amend the terms and conditions of hire at any time with no less than one month's written notice.

3.4 All equipment hired can only be used within the facility and must not be removed.

3.5 All bookings and their proceedings must stop at 10PM (22:00) in order to comply with the Indoor Entertainments license.

3.6 For block bookings, it is the hirers responsibility to renew their bookings at the end of their annual block.

3.7 The hirer will indemnify Woughton Community Council against all loss, damage, claim or expense during the hirer's use of the premises. It shall be the responsibility of the hirer to effect adequate Public Liability Insurance to cover risks arising out of the use of the premises by the group/organisation and its or the hirer's invitees and visitors.

3.8 Under NO circumstances should the booking be sublet to another booking; this will be deemed a breach of your contract. The facility is entrusted for your use, and your use only throughout the specified booking times.

3.9 Strictly no betting, gaming or lotteries shall take place on the premises except that allowed by law and the hirer shall obtain any license or certificate required prior to booking the premises for such use.

3.10 Young people under the age of 18 must be supervised by responsible adults at all times, during the course of their booking. Supervisors must be provided by the hirer and be aged 21 and over, with a minimum ratio of 1 adult to 10 young people. <u>Strictly no children in the kitchen without a supervising adult</u>.

3.11 The hirers shall ensure compliance with all the relevant legislation, orders and regulations, in particular, that relating to maximum capacity, music, singing and dancing and the sale and supply of liquor. All liquor licenses must be displayed at all times during the event and a copy of the license must be forwarded to us before the date of the booking. Failure to do so will result in the event being cancelled with no prior notice, and forfeit of your deposit.

3.12 In the case of block bookings – the user may not leave their own belongings or equipment on the premises at any time. Any belongings left in the premises without prior agreement from Woughton Community Council, will be treated as abandoned and will be disposed of by Woughton Community Council. Users must not use unallocated storage space. Disposal costs may affect your deposit.

3.13 Fire exits must not be obstructed in any manner. The hirer must ensure all visitors are familiar with the fire safety procedure up in the notice board displayed within the meeting place.

3.14 The premises shall be used for community purposes only and shall not be used as a postal address. Any unauthorised post received will be shredded.

3.15 The walls/windows/ceilings etc. must not be marked or damaged in any form (this includes any pinning or stapling) any marks found will be chargeable to the hirer.

3.16 Smoking is not permitted on the premises, this regulation has been extended to include the enclosed outside areas. Failure to comply will put future bookings in jeopardy. This includes the use of electric cigarettes, vaping or similar.

3.17 No advertising or publicity material will be displayed inside or outside the building without prior approval.

3.18 BBQs are not currently permitted. Strictly small bouncy castles only. Maximum bouncy castle height varies from building to building. We must have a copy of the up to date public liability insurance certificate from the owner. CCTV is now in operation throughout the meeting places

THE IMPORTANT PARTS

3.19 Please note that our community centres are within residential areas and as such, we ask you to be mindful of our neighbours. Whilst some noise is tolerated, excessive noise is unacceptable. After 7pm, windows and doors need to be closed to prevent noise escaping. Noise monitors are installed at the Netherfield Meeting Place and will switch the power off if noise reaches unacceptable levels.

3.20 ARRIVE ON TIME. Our caretakers will wait no longer than 15 minutes after your hire start time, once the building has been unlocked, unless you have **contacted our Caretaker Manager on 07519119452** to advise you may be late. Our caretakers will lock the building and leave if you are not present for your booking and your booking will remain fully chargeable.

3.20.1 A £25.00 cost to you will be deducted from your deposit if our caretaker is required to wait more than 15 minutes after your hire start time for you to arrive, if you have not called our Caretaker Manager on 07519119452

3.21 LEAVE ON TIME. Should your booking overrun by 15 minutes you will impose an initial £25.00 late leaver fee. This will then increase by a further £5. charge in increments of every 5 minutes after this.

3.22 TAKE YOUR RUBBISH WITH YOU. Do not leave any food or rubbish in the hall, upon your departure all rubbish, food and any refreshments or props must be taken away with you.

3.22.1 Please note, you are not permitted to leave any rubbish around the vicinity of the meeting hall or the Woughton Parish area, (This includes bins by local centres) this will be considered fly tipping and reported immediately to Milton Keynes City Council who may seek prosecution.

3.23 Should you not leave the hall to a satisfactory standard the Caretaker will formally report, including any evidence (if necessary), and you will be charged a fee for any evident additional neglect of the Terms and Conditions.

3.24 Please leave the Centre clean and tidy (as you would have found it)

3.24.1 Should you not leave the hall to a satisfactory standard the Caretaker will formally report back, including any evidence (if necessary) and you will be charged a fee for any evident additional neglect of the Terms and Conditions.

Failure to comply with the above, will result in the loss of your £100.00 deposit and potentially additional charges to cover the costs of additional cleaning or damage repairs.

You will be formally notified via email or post by Woughton Community Council should you be in breach of any of the above, within 5 working days of your hire usage.

Deductions are at the discretion of Woughton Community Council and will be deducted from your deposit payment for the hall and hire.

Please note the following checks which must be completed during your hire period, and no later:

3.25 **Clean down the tables and chairs** and ensure that they have been put back as you would have found them.

3.26 Leave all floors and worktops clean and clutter free, taking care to spot mop any spillages etc.

3.27 **Please ensure all toilets are clean, flushed and checked. Report any issues found to the caretaker.**

3.28 Ensure all windows and doors are securely shut and fastened, all the lights are turned off, and that you are ready to leave the hall with the above completed by the end time of your booking.

4. Facilities

4.1. Main halls come with full use of the kitchen.

4.2. Maximum capacity for our venues can range between 60 and 130 people depended on set up.

4.3. Tables & chairs are provided.

4.4. Each venue has a Kettle, urn, microwave, oven, and refrigerator you may use on the one day of your booking.

4.5. The Key holder will unlock the building at the commencement of hire and the building will remain unlocked until the end of the hire period.

4.6. A Mop, bucket, broom, dustpan & brush, cleaning spay & cloth, one black bin liner, washing up liquid & sponge will be left accessible for your use for the floors, surfaces, and crockery. (*Although we are a council which prides ourselves on taking care of the environment, we advise you bring your own disposable plates, cups, etc. to save time on cleaning*).

4.7. All venues are wheelchair accessible.

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SAFEGUARDING

Following recent changes in legislation, all *organised* groups (i.e. those that are regular bookings – NOT private parties or events) must have a named responsible person and a safeguarding policy'. The person who is the named Safeguarding Lead Must sign below:

Name of Safeguarding Lead:…… Signed:……

If you do not have a policy, there are resources available at https://knowhow.ncvo.org.uk/safeguarding that can help, or a template policy is available at https://learning.nspcc.org.uk/media/1601/safeguarding-policystatement-example.pdf

Data Protection

By signing this declaration, you agree to Woughton Community Council storing your data in line with our data protection policy. Information you give us about yourself will be held on computer or manual record, which you have a right to see and check. Information may be shared with organisations we work with to provide services to you. Information may also be used in connection with the prevention and detection of crime and fraud. Full details of our privacy policy can be seen on our website or upon request.

DECLARATION

By signing this I agree that I have read, understand and comply with the above set Terms and Conditions. PLEASE NOTE TICKING 'I AGREE TO TERMS AND CONDITIONS' BOX WHEN SUBMITTING A PROVISIONAL BOOKING DECLARES YOUR UNDERSTANDING AND COMPLIANCE TO ALL OF THE TERMS AND CONDITIONS EXPRESSED IN THIS DOCUMENT.

Signed: _____ **Print Name** _____ **Date**_____

Woughton Representative

Signed: _____ **Print Name:** Paul Garth

Role: Bookings & Reception Officer **Date:** _____