

# Oxley Park Community Centre

Shenley Church End Parish Council. (SCEPC)

## Terms and Conditions of Hire for Single and Regular Bookings

Valid for hall hire 1<sup>st</sup> April 2019 - 31<sup>st</sup> March 2020

### Definitions

#### In the context of this Hire Agreement

- (a) OPCC shall mean Oxley Park Community Centre, Redgrave Drive, Oxley Park, Milton Keynes, MK4 4TA.
- (b) The hirer (named hirer) shall mean the person who has signed this Hire Agreement.
- (c) The Premises shall mean the areas of Oxley Park Community Centre which the hirer has agreed to hire.

### Bookings and Payment

1. All hire charges and deposits must be paid in advance, PRIOR to hire. Hire times must include set up time and clearing away time. (Please ask to see our hire charges listed separately).
2. For all bookings for private evening functions, the booking form must be completed and the terms and conditions signed by a family member aged 25 or over. This person is then responsible for the guests attending and all other party associates. Proof of identification/age may be requested prior to acceptance.
3. Hall hire bookings for 15 – 19 year old parties will be considered but may not be accepted. Private Function Rates apply.. Deposit charges, if booking is accepted, will be increased to £250. Proof that a responsible adult will monitor the door at all times during hire will be required. Door security can be organised through the centre at an additional cost to the hirer. There must be a ratio of 1 adult over 25 years to 10 young people.
4. The current year's hire charge rates for all bookings will be charged, regardless of date the booking was made.
5. **Provisional bookings will be held for 7 days only from date of enquiry. If a booking form and CASH deposit are not received within 7 days of enquiry, the provisional booking will be removed from the diary without further notice.**
6. **Block bookers** - hall hire charges will be invoiced on the first day of each month. Payment must be made within 14 days of the invoice date and can be paid by BACs. A deposit payment for regular hire is only payable for those who request short term bookings blocks or selected dates throughout the year. Deposit is returnable following the last block hire date, unless terms are breached. Deposits are not requested for those who book weekly or termly for more than 12 sessions per year.
7. **Block bookers/Regular hirers** – please note your hall hire is booked from 1 April – 31 March and the current year's terms and conditions will apply. For your booking to continue a new set of booking forms **MUST** be completed and signed by 1<sup>st</sup> April each year. **NO FORMS NO BOOKING!**
8. Single booking hall hire will be invoiced approximately one month in advance of event. Payment will then be due 14 days prior to hire, by bank transfer
9. **FAMILY/PRIVATE FUNCTIONS**, in addition to the hire charge a returnable **CASH deposit of £150** must be made at the time of booking.
10. **CHILDREN'S PARTIES (up to 14 years)** in addition to the hire charge a returnable **CASH** deposit of £50/£100 must be made at the time of booking. (£100 deposit is required for evening children's parties).
11. **REFUND OF DEPOSIT IS AT THE DISCRETION OF THE MANAGEMENT COMMITTEE. DEPOSITS WILL BE KEPT IF UNREASONABLE ADDITIONAL CLEANING IS NEEDED, OR IF ANY PROPERTY OR EQUIPMENT IS DAMAGED. DEPOSITS WILL ALSO BE KEPT IN CASES OF LATE CANCELLATIONS OR IF HIRERS, ASSOCIATED ENTERTAINERS/CATERERS, OR GUESTS' BEHAVIOUR IS CONSIDERED UNREASONABLE OR IF ANY OTHER TERMS AND CONDITIONS OF HIRE ARE NOT ADHERED TO.**
12. Please contact 01908 524482 on the Monday following your function to discuss deposit refund collection.

### Cancellation

13. A notice period of 28 days is required to cancel a single private hire booking. Anything less than 28 days' notice will incur charges (up to 100% depending on notice given) to cover administration and operational costs. A minimum charge of £25 applies to cancellations for all invoiced bookings where amendments need to be made.. **PLEASE NOTE:** All Block bookers who hire the facilities for 2 hours or more per week, **MUST** give a written notice period of 12 weeks (3 months) prior to cancellation of sessions. In return, we the centre management committee reserve the right to give a notice period to regular hirers a minimum of 2 months (8 weeks), unless in emergency situations. ( See point No.13)
14. Block/regular bookers should be consistent with their booking days/times and will be charged monthly for the period of hire stated on their booking form, irrespective of any days/periods missed. Unless days missed are as a result of OPCC action. Exceptions to this will be holiday dates given at least a month in advance. The centre relies on regular income to remain sustainable; therefore it is a requirement for all block/regular bookers to pay for their reserved slot.
15. SCEPC reserve the right to cancel sessions or/and close the premises at any time for emergency or periodic maintenance and also when the premises are required for public elections or similar events. We will always try to give hirers at least a month's notice of any closure.

### Use of the Premises

16. The closing hours of the building are 11pm Monday-Saturday and 10pm on Sundays and Bank Holidays. All music and/or dancing **MUST STOP** at these times and must comply with the Indoor Entertainment's Licence. Regular hirers should check whether their particular business requires a music licence and if so SCEPC must be given a copy. Single bookings do not require a music licence.
17. Decorating the halls for parties is permitted. Please refrain from using sticky tape on the walls, adhesive poster putty is preferred. **Helium Balloons:-** Can cause problems with the intruder system if released into the air inside the building. If using helium balloons to decorate please ensure they are weighted. Any floating balloons must be dealt with by the hirer – an extendable pole to pop the balloons is supplied. Please note, hirer may be liable for a call out recharge if any balloons are left, causing the alarm to be activated. **STRICTLY NO CONFETTI FILLED BALLOONS OR CONFETTI CANNONS ARE PERMITTED.**
18. Hirers must leave the premises clean and tidy and all equipment and furniture should be placed tidily as discussed with the key holder. Your set up and tidying time must be included in the booked hiring period with the allowance of an additional 15 minutes at the end of your hire period to mop the floors as necessary.
19. The hirer is liable for the cost and deposits **WILL** be retained of any heavy additional cleaning required. Deposit penalties will also be incurred due to any breakages or damage to building and/or equipment during hire.
20. All equipment hired can only be used within the facility and must not be removed.
21. Any equipment brought into the building by the hirer must have passed relevant safety tests and be fit for purpose. Permission from SCEPC Representative **MUST** be sort before a hirer can bring in any equipment. Any accidents resulting from equipment brought into the building are the responsibility of the hirer.
22. Due to new legislation, please only use our recommended and approved Bouncy Castle suppliers (Please ask reception when booking venue for list). Bouncy castles are no longer permitted in the outside area unless securely weighted down. (New legal requirements suggest NO LESS than 40 bags of sand!). Oxley Park Community Centre Booking Clerk **MUST** be notified of the Bouncy Castle Company used, at least a week prior to the function.
23. The Key Holder will meet party/event hirers at the beginning of their agreed hire period. The hirer will be given a specific unique code for the door entry system and the building will remain unlocked until the end of the hire period. The hirer should ensure that someone is present within the building throughout this period.
24. The Key Holder will wait for **15 mins** only from the start time of your booking and **15 mins** only after your finishing time. Any late arrivals or late finishes, outside of the 15 minute window, will be chargeable. This fee will be deducted from your deposit.

25. **ALL RUBBISH** must be disposed of by the hirer. Please remove rubbish to the bin store located to rear of the building.
26. Approval for the use of Oxley Park Community Centre premises by political parties shall be determined by the nature of the occasion. Public meetings such as rallies will not be permitted.
27. The premises shall be used for community purposes only and shall not be used as the hirer's postal address.
28. No alterations or additions shall be made to the premises without the consent of the SCEPC Representative and any such work shall be completed at the hirer's cost and to SCEPC approval.
29. No advertising or publicity material will be displayed inside or outside the building without the prior approval of the SCEPC.

#### **Health and Safety**

30. The Key Holder will show the named hirer all fire exits. They will also explain to the hirer the fire procedures in place for the building. **Please give the key holder your close attention when this is being explained to you.** Fire safety notices are displayed in the building and written instructions are given to the hirer when a booking is made.
31. The key Holder's contact number is displayed on the cupboard door in the kitchen. Please take this with you if you have to evacuate the building. We suggest you key the contact number into your phone.
32. Fire exits must not be obstructed in any manner at all. It is the named hirer's responsibility to ensure that the fire procedures displayed in the building and verbally communicated to them are also communicated to their guests/clients.
33. **It is illegal to smoke inside the building;** therefore if you or your guests smoke you/they must only do so outside and well away from the **FRONT** of the building. Cigarette ends must be safely disposed of in the unit provided.
34. **Barbeques are not permitted on the premises unless provided by a professional company where strict legislation/insurance is in place.** The cooking area must be set up away from the building and particular careful attention must be paid to clearing away any food leftovers and barbeque embers.
35. No fireworks, sparklers or similar (indoor or outdoor) are allowed.
36. No hazardous liquid substances or items that may be seen as a fire or safety risk are allowed.
37. Hot drinks are discouraged in areas where activities involving children are taking place. Risk assessments should be carried out and hirers are solely responsible for any accidents.
38. Named hirers are responsible for their guests at all times whilst in the building. Block/Regular Hirers are responsible for ensuring their policies are relevant for the activity taking place and appropriately shared with their service users.
39. Block/Regular Hirers working with families and children must have safeguarding procedures and policies in place and in practice. They must also adhere to the safeguarding, health & safety policies & procedures of the centre to ensure safety of all other users and visitors to the centre.
40. Risk assessments are the responsibility of the named hirer. The hirer needs to be satisfied that the space hired is safe and fit for purpose.
41. No smoke machines or any other equipment that may affect the sensors are allowed. If the fire alarms are triggered, our Security Officers will automatically be contacted to attend and hirers and all guests must evacuate the building. If a false alarm is caused by the hirers, or their guests breach of the centre's terms and conditions any related cost will be charged to the named hirer.
42. No betting, gaming or lotteries shall take place on the premises, except that allowed by law and the hirer shall obtain any licence or certificate required, prior to booking the premises for such use.
43. The named hirer shall ensure compliance with all the relevant legislation, orders and regulations, in particular, that relating to music, singing and dancing and the sale and supply of alcohol. We do not hold an Alcohol Licence, so if you are selling alcohol you must bring your own licence. It must be displayed at all times during the event and a copy of the Licence must be given to the Booking Clerk **BEFORE** the date of the booking. Failure to do so will result in the event being cancelled. An alcohol licence is not required if you are bringing alcohol onto the premises for your guests, as long as you are not selling the alcohol.

- 44. Please note the named hirer is responsible for the action of their guests. Shenley Church End Parish Council do not endorse the consumption of alcohol if children are present, or if guests are driving.
- 45. Hirers must not cause annoyance or nuisance to local residents or adjoining occupiers by the playing of unreasonably loud music, parking in front of driveways etc. Young people (18 and under) must be supervised by responsible adults at all times during the course of any booking. There should be a minimum ratio of 1 adult to 10 young people. For young children there should be a minimum ratio of 1 adult to 8 children for children 3 - 5 years old.
- 46. Hirers who use any liquids substances, must check with SCEPC Representative first and MUST provide the relevant COSHH sheets. **This includes, paints, glues, cleaning products, etc.**
- 47. With the exception of assistance dogs, no animals will be allowed on the premises, unless agreed by SCEPC Representative.

**Insurance**

- 48. **Block Bookers' Public Liability Insurance Certificates must be shown and a copy held by the Centre.**
- 49. **All entertainers/caterers, etc must hold their own public liability insurance and the hirer is responsible for ensuring that this is the case. Copies should be sort and given to the Booking Clerk or a SCEPC Representative**
- 50. **SCEPC's insurance does not cover the hirer's property and equipment. Items left or stored at the Community Centre are done so at the hirer's own risk and SCEPC take no responsibility for any loss or damage.**
- 51. **If applicable Milton Keynes Council's Community Groups Registration Certificate must be shown and a copy held by the Centre. Please be aware that Hirers that are working with children and young people, without parent's present, must ensure they are REGISTERED under the Milton Keynes Council's Community Group Registration Scheme.**

**General**

- 52. Please ask for our hiring costs.
- 53. OPCC will not be open for hire on Christmas Day, Boxing Day, New Year's Eve, New Year's Day or Easter Day. Bank Holiday bookings will be considered but are not guaranteed and if agreed they will incur additional charges.
- 54. SCEPC reserves the right to cancel the booking if the hirer breaks any of the terms and conditions of hire.

**We are proud of our community facility, so ask that you remain respectful at all times.**

We welcome your comments and feedback, so that we constantly strive to improve.

**I have read and understood the terms and conditions and agree to abide by them:**

Signature of Hirer: ..... Print Name: .....Date: .....