

Hire Terms and Conditions

1. General Information

1.1. Hirer's Responsibility: The person or organisation hiring the Centre (hereinafter referred to as "the Hirer") is responsible for adhering to all terms and conditions set forth by the Centre.

1.2. Purpose of Hire: The Centre may only be used for lawful purposes as specified in the hire agreement.

1.3 Age Restrictions: All bookings must be made by a person over the age of 18.

1.4 Further restrictions: No sub-letting is permitted.

2. Booking and Payment

2.1. Booking Confirmation: A booking is only confirmed once the Centre has received a completed booking form and the required deposit.

2.2. Deposit: A deposit must be paid to secure the booking. This deposit will be refunded within 30 days of you providing us with your bank account name, number and sort code following the event, provided there is no damage, adequate cleanliness following the hire and no breach of terms.

2.3. Hire Fee: The full hire fee must be paid no later than 30 days before the event. Failure to pay the fee in time may result in cancellation of the booking.

2.4. Cancellation Policy: Cancellations must be made in writing (email address at end of this document). Cancellations made more than 30 days before the event will receive a full refund (deposit and hire charges if already paid). Cancellations made within 30 days will forfeit the hire fees. Non-payment of hire charges in the event of a cancellation within 30 days may be taken from the deposit, for recovery payment only. If insufficient funds are held, then an invoice will be sent to the hirer.

2.5. Payment: Payment is to be made via BACS (preferably) or cash. We do not accept cheques.

2.6. Regular Hire: Payment is invoiced a month in arrears. Non-payment within 3 months of the 1st of the last unpaid month will result in suspended Centre hire until outstanding invoices are cleared.

2.7. Cancellation of Booking: Your booking could be cancelled if the Centre is required for use as a Polling Station, there would be a breach of licencing conditions, unlawful activities, the Premises becomes unfit for use or if there is a need for emergency use in the event of a disaster. In these cases, a full refund will be provided.

For Regular users, the Centre reserves the right to cancel up to 6 sessions per year. At least 2 weeks' notice will be provided. Regular users may cancel up to 6 sessions per year. 2 weeks' notice must be provided, or a 50% fee will be incurred.

3. Use of the Centre

3.1. **Permitted Use:** The Centre may be used for exercise classes, registered charity events, U3A regular user groups, private parties, weddings, meetings or any activities described in the Premises Licence.

3.2. **Prohibited Activities:** The following activities are prohibited: smoking in the building, use of an outdoor cooking appliance, use of fireworks (including sparklers), candles (or tea lights) in the building, outdoors or on the bowls green, sticking decorations to the walls or light fittings, confetti cannons, pyrotechnics, Chinese Lanterns, smoke (or haze) machines and untethered helium balloons.

3.3. **Capacity:** The maximum capacity of the Function Room is 120 persons (including children attending). The Hirer must ensure this limit is not exceeded and that emergency exit routes are kept clear.

3.4. **Noise Levels:** The Hirer must keep noise at a reasonable level to avoid disturbing nearby residents. Music must stop by midnight.

3.5. **Set Up/Clear Away:** The Hirer must allow time within their booking to set up and clear away. The Hirer is expected to set up and put away any tables and chairs (following cleaning). The stage must be requested at the time of booking and a member of staff will set it up prior to the event.

3.6. **Rubbish:** Must be taken off site for disposal. Please bring strong bins bag to avoid any spillages.

3.7. **Alcohol:** Hirers are not permitted to bring their own alcohol on site and if found doing so, they will be asked to leave the premises. Anyone appearing to be under the age of 18 will be expected to provide named, photograph evidence of their age e.g. Driving Licence or Passport.

3.8. **Parking:** Is available on site but vehicles must not obstruct access to doorways or the main gate. There are six accessible parking spaces for blue badge holders.

3.9. **Animals:** No animals are permitted in the building unless previously agreed with the Centre.

4. Safety and Conduct

4.1. **Supervision:** Hirers are responsible for the supervision and conduct of all persons using the Centre during the hire period.

4.2. **Health and Safety:** The Hirer must comply with all health and safety regulations. The Hirer must be aware of the location of fire exits and fire-fighting equipment. An Emergency Evacuation Procedure and Map of Fire Exits are posted on the notice board at the Centre entrance. In the event of fire, call 999, evacuate the building and do not re-enter until advised safe to do so by the Fire Service. Children are not permitted in the kitchen.

4.3. **Accidents and Incidents:** All accidents and incidents must be reported to a Centre official immediately.

4.4. **Third Party Contractors:** It is the Hirer's responsibility to ensure Third Party Contractors have the appropriate insurance in place. Public Liability Insurance of at least £10 million must be emailed to the Secretary at least two weeks prior to the event (email address at end of this document).

4.5. Electrical items: All electrical equipment brought on site must be PAT tested and valid certificates forwarded to the Secretary a week before hire (email address at end of this document).

4.6. Caterers: Any catering contractors using the kitchen to prepare food must provide a valid Food Hygiene or Food Standards Agency Rating Certificate by email to the Secretary a week prior to the event (email address at end of this document).

5. Premises Condition

5.1. Inspection: The Centre will be inspected before and after the hire period. Any damage or loss will be charged to the Hirer and taken from the deposit, or if damage exceeds the deposit, an invoice will be forwarded for immediate payment. Legal Action will be pursued in the case of non payment.

5.2. Cleanliness: The Hirer must leave the Centre in a clean and tidy condition. All rubbish/possessions must be removed from the premises.

5.3. Damage: Any damage to the Centre or its contents will be the responsibility of the Hirer, and the cost of repair or replacement will be deducted from the deposit. If insufficient deposit, an invoice be sent for immediate payment. Failure to pay will result in legal action.

6. Termination

6.1. Breach of Terms: The Centre reserves the right to terminate the hire agreement with immediate effect if the Hirer breaches any of these terms and conditions.

6.2. Force Majeure: The Centre is not liable for any cancellation or interruption of the hire period due to circumstances beyond its control.

By completing a booking form, the Hirer acknowledges and agrees to these terms and conditions.

Complaints: All complaints must be made in writing to the Centre Secretary by email to: secretary@peterboroughbowlsCentre.co.uk.