

TERMS AND CONDITIONS OF HIRE

The terms and conditions for hiring The Bluebell Community Centre is detailed below. Please read these carefully, as your signing of this agreement will mean that you have understood and accepted all these requirements before hiring. The terms and conditions have been detailed in **alphabetical order**.

CANCELLATION OF HIRE AGREEMENT

Please allow at least **1 months' notice** for the **final** cancellation of your group booking. Please send this in writing (email message) to the Administrator. A final invoice will be given for the previous period used. If you wish to cancel for a week, or two weeks **during** the term of your block booking for holidays, etc. please send an email with the dates of cancellation and resumption.

CAPACITY

The Bluebell Community Centre has a maximum capacity for **60 Adults only** (babies and small children are not included in the count).

CLEANING

- Please ensure that the hall, toilets and kitchen area (if used), are clean and tidy after use.
- Toilet bins are to be emptied into the larger kitchen bin and this disposed of into the Biffa bins outside the premises when your session ends.
- All kitchen crockery are to be washed and put back into the cupboards after use.
- Carpeted areas in the centre are to be hoovered after your use if messy.
- **Bin bags and cleaning items will be supplied by the B.C.C. for use.**

COMPLAINTS

In the unfortunate event of a complaint regarding the staff or services at The Bluebell Community Centre, please feel free to contact the Administrator first to see if we can solve the issue. Thereafter, please view our complaints policy on our website for further information.

COPYRIGHT

The Bluebell Community Centre logo and all information pertaining to the centre cannot be reproduced on any publication without obtaining prior permission from the Chairperson of the community centre.

COST

The cost of hiring The Bluebell Community Centre for group block bookings is: **£17.50** per hour. An invoice for the previous completed month will be sent at the end of every month. Payments are to be made within **14 days after** receipt of an invoice.

DAMAGES

Any damage to the premises, equipment, or items in the kitchen at The Bluebell Community Centre will incur a charge of the current price to replace the item(s). A quote of this will be given to you or your organisation prior to being charged. Any disagreement to this may hinder the continuation of the hire agreement.

DECORATIONS

Decorations of the venue is accepted however, please use fixtures and adhesives that can easily be removed, i.e. Blue tack, or glue dots, etc. **Please do not use Sellotape on the walls, or drill anything into the walls.** All decorations should be removed after your event and the premises left as it was found.

FIRE EXITS & EQUIPMENTS

Please ensure that you and those using the venue from your organisation familiarise yourselves with the fire exit signs and the equipments for use in the event of a fire in the hall, or kitchen area. **Please do not block any fire exit doors during your sessions.**

GARDEN

If you require to use the garden as part of your hire, please advise the Administrator at the time of booking. Garden must be left clean and tidy after use. Bouncy castles can be erected in the garden, but health and safety regulations will need to be applied concerning the running of cables, etc. Any bouncy castle erected in the garden must be supplied by a reputable company who have their own liability insurance.

HEALTH & SAFETY

The Health & Safety Act 1974 details ways in which you can use the premises given to you in a safe and effective way to minimise unnecessary injuries and accidents to you, or the people you serve. Please read this Act here: <https://www.legislation.gov.uk/ukpga/1974/37/contents>, PART 1.

KEYS

A key to the centre **maybe** given to a group leader after 6 weeks of successful hire and prompt payments been made. However, **this will be strictly at your booking time ONLY, and is subject to management discretion.** Please note that no copies of this key may be made. Only **1** key will be supplied per group. In the event that the keys are lost, there will be a £20 charge for replacement.

LITTER

Please ensure that all litter created from your sessions, inside and outside the premises are removed and placed into the large BIFFA bins before you leave the centre. (Please use the black bags provided by the centre reasonably, thank you).

NOISE

The Bluebell Community Centre is located in the midst of a residential area. Please be mindful of the level of noise made in your sessions and do all you can to **minimise disturbing the neighbours** of whom we have developed a good relationship and would like to keep it this way. Please keep voices down when entering and leaving the building, especially in the evenings.

NO SMOKING & OTHER NO's

Please note that there is **NO SMOKING, NO VAPING, NO FIREWORKS, NO SMOKE MACHINES, NO PETS** are permitted in the centre. Pets are only permitted in the garden area of the premises but **MUST** be supervised at all times. Smoking is only permitted in the car park area. **Please dispose of all smoking items safely.**

PARKING

The parking capacity at the centre is for 12 cars **only**. No car is permitted to park **outside any of the garages across from the centre**. Parking is only permitted in front of the wooden fence to the side of the centre building. Please park responsibly. **The Bluebell Community Centre cannot be held responsible for any car or the contents in any car when using our car park.**

PAYMENTS

Payments are to be made directly into The Bluebell Community Centre account on or 14 days after receipt of an invoice. The account details are as follows: **Bank: Barclays Bank PLC, Name of Account: The Bluebell Community Centre, Sort Code: 20-45-45, Account No: 10124923.** No cash payments will be accepted. Cheques are acceptable, but the cheque will need to be cleared in our account before a receipt of payment will be given.

PENALTIES

Penalty payments will be incurred on the next month's invoice for the following reasons:

- Loss of Key (replacement) - £20. This amount will be charged in next invoice.
- Breakages - This will be dependent on the quote received.
- Missed payments - £20 will be incurred for a missed payment for 1 month. This amount will be added in the next invoice.
- Breach of Terms and Conditions - In the event that any of the T&C are breached at the Bluebell Community Centre, this may result in the cancellation of the hire agreement.

SOUND EQUIPMENT

A tutorial on how to use the sound equipment at the centre will be given if this is needed as part of the hire agreement. Please note that should any part of the equipment(s) be damaged due to misuse, a charge will be made to your organisation after a quote to replace has been received.

TOILET FACILITIES

Please ensure that washroom facilities are left neat and tidy after every sessional use. All small children must be supervised when using the washrooms. **Please empty small toilet bins into larger bin in the kitchen** and if kitchen bin is full, empty this into the even larger BIFFA bin outside the premises.

VENETIAN BLINDS

Please handle the pulleys on the venetian blinds with care when opening and closing of the blinds.

Wi-Fi ACCESS CODE

There is available Wi-Fi access at The Bluebell Community Centre. The I.D. code will be given upon acceptance of the hire agreement.

WINDOWS

Please ensure all windows are shut securely after sessional use.
