

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. Terms and conditions have been detailed in **alphabetical order**.

CANCELLATION OF HIRE

In the unfortunate event of a request for cancellation, please allow **more than 48 hours' notice** to cancel your private hire booking. Please send this in writing (email message) to the Administrator. Please note that if cancellation is made within **48 hours** of the event date, only **half** of the monies paid will be returned into your account.

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 event 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.

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.

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COST

The cost of hiring The Bluebell Community Centre for private hire (single event) bookings is: **£21.50** per hour. Full payment is to be made **7 days before** the event.

DAMAGES

Any damage to the premises, equipment, or items in the kitchen at The Bluebell Community Centre will incur a charge. **A refundable damage fee of £100 will be held at the time of booking.** This money will be fully refunded if after inspection, the premises is found to be in order. If any monies are to be deducted, this will be explained. The Chairperson's decision is final.

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. **Any damage to the walls, or surfaces will incur a charge.** The Chairperson's decision is final.

FIRE EXITS & EQUIPMENTS

Please ensure that you and those using the venue familiarise yourselves with the fire exit signs and the equipments for use in the event of a fire in the hall, or kitchen area. **Do not obstruct the any fire exit doors please.**

GARDEN

If you require the use of the garden as part of your event 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 with you. Please read this Act here: <https://www.legislation.gov.uk/ukpga/1974/37/contents>, PART 1.

LITTER

Please ensure that all litter created from your event, inside and outside the premises is removed and placed into the large BIFFA bin before you leave the centre. **Litter should not be left in an unsightly manner outside the premises.**

LATE CLOSING FEE

The Bluebell Community Centre closes at 10:00pm. This is the time we expect every event to have finished clearing up ready to exit the building. If the Caretaker has to wait after this time, monies will be removed from the damage fee held. For every **30 minutes over** the time of 10:00pm, will incur a **£50 charge**.

NOISE

The Bluebell Community Centre is located in the midst of a residential area. Please be mindful of the level of noise made at your event **after the hour of 10:00pm** 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 leaving the building, especially after 9:00pm.

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.**

PAYMENT

Payment is to be made directly into The Bluebell Community Centre account. 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.

REFUNDS & CHARGES

At the time of booking, an additional, **refundable** damage fee of £100 will be required in case of any damage to the property, or items in the centre. This amount will be held until after the event, then it will be fully refunded back to the account details supplied if no issues are found. Our refund policy information is as follows:

- Cancellation within 7 days to event – full refund
- Cancellation 48 hours to event - 50% of monies returned
- Damage to property, etc. - Part of damage fee (£100) will be retained.
- Late Closure of Event - £50 for every additional 30 minutes over 10:00pm

SOUND EQUIPMENT

A tutorial on how to use the sound equipment at the centre will be given if this is needed as part of your event. 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.

WINDOWS

Please ensure all windows are shut securely after event use.
