



# Steeton with Eastburn Community Hub

## Terms of Use

Steeton with Eastburn Village Hub is available for hire to any individual, group or organisation in accordance with these terms of use.

### THE PARISH COUNCIL HAS AN INCLUSION FOR ALL POLICY

Please note Alcohol and Smoking are NOT permitted anywhere in the Building or Grounds.

The Hub building is not isolated. We ask users of the premises to be aware, and be considerate, of people living nearby.

### Hire Charges

Type of use	Charge per session ( a session is a morning, afternoon or evening)
Children's and adult's parties	£20
Public sector and commercial	£25 (£50 per day)
Local charities, voluntary groups, community use	£1 per person
Charitable fund raising events	Usually free of charge. Each request to be decided upon by the HUB management committee

### CONDITION OF CENTRE & FACILITIES

The Hub must be left in a clean and tidy condition and any accidental damage or breakages must be reported and paid for all rubbish generated by the hire removed. The deposit will be refunded once the centre and facilities have been checked and found to be in a clean and tidy condition at the end of the session. Should cleaning be necessary the deposit will be forfeited. Payment must be made at the start of the session or in full prior to the event. Deposit to be paid in full at the time of booking.

### ALL HIRERS TO BE AWARE THAT MORE THAN ONE GROUP COULD BE USING THE FACILITY

### Conditions and information for occupants and hirers

#### Letting Policy

Bookings are made in and accepted in good faith that both the Hub Management Committee and the hirer will be able to fulfil their respective obligations. The Management Committee reserves the right to refuse or cancel any booking in the event of unforeseen circumstances or if in the opinion of the committee the hiring would contravene the rule of law.

**A DEPOSIT OF £45 WILL BE MADE FOR HIRE and KEYS. In the event of a key being lost or not returned, the hirer will be liable for the costs incurred to replace locks and keys. If the cost of any damage exceeds the value of the deposit the hirer will be liable to pay the additional amount.**

No person under the age of 18 may hire the premises.

All hirers should have vacated and secured the premises by 11-00 pm unless special arrangements have been made.

In all matters relating to the hiring of the premises the decision of the Hub Management Committee is final.

All users of the building must read and retain these terms and conditions and must sign the hire agreement to indicate that they will abide by them at all times. Users must take special notice of issues of Health and Safety, insurance, discrimination, and where children are involved, the requirements of the Council's Child Protection Policy.

#### Capacity

The maximum number of people to be admitted to the building is 125. Maximum numbers for each room are as follows: Green Room -25 persons, Orange room - 60 persons, Blue Room - 25 persons, Foyer - 15 persons

## Insurance

Our insurers have advised us that when The Community Hub premises are hired, or leased to 'outside organisations' whose activities are not directly under the control of the Management Committee, then the organisers, or leaders of such organisations should be advised to arrange liability insurance with their own insurers in respect of their legal responsibilities in connection therewith. By signing this document you acknowledge that it is you/your organisation's responsibility to indemnify the Parish Council against loss, including against claims arising from third parties, and require that you carry liability insurance with a public liability limit of least £2,000,000. The Parish Council is not liable for any bodily injury, or loss, or damage to the property of visitors during the hirer's use of the premises.

## Security

When an organisation is in sole occupation of the premises a person should accept responsibility as the key holder for the duration of the booking.

Before leaving the premises unoccupied on any occasion, or for any reason, all doors and windows must be secured, alarm must be set, internal fire doors closed and all lights switched off. Any arrangements made for the return of the keys must be strictly adhered to.

## Health and Safety

The Parish Council believes that the premises are safe; the word premises here include pathways, car parks and surrounding grounds. If hazards become apparent you are required to let the council know.

In case of accidents there is a First Aid Box in the kitchen. When the First Aid kit has been used it must be reported so that it can be replenished. Any accident occurring within the Hub, or Hub grounds, must be reported to the Management Committee and an entry made in the Accident Book in the kitchen.

All hirers of the premises should ensure that the KEYHOLDER makes themselves familiar with the positions and operation of fire exits, alarms and extinguishers.

## Children

The Parish Council requires that all organisations which include children in their activities have in place their own child protection policies.

## Young People under 18

Where hirers bring young people into the premises they must be SUPERVISED at all times, and a responsible adult of the same sex in attendance at all times.

## Animals

Assistance dogs are welcome on the premises. Other animals may not be brought inside the building or grounds.

## General

The Management Committee expects all users of the premises to leave them clean and tidy and to remove all their belongings/equipment at the end of the event.

- **Nothing must be attached to any surface, either pinned or blue tacked.**
- **All waste must be taken away by the event organiser.**
- **If helium balloons are allowed to rise into the ceiling and become stuck the actual charge of removal (up to £250) will be levied.**

Please do not access the building earlier or later than your agreed time so that other users are not inconvenienced. Please observe the requirements for health and hygiene in the kitchen.

## Parking

The Hub car park is on Stone Grove. There is only limited parking available. The Management Committee ask all users to park with consideration for residents.

## Electrical Equipment

All portable electrical equipment (music systems, irons, sewing machines, PA systems etc.) brought on to site must be PAT tested and evidence of an up to date test certificate shown to the clerk. A music system is available for public use.

## Policies

Steeton-with-Eastburn Parish Council has a number of policies on its website. Please ensure that you comply with any of those that are applicable to you when hiring the Hub.

**FAILURE TO COMPLY WITH ANY OF THE ABOVE CONDITIONS WILL RESULT IN FORFEIT OF THE DEPOSIT AND MAY LEAD TO REFUSAL OF BOOKINGS IN THE FUTURE**