

BLEWBURY CLUBHOUSE

STANDARD CONDITIONS OF HIRE

1 Definitions:

For the purposes of these Conditions of Hire, the following definitions of terms are used:

“Premises” – Blewbury Clubhouse

“Administrator” – the person, or persons, responsible for day-to-day management of the premises and the booking process on behalf of the Parish Council.

“Hirer” – the individual person, or organisation, entering into an agreement with the Parish Council to use the premises for the purpose, time and financial consideration recorded on the booking system.

“Supervisor” – the person nominated by the Hirer as the responsible adult who is on-site to supervise the activity that is covered by the Booking. The Supervisor and the Hirer can be the same person for a Booking. It is the Hirer’s responsibility to ensure that there is a Supervisor for each Booking they make and that the Supervisor is aware of and carries out the on-site responsibilities of the Hirer if the Hirer is not able to attend a Booking in person.

“Booking Request” – a request from a Hirer to the Parish Council for the hire of space and facilities at Blewbury Clubhouse for a specified purpose, time and financial consideration. A booking request does not constitute an agreement.

“Booking” – the acknowledgement of an agreement between the Hirer and the Parish Council for the hire of space and facilities at the Premises for a specified purpose, time and financial consideration. This is a firm booking that has been requested by the Hirer and confirmed by the Parish Council or the Administrator on behalf of the Parish Council.

“Purpose” – the activity that the Premises is hired for.

“Hallmaster” – the on-line booking and invoicing system used to manage Booking Request and Bookings for the use of space and facilities at Blewbury Village Hall and Blewbury Clubhouse.

If the Hirer is in any doubt as to the meaning of the following terms and conditions the Administrator should immediately be consulted.

1 Information for Potential Hirers

- 1.1 Hirers must be over the age of 18 and able to enter into a legally binding agreement and undertake the responsibilities of the Hirer as set out in these conditions of hire.
- 1.2 If the Hirer is an organisation the person requesting a booking must have authority to act on behalf of the organisation.
- 1.3 Blewbury Clubhouse uses an externally provided on-line booking and invoicing system (Hallmaster) to manage Bookings. Bookings and payments should be made on-line wherever possible.
- 1.4 Persons and organisations hiring the Premises for the first time must provide the information necessary to set up a customer account and a booking on the booking system. This information includes personal data that will only be used for the purpose of managing bookings and invoicing and to enable the provision of information to customers about Blewbury Clubhouse. This data is held on the Hallmaster system,

which is administered by the Village Hall Management Committee, and is not held any longer than is necessary. It will not be shared with any third party, other than Hallmaster, unless required by law. A copy of the relevant privacy and data protection policy can be found on the Blewbury Village Hall page of the Blewbury Village website.

- 1.5** Blewbury Clubhouse is secured by key operated locks, access to the keys is via a Key Pad secure box requiring an access code to open the box. Access codes are changed periodically. The access code required will be provided once the Booking has been confirmed and generally at least 24 hours before the Booking is due to commence.
- 1.6** No smoking or vaping is permitted within the Blewbury Clubhouse. Smoking in public buildings in England is forbidden by law.

2 General Conditions of Hire

- 2.1** It is the responsibility of the Hirer to comply with these terms and conditions and Hirers are requested to conduct their own assessment of the risks of undertaking their activity on the Premises. A copy of Blewbury Clubhouse's risk assessment can be found on the noticeboard in the Clubhouse. The Parish Council reserves the right to ask for a copy of the Hirer's risk assessment for an activity at any time.
- 2.2** The Hirer must not sub-let the premises for any purpose.
- 2.3** The Hirer must ensure all charges are paid in accordance with the payment terms below.
- 2.4** The Hirer, or nominated responsible adult ("Supervisor"), shall be present at all times during the hire period of the Booking and shall be responsible for supervision of the premises and control of entry. Responsibilities include, but are not limited to, exercising due care and attention with the fabric and contents of the building and regulating the behaviour of all persons using the premises.
- 2.5** The Hirer must ensure that the number of persons attending the event does not exceed the limits stipulated in the current edition of the Blewbury Clubhouse User Guide and any supplementary guides required by law that are in force at the time of the hire.
- 2.6** Hirers must ensure that their activity does not encroach on areas that are not included in the Booking or disrupt the activities of other legitimate users of the Premises.
- 2.7** Hirers must ensure that they include time to set up, conclude their activity, and clean up the space within their Booking and not extend the time to the detriment of other Bookings.
- 2.8** The Hirer must not remove fixtures in the hall, even temporarily, without prior permission from the Hall Administrator, or the Parish Council.
- 2.9** The Hirer shall ensure that noise emanating from the Premises during the Booking does not cause a nuisance to local residents and that attendees leave the Premises quietly and in an orderly fashion.
- 2.10** At the end of the hiring the Hirer must ensure that the building is left in a secure condition, with windows and doors securely locked and lights and water taps turned off. The Hirer shall also be responsible for leaving the premises and surrounding areas of the Clubhouse in a clean and tidy condition. Any contents temporarily removed from their usual positions should be properly replaced. Failure to adhere to this may incur an additional cleaning and maintenance charge which the Hirer hereby agrees to pay.

3 Health and Safety

- 3.1** Hirers will take all steps to ensure that guidance in this document and the Clubhouse User Guide is adhered to in order to provide a safe environment for their activities.
- 3.2** Hirers (or Supervisors) will be considered to be a “temporary responsible person” under the Regulatory Reform (Fire Safety) Order 2005 and therefore responsible for the fire safety of the Premises and the safety of all relevant persons during the period of hire.
- 3.3** Hirers must familiarise themselves with the fire emergency evacuation procedures, including the location of the fire extinguishers, fire alarm call points, fire exits and fire evacuation assembly points.
- 3.4** All doors providing means of emergency escape from the Premises must remain unlocked (except where they are secured by an approved emergency release device) and unobstructed, throughout the period of hire.
- 3.5** The Hirer will ensure that no flammable materials are used to decorate the Premises and that there are no naked flames in the Premises during the period of hire. This includes, but is not limited to, candles, naked flame night lights, fireworks.
- 3.6** The Hirer will ensure no decorations are suspended from the ceiling or affixed to the walls of the building during the period of hire.
- 3.7** Any electrical equipment brought onto the premises and used during the period of hire must have valid PAT certification.
- 3.8** It is the responsibility of the Hirer to conduct a risk assessment of the need to have a qualified first aider in attendance for their activity and if one is deemed necessary to ensure that a qualified first aider is in attendance for the duration of the Booking.
- 3.9** A first aid kit and an accident book are available in the bottom drawer in the kitchen. Hirers should inform the Hall Administrator if any items are used from the first aid kit. Any accidents should be reported to the Administrator and the accident book completed.
- 3.10** The use of bouncy castles is not permitted in Blewbury Clubhouse. Bouncy castles or other inflatable play areas may be used on the grass outside the Clubhouse provided it is hired from one of our approved suppliers and subject to the prior written consent of the booking administrator. The provider/operator or other responsible adult acceptable to the insurer(s) should supervise the equipment during its use.

4 Safeguarding

- 4.1** Any organisation hiring the Clubhouse for an event which could involve children, young people, or vulnerable adults should send a copy of its own safeguarding policy with the booking application, if this hasn't been provided previously. This condition does not apply to bookings made by private individuals.

5 Licences

- 5.1** Blewbury Clubhouse holds a Music Licence issued by PPL/PRS Ltd which covers films, live music, recorded music, and performance of dance – all indoors.
- 5.2** There is no premises licence for the consumption of alcohol at Blewbury Clubhouse. The Hirer is responsible for obtaining licences that may be needed for the consumption of intoxicating liquor and for observing the conditions of such licences. Proof of this licence should be sent to the administrator at least one week before your booking.

6 Payment Terms

- 6.1** Unless otherwise agreed with the Parish Council invoices for the hire of facilities at Blewbury Clubhouse are generated by the on-line booking system on confirmation of the Booking and emailed to the Hirer. These invoices are payable in advance of the start of the Booking.
- 6.2** If payment is not received 14 full days before the period of hire the Parish Council may cancel the agreement and offer the space for re-hire.

7 Cancellation

- 7.1** If the Hirer cancels a Booking at least 28 days before the start of the hire period any monies paid relating to that booking will be refunded in full.
- 7.2** If the Hirer cancels the Booking less than 28 days before the start of the hire period, the following charges will apply:
- 27 days to 7 days – 50% of the hire charge
 - 6 days or less – Full cost of hire
 - No show – Full cost of hire

If a replacement booking of the Premises for the cancelled time and date can be found, a full refund of monies paid will be made.

Charges for cancelled bookings may be waived in exceptional circumstances at the discretion of the Parish Council.

- 7.3** The Parish Council may cancel a Booking if payment has not been received according to the Payment Terms – see section 6.
- 7.4** The Parish Council also reserves the right to cancel a Booking by written notice to the Hirer in the event of the following:
- The Parish Council reasonably considers that the hiring will lead to a breach of licencing conditions, or other legal or statutory requirements.
 - The premises have become unfit for the purpose intended by the Hirer.
 - The premises are required as a shelter for the purpose of public safety.

In all the above cases all monies paid in relation to the Booking will be repaid.

8 Damage

- 8.1** The Hirer shall indemnify the Parish Council for the cost of repair for any damage arising from the hire of the building and its contents. At the discretion of the Parish Council a deposit to be set against the cost of damage may be charged and paid in advance. Deposits will generally be requested where there is no existing commercial relationship with Blewbury Clubhouse or Blewbury Village Hall and/or for certain activities which have led to a high incidence of damage to the Premises in the past.
- 8.2** **Any deposit held against possible damage (or the balance thereof) will be returned to the Hirer within 14 days of the end of the Booking.**

9 Equipment Storage

- 9.1** Equipment owned by regular Hirers can be stored at Blewbury Clubhouse with the agreement of the Parish Council, but such equipment is stored at the Hirer's own risk unless specific arrangements are made to include it on Blewbury Clubhouse's

insurance policy. All other property and equipment brought onto the Premises by the Hirer must be removed at the end of the period of hire.

10 Food Preparation

- 10.1** The kitchen on the Premises has no oven and is suitable for serving of drinks, snacks and food already prepared and cooked by outside caterers.
- 10.2** Hirers should switch on the kitchen extractor fan whenever hot food is prepared or plated up in the kitchen to avoid odours permeating the whole building.
- 10.3** No animals are allowed in the kitchen area at any time.
- 10.4** The drinks fridge in the bar is the property of Blewbury Cricket Club and is not for general use.

Document control	Version
15/05/2021 JG – Initial document created	V1.0
10/10/2023 EH – Amendments made	V1.1
31/07/2026 EH – Amendments to licences	V1.2