



SPRINGFIELD CENTRE

Conditions of Hire

September 2024

Note: It is important to read the conditions as they form part of your contract with the Community Council and they will be enforced

1. Campbell Park Community Council will henceforth be referred to below as CPCC.
2. All bookings are made at the discretion of CPCC
3. All hire charges and refundable deposit must be paid one month prior to the booking, or at the time of booking if less than one month away.

Block bookings will be invoiced at the beginning of each month, with payment (in-full) required by the end of the same month. In the event of an invoice not being paid within the required timeframe, all bookings will be suspended until such time as payment is received.
4. Written cancellation of any booking must be made at least 72 hours prior to hire or no refund will be given. (email: bookings@campbell-park.gov.uk)
5. The hirer will indemnify CPCC against any loss, damage, claim or expense howsoever arising, caused or occasioned during the hirer(s) use of the premises. It shall also be the responsibility of the hirer(s) to effect adequate Public Liability insurance to cover risks arising out of the use of the premises by the group/organisation and its or the hirer(s) invitees and visitors.

Note: The key holder will unlock the building at the commencement of hire. The building will remain unlocked until the end of the hire period. The hirer(s) should ensure that someone is present within the building throughout this period. The key holder will also unlock exit gate from the garden areas which are used as fire exits. They will also explain to the hirer(s) the fire procedures in place in the buildings. The key holder will remain at the building for a maximum of 15 minutes after the commencement of the hire period, the key holder will then lock the building if the hirer has not arrived. The hirer will then be charged the full amount for the hire period.

If as an organisation you do not have Public Liability insurance for your activity, there is a facility for adequate cover to be made as part of the hire (details on request).

6. The hirer(s) should not sublet or transfer this booking to any other person or organisation.
7. No betting, gaming or lotteries shall take place on the premises except that allowed by law and the hirer(s) shall obtain any licence or certificate required, prior to booking the premises for such use.
8. The hirer(s) shall submit details of the planned activity to CPCC at the time of booking and ensure compliance with all the relevant legislation, orders and regulations, in particular that relating to music, singing and dancing and the sale and supply of liquor. All liquor licences must be displayed at all times during such events, and a copy passed to CPCC Administration before commencement of the event. Failure to do so will result in the booking being cancelled.
9. Fire exits must not be obstructed in any manner at all. The hirer(s) must ensure that all the users present are aware of the fire procedures, which are displayed in the building. All relevant fire exit gates must be unlocked by the Caretaker whilst the Centre is occupied.
10. The hirer(s) must not cause annoyance or nuisance to local residents or adjoining occupiers by the playing of loud music, parking in front of driveways etc.
11. With the exception of Assistance dogs, no animals will be allowed on the premises.

12. CPCC has a policy of no smoking in all their buildings and associated grounds this **MUST** be adhered to at all times. This includes electronic cigarettes. Smoking is restricted to allocated zones only.
13. For any hire the max capacity of the Centre is 100 persons. Hall 1 is 30 persons and Hall 2, 70 persons.
14. All music / dancing and singing **MUST** Cease at 11.00pm in order to comply with the Entertainments Licence. At no time must these activities be carried out in the outside areas of the Centre. The maximum noise level must not exceed 90 decibels.
15. The use of fireworks is not permitted.
16. Barbecues cannot be used on the premises without written permission from CPCC. This must be requested at the time of booking.
17. All refuse must be removed from the building and placed in the euro bin provided in the bin storage area at the side of the premises
18. All CPCC equipment hired can only be used within the facility and must not be removed. The hirer(s) must leave the premises clean and tidy and all equipment and furniture should be stored away or placed tidily as required by CPCC. Cleaning and tidying up must be carried out **DURING THE HIRE PERIOD**. Regular users will be liable for a deposit for non-compliance of this clause and any other relevant clause. The hirer(s) is/are liable for the costs of any additional cleaning should this be necessary, together with damage and breakage, which may occur during the hire period. **REFUND OF ANY DEPOSITS IS AT THE DISCRETION OF CPCC**.
19. **IN CASE OF BLOCK BOOKINGS**, the hirer must not leave belongings/equipment in the Centre without prior agreement from CPCC. Any belongings/equipment left without prior agreement will be treated as abandoned and may be disposed of by CPCC. Groups who have hired the storage facility will only have access to this during their booking. The provision of storage is entirely at the discretion of CPCC.
20. If the building is not vacated promptly at the end of the hire period an additional charge of 1 hours hire will be made.
21. Prior approval is required for the use of CPCC premises by political parties.
22. The premises shall be used for community purposes only and shall not be used as the hirer(s) postal address.
23. No alterations or additions shall be made to the premises.
22. **At no time shall any item**, drawing, sketch, map etc be attached to any part of the interior or exterior of the building(s) and/or local street furniture.
24. No advertising or publicity material will be displayed inside or outside the building without the prior approval of CPCC.
25. CPCC reserves the right to cancel the booking if the hirer(s) breaks any of the above conditions.

26. CPCC reserves the right to cancel any booking at its discretion and to change or amend the terms and conditions of hire at any time without prior notice.
27. CPCC reserves the right to close the premises at any time for emergency or periodic maintenance, public elections or similar events.
28. Children must be supervised at all times whilst using the Centre. Safeguarding is of Paramount importance.
29. The main entrance hall is specifically designed as a circulation space at the start and finish of a booking and serves as an additional fire exit. Under no circumstances is this space to be used during the hire period. Other than for access.
30. All users must keep off and not interfere with the wooden planters on the front patio of either Hall 1 and Hall 2
31. Any items kept in the CPCC storage units must be approved by CPCC. Any electrical items must be covered by a **Portable Appliance Test (PAT)**
The storage of Flammable or Toxic materials is prohibited
32. Any aggression, abuse or physical harassment directed towards our staff will not be tolerated. Aggressive or abusive behaviour includes language (whether verbal or written) that may cause staff to feel afraid, threatened or abused and may include threats, personal verbal abuse, derogatory remarks and rudeness – failure to comply with this condition may lead to further action by the Parish Council or the appropriate authority.
33. **The Springfield Centre will be closed to all users on the following holiday periods, along with all statutory Bank Holidays:**

Good Friday – through until Easter Monday.

Xmas Eve – through until 2nd January, unless this falls on a weekend then the Centre will open on the first Monday of the new year.

Springfield Centre hire charges - 1st April 2023 Includes VAT

Charity Status rate:	Hall 1	£15.17 per hour	(£150 Deposit)
	Hall 2	£16.54 per hour	(£150 Deposit)
Community Groups:	Hall 1	£26.21 per hour	(£150 Deposit)
	Hall 2	£31.71 per hour	(£150 Deposit)
Standard rate:	Hall 1	£30.30 per hour	(£150 Deposit)
	Hall 2	£33.08 per hour	(£150 Deposit)
Children's Parties (under 12's)	Hall 1	£82.72 (3 hours)	(£150 Deposit)
	Hall 2	£89.62 (3 hours)	(£150 Deposit)
Weddings, 18 th etc	£551.46 per day (whole Building)		(£300 Deposit)
Storage Units	£69.06 per calendar month per unit		

15% discount will apply to any group on the standard rate with a block booking of 10 weeks or more
15% discount will apply to CPCC residents for any booking at the standard rate.

