

Bagworth Community Centre

Hire Terms and Conditions

Terms And Conditions of Hire

1. Bookings may be cancelled by the hirer by giving at least fourteen days' notice in writing. Cancellations after this time may incur a charge.
2. The hirer will be responsible for the cost of rectifying any damage to the building, furniture or other property that occurs during the period of hire.
3. The facilities shall be left in a clean and tidy state to the standard prior to hire. Furniture will be returned to the appropriate store. If exceptional cleaning is necessary as a consequence of the hirer's use of the premises, the hirer's deposit will be used for the full cost of such cleaning.
4. BCCT (2013) Ltd cannot accept responsibility for any loss, damage or accidents
 1. occurring during use of the premises. Particular attention is drawn to the observation of safety regulations:
 2. Doors giving access to the street must be kept closed at all times when not in use.
 3. Children must be supervised at all times in this area.
 4. Fire exit routes must not be blocked.
 5. No hirer may bring, sell or supply alcohol on the premises without the prior permission of BCCT (2013) Ltd who reserve the right to impose such conditions upon the use, sale and/or supply of alcohol or to refuse permission as they think fit.
 6. If alcohol is to be supplied at your event, please specify your requirements when you submit this form to enable us to make the necessary arrangements.
 7. The hirer must familiarise him/herself with the location of all fire exits and fire fighting equipment and must observe any fire alarm.
 8. The hirer confirms that they are aware of the Child, Young Person & Vulnerable Adult Protection Policy of BCCT (2013) Ltd and will undertake to ensure that they work within it. The policy is available to download from <http://bagworthcommunitycentre.org/>
 9. Materials to deal with spillages of liquids are available in the cleaning cupboard. It is the responsibility of those using the premises to clean up any spillage immediately.
 10. No nails or fastenings of any kind shall be put into or onto any wall, partition or other fittings or furniture. Posters or similar notices may be affixed only with Blu-Tac or similar material which can be easily removed without causing any damage or mark.
 11. All electrical and other equipment brought onto the premises by the hirer or by third parties for use during the hire period is their responsibility and must be fully serviceable and appropriately checked.
 12. Vehicles parked at the Centre are solely the responsibility of the owner, not BCCT 2013.
 13. Any waste must be taken away following your event. The bins outside BCC must not be used for this purpose.
 14. **SMOKING IS NOT ALLOWED** in any part of the building.
 15. BCCT (2013) Ltd reserve the right by notice to the hirer, to terminate any booking with due reason. BCCT (2013) Ltd shall not be under any liability to the hirer for any loss beyond repayment of any fees paid.
 16. BCCT (2013) Ltd reserves the right to refuse any application to hire facilities.

17. The hirer, or person nominated in advance by the hirer and acceptable to BCCT (2013) Ltd, must be present during the hiring to ensure that the letting regulations are followed.
18. The hirer must be a minimum age of 18 years.
19. For long term / regular bookings the BCCT (2013) Ltd reserve the right to cancel this hiring agreement at any time either before or during the term of the agreement upon giving 14 days notice in writing to the Hirer. The Hirer will be entitled upon such notice to reimbursement of such monies including the deposit, or a proportion of the same as have been paid by the Hirer to the BCCT (2013) Ltd, but the BCCT (2013) Ltd will not be liable to make any further payment to the Hirer. The BCCT (2013) Ltd reserve the right to change the hiring fee at any time subject to giving the Hirer a minimum of 12 weeks' notice.
20. The Hirer will not use the premises for any purpose other than that described in the hiring agreement and will not sub-hire or use the premises or allow the premises to be used for any unlawful purposes or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.
21. The Hirer will ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
22. In the event of the Community Centre or any part thereof being rendered unfit for the use for which it has been hired, the BCCT (2013) Ltd will not be liable to the Hirer for any resulting loss or damage whatsoever.
23. The Hirer should ensure visual checks on all electrical equipment brought into the Centre for use are carried out and all items are in good working order.
24. Inclusive use of the Kitchen during hire time is only applicable when the café is closed.

General Data Protection Regulations

The Data Protection Act, which gave protection to individuals against inappropriate use of their personal information, has been replaced by a more stringent set of rules, the General Data Protection Regulation (GDPR).

In order to comply with this, all Hirers are asked to complete the separate declaration below.

Declaration

In ticking that I accept these terms and conditions, I understand that:

My information will be held in paper and in electronic format by Bagworth Community Centre Trust (2013) Ltd, for use in administering and recording bookings for the Community Centre.

If I have agreed to make a Gift Aid donation to the Community Centre, my name and address will be used in completing the Gift Aid Schedule.

My information will not be passed to any other organisations.

I can at any time withdraw my consent for my information to be held and used in this way, by contacting an official of The Bagworth Community Centre Trust (2013) Ltd except where this conflicts with other legal requirements (i.e. Charity Commission).

Bagworth Community Centre is managed by Bagworth Community Centre Trust (2013) Limited, a Company Limited by Guarantee. Registration Number: 08472555. Registered Office: Bagworth Community Centre Station Road, Bagworth, Coalville, Leicestershire, LE67 1BH.

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