

Bagworth Community Centre

Terms And Conditions of Hire

Our Centre

1. The Bagworth Community Centre (Trust) 2013 Ltd will be referred to as the Trust.
2. Bagworth Community Centre does not have a staffed reception. Any queries should be directed to the Centre Administrator on 01530 230628 at the first instance.
3. All one-off bookings will receive an email from the Centre Administrator prior to their booked date.
4. Centre Capacity is 100 per Front / Rear Hall and

Bookings

1. Bookings are made via Hall Master ([Hallmaster - Bagworth Community Centre Scheduler](#)) and only confirmed upon receipt of a booking confirmation email.
2. The hirer must be a minimum age of 18 years.
3. 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.
4. If more than one group/ organisation is using the Centre at the same time then all parties must show consideration to other users present.
5. Hirers should not arrive at the centre more than 15 minutes earlier than the start of the session. The Trustees reserve the right to charge for the extra time if this is a repeated occurrence.
6. 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.
7. BCCT (2013) Ltd reserves the right to refuse any application to hire facilities.
8. The halls/ rooms cannot be sub-let and must be used for the purpose stated in the booking. If the centre, or any part thereof is used for purposes different from that which has been stated on the booking form then the Trustees, reserve the right to terminate the booking at any time without being liable to the hirer for costs incurred by the individual / group / organisation.
9. 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.

Payments

1. One off/ short term booking must be paid in **full** within 14 days of receipt of confirmation email. We reserve the right to cancel if payment has not been received and you have not communicated with ourselves as to why.
2. Regular bookings will be invoiced at the end of each month, and payment must be received with 7 days.

Cancellation Policy

1. If the booking is cancelled by the hirer (by contacting bookings@bagworthcommunitycentre.org)
 - a. at least 7 days before the booked event date then the hirer is entitled to 50% refund.
 - b. 7 – 21 days before the booked event date then the hirer is entitled to 75% refund.
 - c. More than 21 days then the hirer is entitled to 100% refund.
 - d. Failure to turn up will not be eligible for a refund.
2. 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 8 weeks' notice in writing to the Hirer. The Hirer will be entitled upon such notice to reimbursement of such monies, or a proportion of the same as have been paid by the Hirer to the Trust. The Trust reserve the right to change the hiring fee at any time subject to giving the Hirer a minimum of 8 weeks' notice.
3. 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.

Use of Premises

1. Setting up and clearing away time should be included within the time booked hire time slot especially as the hall may be in use prior to and after your booking.
2. 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 because of the hirer's use of the premises, the hirer will be contacted for extra payment for the full cost of such cleaning.
3. 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.
4. Cleaning cloths and sprays to deal with spillages of liquids are available under the sink in the Kitchen. It is the responsibility of the hirer to clean up any spillage immediately.
5. The Hirer will not use the premises for any purpose other than that described in the hiring agreement. The hirer will not sub-hire or use the premises or allow the premises to be used for any unlawful purposes.
6. The hirer must not bring anything onto the premises which may cause damage or render invalid any insurance policies.
7. Alcohol must not be consumed on the premises without prior permission of the Trust.
8. Upon exiting of the building, please ensure all windows and doors are shut and all guests have vacated the building
9. The hirer is responsible for ensuring all doorways, exits and emergency exits are kept unobstructed at all times.

Kitchen

1. Bookings include free use of the Kitchen, but this is only applicable when the café is closed (weekdays from 3pm and at weekends).
2. Kitchen access during Forever Savvy's (The Café's) operating times (weekday 9am – 3pm) is not allowed due to the health and safety of the café workers and users. Please speak to the café staff if anything is required from the kitchen.
3. The use of propane gas, barbecues, portable stoves or any portable cooking/ heating equipment is NOT permitted in the building or outside.

Car Parking

1. Cars must not be parked where they will cause an obstruction at the entrance to, or exits from the centre and car park.
2. Vehicles with items to unload may park temporarily adjacent to the main entrance, this must not cause any unnecessary disruption to other users of the centre.
3. Only cars displaying a valid Disabled user badge may park in the disabled car parking bay.
4. Please DO NOT park in the yellow hatched areas.
5. Users of the centre should avoid any undue noise on arrival and departure of the Centre.
6. BCCT (2013) Ltd cannot accept responsibility for damage to, or the loss or theft of Centre User's property and effects, theft of vehicles and possessions.

Bouncy Castles

1. Bouncy Castles are only permitted in the rear hall.
2. We cannot accommodate bouncy castles in the FRONT hall due to the nature of the floor.
3. Due to the ceiling height the maximum there is a maximum permitted height for a bouncy castle of 10 feet / 3 metres.

Smoke Machines

1. These are not permitted within the centre due to the sensitivity of the fire alarm.

Alcohol

1. 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.
2. If alcohol is to be supplied at your event, please specify your requirements when you submit the Hall Master form to enable us to make the necessary arrangements.

Smoking

1. SMOKING or VAPING IS NOT ALLOWED in any part of the building.
2. Smoking is permitted outside near the designated smoke bins at the rear and side of the building.

Electrical Appliances

1. The hirer shall ensure that electrical appliances brought by them to the premises and used there shall be safe, in good working order and used in a safe manner in accordance with the Electricity at Work Regulations 1989 and any subsequent legislation.

Waste

1. All rubbish must be disposed of in the correct bins provided at the Centre.
2. No black bin bags must be put into the Recycling bin. Recycling must be disposed with white bin bags or loose.

Gambling / Lotteries

1. 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.

Music

1. The premises are licensed with PRS for the enjoyment of music.
2. All music must be turned off by 11.45pm and the hirer and guests must be considerate of our neighbours.

CCTV

1. Please note the Centre does have 24-hour CCTV recording in the foyer and outer areas of the building.

Animals

1. We are a dog friendly Community Centre.

Lost Property

1. The Trust will not take any responsibility or liability in respect of damage to or any loss of goods, articles or property of any kind brought into or left at the centre either by the hirer for their own purposes or any other person.

First Aid

1. A first aid box can be found in the foyer hallway towards the rear hall (adjacent to the kitchen door). Please return after use.
2. Please log any accidents in the accident book which is situated next to the first aid box.
3. The hirer must report all accidents or injury and/ or damage to the Centre, to the Administrator as soon as possible.

Fire / Emergency Procedures

1. The hirer must familiarise themselves with the location of all fire exits and firefighting equipment and must observe any fire alarm.
2. In the event of a fire please evacuate to the **Blue Shelter** near the Sure Start Centre at the far end of the car park. Please alert the fire brigade (999) and call the Centre Administrator or a Trustee on the numbers that are clearly signed within the Centre.

Liability

1. BCCT (2013) Ltd cannot accept responsibility for any loss, damage or accidents occurring during use of the premises. Particular attention is drawn to the observation of safety regulations:
 1. The front Door giving access to the car park must be kept closed at all times when not in use.
 2. The inner glass doors must remain closed and locked
 3. Children must be supervised at all times.
 4. Fire exit routes must not be blocked.
2. 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/>

Insurance

1. For Regular bookings, the hirer shall maintain a policy of liability insurance covering the hirer against third party risks for a sum of not less than £5 million and will be required to provide evidence of this on request.
2. All regular hirers must also provide the centre administrator with a valid risk assessment for their group activities which takes into account Martyn's Law, The Terrorism (Protection of Premises Act) 2025.

Complaints

1. Complaints in the first instance should be reported to the Centre Administrator on 01530 230628.

General Data Protection Regulations

1. 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 electronic format by Bagworth Community Centre Trust (2013) Ltd, for use in administering and recording bookings for the Community Centre.

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 the administrator 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.