



Fremington Parish Council

The Beechfield Centre, Beechfield Road, Fremington, EX31 3DD

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CONDITIONS OF HIRE FOR THE BEECHFIELD CENTRE

Important information

- All bookings will be invoiced prior to the event taking place.
- Any enquiries by telephone or in person will not be regarded as an application for booking. An application form must be completed and confirmed by the Council.
- All bookings need to be made prior to the use of the room, under no circumstances are the rooms to be used without a booking form being provided prior to the date of the event.
- Wi-fi is available

Hire conditions

- The hirer must ensure that under no circumstance that fellow occupiers are interrupted or disturbed during their sessions, whilst using The Beechfield Centre.
- The hirer must ensure that the number of persons present in the building does not exceed the maximum number of 50 in the main hall.
- Catering and catering supplies are not provided by Fremington Parish Council, this does include tea and coffee. Facilities for making tea and coffee are provided. If the hirer wishes to provide catering, they must do so from an external source.
- The hirer must ensure their contractors comply with the hire conditions set out in this document and this includes insurance and electrical equipment testing requirements.
- In the event of a fire or other emergencies during your hire, it will be your responsibility to ensure appropriate action is taken to evacuate the premises, following the instructions displayed in the building.
- Smoking including e-cigarettes, are prohibited in any part of any of the building and immediate grounds surrounding The Beechfield Centre and the hirer will ensure that this is enforced.
- The Hirer will be responsible for the behaviour of all persons using the premises during the period of hire.
- The Hirer shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the premises or any insurance policies in respect of the premises.
- The Hirer is responsible for checking that all lights, heaters and electrical appliances are switched off.
- Any Hirer working with children or young people will ensure that the Hirer and all members of staff and volunteers are police checked, that all staff and

volunteers have appropriate training for the purpose of hire and that all statutory obligations in relation to the purpose of hire are met. Copies of such certificates will be submitted to the Parish Council before the period of hire.

- The hirer agrees to pay the Council the full costs of making good any damage or losses caused by the hirer, to the floors, walls, doors, furniture, fittings, keys or any other part of the premises.
- The Council does not accept liability for any loss of or damage to any property belonging to the hirer.
- The hire is permitted entirely at the hirers own risk. The Council will not be liable for any personal injury, or consequential loss to the hirer, otherwise than as a result of a defective condition of the building or its equipment or the negligence of the Council.
- The hirer will indemnify the Council against all claims for infringement of copyright, or breach of legal licencing conditions.
- Parking is available on site, however, this is not a condition of hire.
- The hirer must ensure that all rooms within The Beechfield Centre are used for no longer than the length of time stated on the booking form. 30 minutes prior to the booking time and 30 minutes immediately preceding the finish time is allocated for setting up and packing up.
- The hirer must not fix any decorations/posters or displays to the walls of the rooms and remove any decorations following the hire. If any are left in the Centre, the Council will dispose of these and charge the hirer if there is a disposal cost to the Council.
- The hirer must ensure that no disturbance is caused to residents, passers-by, the occupants of adjacent buildings or fellow occupants.
- The hirer or a representative of the hirer must be on the premises at all times during the period of hire.
- The premises must be left in a clean and tidy condition. ALL rubbish must be removed from the site and crockery and cutlery washed and put away. The Council will charge the hirer the full cost of any cleaning or remedial work caused by failure to adhere to this condition.
- All entrances and exits must be kept clear at all times.
- If a fire occurs, the Hirer is to ensure the safe exit of all users. The fire brigade should be called to any outbreak of fire, however slight. If a fire occurs and there is no immediate danger attempts should be made to switch off all electrical and gas appliances.
- Highly flammable substances shall not be brought into or used in any part of the premises.
- The Hirer must comply with the instructions for the operation of the heaters. No unauthorised heating appliances shall be used on the premises.
- The Centre must not be used for a purpose other than that specified on the booking form.
- The sale of alcohol is not permitted inside or outside the Centre except where the appropriate licences have been obtained and permission is granted from Fremington Parish Council, following receipt and confirmation of such licence.
- A community notice board is available to hirers events at the discretion of the Council. Advertising material must be provided by the hirers in hard copy format. Events can also be advertised on the Council's website and social media.
- A £50.00 refundable deposit is payable and held for parties, discos, and licensed events.

Cancellation policy

- The hirer may cancel a booking providing there is 48 hours' notice during the working week (Monday – Friday), prior to the start of the booking. A full refund will be given.
- Cancellations made less than 48 hours' notice will forfeit the hire fee.
- The Council reserves the right to cancel a booking during or prior to its occurrence if, in the opinion of the Council, it is likely to cause public alarm, distress or offence.
- The Council reserves the right to cancel a booking due to damage, power failure or similar unforeseen circumstances.
- The Council will refund the total hire fee in the case of cancelling a booking due to damage, power failure or similar unforeseen circumstance occurring but will not accept any other liability for compensation.
- Please be mindful of the Parish Council offices located in The Beechfield Centre.

Keys and alarms

- Keys and alarm fobs to The Beechfield Centre are held in the Parish Council's reception.
- It is the hirers responsibility to pick up the key and alarm fob prior to the booking, but no more than 24 hours beforehand.
- The hirer, at no point, is allowed to have copies of keys.
- A refundable £10.00 deposit for the keys/fobs are held until the keys and fob are returned. This will be refunded via a BACS payment within 7 days of return of the key and fob.
- The hirer must ensure the building's fire exits are shut, the building is alarmed and locked and the Centre is secure.
- Keys and alarm fobs must be returned to the Parish Council Offices immediately following the hire. They can be left in the black post box located at the side of the building.

Any breach of these conditions, or failure to pay the hire and other costs prior to the hire may result in the refusal of any further bookings.