



Springfield Parish Centre - Terms and Conditions of Room Hire

All bookings will be confirmed upon receipt of a completed booking form. Booking forms are to be sent to enquiries@springfield-pc.gov.uk

On receipt of the form an invoice will be issued for the hire fees. Payments can be made by bank transfer. Invoices will be issues by finance@springfield-pc.gov.uk.

All rooms hired will be checked before and after the session for any damage/cleaning issues.

EMERGENCIES/TERRORISM

The hirer is responsible for the safety of attendees and should remain vigilant to suspicious activity. In an emergency, follow the halls evacuation procedures and contact emergency services on 999 if required and follow their instructions. Ensure all attendees leave the building safely if required in a calm and organised manner.

If there is a threat outside the building:

- Bring people inside the building
- Lock all doors where possible
- Keep people away from windows
- Stay quiet and await further instructions

1. First Aid

As the hirer of the hall, you are responsible for the safety and wellbeing of all attendees during your event or activity. Please take note of the following regarding first aid:

- 1.1 First Aid kits: A basic first aid kit is located at various locations around the centre. Please ask a member of staff if you require assistance.
- 1.2 Qualified First Aiders – It is your responsibility to ensure that a competent person is available to provide first aid if needed. **The hall does not provide designated first aid personnel for anyone using or hiring our facilities.**
- 1.3 Recording of incidents – any incidents must be recorded in the accident books located at various points in the centre and reported to the Parish Clerk/member of staff as soon as possible.
- 1.4 Emergency Services – in case of serious injury or emergency please dial 999. Ensure someone is available to direct emergency services to the location.
- 1.5 AED (Defibrillator) is located at the front of the building. Instructions are provided within the unit. In the unfortunate event this is used please advise the office.
- 1.6 A Bleed Kit is also provided at the front of the building. In the unfortunate event this is used please advise the office.

2. Hirer Responsibilities

- 2.1 The hirer must strictly observe the hire times stated on their booking form and must not leave the Hall(s) unoccupied at any time during the hire

period. For weekend and evening room hire, a Site Supervisor will open and close the premises at the stated time and will be on site at all times for assistance.

PLEASE NOTE: Hire times booked must include all set-up and clear downtime required by the hirer, caterers, technicians, entertainers and others.

- 2.2 All hirers and their guests must be respectful of surroundings residents and vacate in a respectful and quiet manner. Saturdays & Sundays hirers must vacate car park 15 minutes after their hirer time finishes.
- 2.3 Any cars left in the carpark will be locked in and can be collected the following morning from 7am.
- 2.4 All outside doors must be kept closed whilst music or any other noise generating activity is in progress. Volume should be kept down to a reasonable level, if this is not adhered to there is an acoustic volume control system in operation, which will cease the power.
- 2.5 The hirer must remain on site at all times.

3. Regular/Ad-Hoc Bookings

- 3.1 All regular bookings (those who hire on a weekly basis), must ideally be booked for a minimum of one hour per session. Invoices are issued up to one month prior to the commencement of the two-month period and are payable on receipt unless stated otherwise. The Council reserves the right to add a 3% surcharge on all invoices paid more than 14 days late.
- 3.2 All non-regular bookings, i.e. individual dates, are for a minimum period of one hour. This should be the same person who both makes the agreement and signs it and who makes all the payments pertaining to the booking. Please be aware that person(s) signing the agreement are legally bound to be responsible for the event and must be present for the duration of the hire period.

4. Discounts

- 4.1 Saturday evenings – no discounts available.
- 4.2 All other days 10% for residents or charities (providing a utility bill or charity number). Parish resident rate is only available to those who live within the North Springfield Parish (see Boundary Map www.springfield-pc.gov.uk/documents).
- 4.3 Non-profit organisations who are offering a service to Springfield Community – by application to the Parish Clerk for consideration.
- 4.4 Regular Hirers – book and pay in advance for 6 months – 10%.
- 4.5 Regular Hirers – book and pay in advance for 12 months – 15%.
- 4.6 Maximum discount is 25%.

5. Damage & Deposits

- 5.1 All bookings require a £100 damage deposit (payable by card) **no later than 7 working days prior to the event**. Failure to provide the damage deposit will null and void the booking. Providing no loss, damage, extra cleaning or caretaking duties have been incurred the deposit will be refunded and can be picked up no earlier than one working day after the event.

5.2 If the hall or any contents have been damaged or left in an unsuitable condition, if any rooms not pre-booked have been used an appropriate amount at the absolute discretion of the Parish Clerk will be deducted from the damage deposit and only the balance returned. The hirer will be notified prior to them picking up the deposit of any deductions.

6. **Cancelling/amending a booking**

The hirer must give a minimum of 14 working days to receive a refund of 50%. Failure to give such notice to cancel will result in the full balance being retained.

7. **Saturday Evening Events/Parties**

On Saturday evenings, all bookings in the Bowers Hall will be charged for the duration of the evening 5pm to 11.30pm. Please note you must vacate the premises by 11.30pm prompt.

IMPORTANT

Tables & Chairs in the Bowers Hall must be set up and put away under staff supervision, to protect the floor from any damage. Any marks made by dragging of tables & chairs/or otherwise will result in the deposit being withheld.

8. **Alcohol restrictions/Bar**

Our Bar is available to hire stocked and staffed. Hirers may bring in alcohol for the event but **must not sell under any circumstances**. A temporary event license can be arranged with Chelmsford City Council at a cost of £15 to enable selling. Please contact the office for further details.

9. **Fire Safety**

9.1 All fire exits are to be clear of any obstructions and not opened/propped open at any stage, unless in an emergency. **Should the fire alarm be triggered by a hirer, the call out fee of approx. £50-75 will be passed on.**

9.2 Hirers should familiarise themselves with fire evacuation procedures found on the wall of the room.

10. **Responsibility**

10.1 The hirer who signed the booking form has overall responsibility for the room and all guests.

10.2 The hirer will not sub-let the rooms they have booked.

10.3 Bookings of the Parish Centre will only be accepted by person(s) of 18 years of age or over.

11. **Cleaning & Rubbish Removal**

11.1 At the end of the hire period the hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition and reporting to the Site Supervisor on duty that they are finished and leaving the premises.

11.2 Tables used are to be wiped clean of any food/drink/debris before returning to storage. Any contents temporarily removed from their usual positions must be replaced otherwise the Council shall be at liberty to make an additional charge.

11.3 You will need to remove your rubbish from the premises and ask that you bring along sufficient rubbish sacks as well as any cleaning cloths/materials required. **2 black sacks are permitted any further**

rubbish must be taken off the premises and disposed of, otherwise the deposit will be withheld.

12. Catering

We welcome our hirers to use our facilities for catering purposes, abiding by the following:

- 12.1 Any form of outside cooking at the premises is subject to the Parish Clerk prior agreement. To avoid incurring any additional costs, please ensure that all food is removed from the Centre and any spillages must be cleaned up effectively.
- 12.2 Outside professional caterers can be engaged for the event providing the relevant hygiene certificates have been obtained and the Parish Clerk has given approval. To avoid incurring any additional costs, please ensure that all food is removed from the Centre and any spillages must be cleaned up effectively.
- 12.3 Hirers may bring in their own food for consumption. The hirer is responsible for compliance with food and safety regulations. The Council accepts no liability for food provided to their guests by hirers.

13. Restrictions on availability for hire/additional charges

- 13.1 The Council reserves the right to cancel any bookings in the event of the Hall(s) being required for use as a Polling Station for a Parliamentary or Local Government Election
- 13.2 The Council reserves the right to close rooms for **essential maintenance works, in which case the customer shall be either be offered an alternative room (if available)** or entitled to a full refund of any hiring fee and/or deposit already paid. Prior notice will be given where possible.
- 13.3 The Council also reserves the right to cancel a hiring at any time, up to and including the date of hire, should it be found that the Hall(s) have been hired by person(s) misrepresenting the purpose of hiring and description thereof. In this instance the hirer will forfeit the right to refund. The Council reserve the right to suspend/terminate this agreement, giving due notice, with any hirer at any time should the Council feel it is in the best interests or needs of the Parish and/or Parish Centre to do so.
- 13.4 Use of facilities other than that stated on the booking form will also incur additional charges. The additional charges as mentioned above will be deducted from any damage deposit lodged.

14. Prohibited/restricted items

The following items are strictly prohibited:

- 14.1 Smoke machines are **NOT** permitted to be used anywhere throughout the Centre. For customers' own safety smoke and heat detectors are fitted

throughout and a smoke machine (i.e. in discos) will set off the fire alarm.
Please do not permit your DJ to use a smoke machine.

- 14.2 **Sparkler candles cannot be used as they will set off the fire alarm.** In the event of a fire alarm activation for this or other smoke causing activity, the call out fee from the Keyholding Security Company and any other costs incurred will be charged to the customer. When lighting candles on celebration cakes, please ensure that you are not positioned directly beneath a smoke sensor.
- 14.3 No chewing gum/bubble gum is permitted on the premises.
- 14.4 Helium balloons will only be permitted at the discretion of the Parish Clerk due to the height of the ceiling in the Bowers Hall and the difficulty in retrieving loose balloons, which may set off alarms if not retrieved. However, it should be noted that if the use of helium balloons is agreed in the Bowers Hall, any costs resulting from floating balloons, such as a service call-out fee where balloons have set off the alarms, will be charged to the customer.
- 14.5 Bouncy castles/inflatables are only permitted **inside the building** with prior consultation and consent of the Parish Clerk, who hold a list of approved suppliers. All the recommended suppliers hold a 'PIPA' certificate confirming that they meet the required standards for supplying inflatable play equipment. The bouncy castle should be delivered at the time the hall is booked so that it can be checked for safety and cleanliness. The use of bouncy castles must be controlled in accordance with age and number limits with adequate supervision provided. The customer must also satisfy themselves that the equipment is in good order to use. By signing the terms and conditions of hire the customer indemnifies the Parish Council against accidents caused using a bouncy castle.
- 14.6 Under no circumstances are fireworks or any explosive elements permitted to be used at Springfield Parish Centre premises, including outside areas.

15. **Health & Safety/Public Liability**

- 15.1 Where Applicable - Proof of public liability insurance, membership of professional/teaching associations, qualifications, etc., as well as proof of membership of Phonographic Performance Limited (P.P.L.), the Performing Rights Society (P.R.S.) and PIPA (Inflatable Play Inspection for bouncy castle hire) will also be required.
- 15.2 All hirers are responsible for ensuring that the facilities being hired are suitable for their requirements and agree to immediately report any health & safety risks/concerns to the Parish Clerk. All regular Hirers will be required to complete a risk assessment form.
- 15.3 All customers must familiarise themselves with the whereabouts of emergency exits and under no circumstance whatsoever should these be obstructed or blocked but must be kept free with adequate room in all directions for their use in case of emergency.

- 15.4 Fire-fighting equipment (extinguishers) are located throughout the Centre and all customers should familiarise themselves with the whereabouts and their use. Firefighting equipment should not be deployed without due cause and training. Customers should not allow others in their class/event to abuse this equipment. The repair or replacement of this equipment if abused or mis-used will be charged in full to the customer.
- 15.5 All hirers should read and familiarise themselves with the emergency “In Case of Fire” procedure notice which is posted in both the central foyer and entrance foyer

16. **Security**

The Council and/or its authorised representative(s) reserve the right to decide whether (additional) security personnel will be required for a function/event. In the case it is so decided, the cost will be charged to the hirer, payable at time of balance by bank transfer to the Security Company.

17. **Respect**

- 17.1 All hall users are expected to treat others with respect and dignity. The building is a shared, inclusive community space used by people of different backgrounds, culture, beliefs, and abilities, and everyone has the right to feel welcome and safe.
- 17.2 Under no circumstances will rudeness or abuse towards any member of the Parish Centre staffing team be tolerated. Council reserves the right to exclude hirers should it be deemed necessary.
- 17.3 Hirers (and guests) must **promptly** vacate the premises by the time stated on the booking form. Failure to do so will result in additional charges being incurred.

18. **Smoking/Vaping**

The Centre is a non-smoking establishment; no smoking/vaping whatsoever is permitted within the building. There is a designated smoking/vaping area on the far side of the car park. Smoking is **not** permitted in any other areas.

General

- The Central foyer area is for the use of all those within the Centre and therefore should not be taken over or used by any one group/class. It is also the main route of emergency exit for all within the Centre and must not be blocked or obstructed by customers personal belongings or items associated with the hire.
- For parties of young persons, i.e. over twelve and under eighteen years of age, the Hirer agrees that one adult per ten youths (approx.) will be present as supervisors for the duration of the booking throughout the Centre including the toilet area(s).
- For children's parties, i.e. those under twelve years old, the hirer agrees to provide one adult approx. per 5 or 6 children as supervision. The Hirer agrees to monitor all children throughout the Centre including in the toilet area(s).
- Decorations are not permitted to be attached to the fabric of the building. No Sellotape, blue tack, drawing pins or fixings of any kind for decoration or notices can be used without prior consultation with the Parish Clerk. **The only permitted use is command strips.** Any damage caused by the disregard of this will be charged to the Hirer.

- For hire of the first floor Council Chamber, the room has been set up in conference style, and the conference tables should not be moved unless absolutely necessary. Moving of the conference tables will be done at your own risk, and all furniture should be returned to its original position after your booking. Please ensure that all delegates are aware that the kitchen adjacent to the Council Chamber is for staff use only and is not included in the Council Chamber hire, **unless previously approved**. The maximum number of people for Council Chamber bookings is 30.
- No animals may be brought into the building without prior approval (with the exception of support dogs) and **a specific dog cafe/event**.

There may be times when further special conditions will be imposed in which case you will be provided with a copy of these.

The above conditions may appear strict and exhaustive, but we have found it necessary to ensure the safety of all users and prevent any problems occurring. If you need any clarification on any of the above regulations, please do not hesitate to talk to a member of the Centre Management team.

Thank you for your co-operation.

Karen Kuderovitch, Parish Clerk & RFO
clerk@springfield.gov.uk

By signing below, you are confirming your agreement to the above.

HIRER	
DATE & TIME	
ROOM	
SIGNATURE (HIRER)	
SIGNATURE (BOOKING CLERK)	