

BUCKLER'S PARK COMMUNITY HUB

Terms and Conditions: Hiring space at Buckler's Park Community Hub

These terms and conditions apply to anyone renting a space at Buckler's Park Community Hub. They encompass all areas, time slots, and types of hires. *These T&Cs are also included in the booking form that hirers must complete, ensuring that everyone sees and understands the information provided.

AGE CONCERN
BRACKNELL FOREST
Charity Reg: 1153607

Terms and Conditions – Buckler's Park Community Hub.

Hiring Space *(Regular Hirer / One-off Hire)*

1.Introduction

This Hirer's Agreement ("Agreement") sets out the terms and conditions for individuals, groups, and organisations ("Hirer") wishing to hire spaces within Bucklers Park Community Hub ("The Hub"). By signing this Agreement, the Hirer agrees to abide by all terms outlined herein.

2. Types of Hire

Hirers may book spaces on either a one-off or regular basis:

- ✓ One-Off Hire: A single-use booking for a specific date, duration and time.
- ✓ Regular Booking: A recurring booking agreed upon for a set period, subject to review and renewal. Regular Hirers may be required to sign updated agreements periodically.

3. Hire Spaces

The following spaces are available for hire: Main Sports Hall, Bucklers Suite (Meeting Room), Watchtower Room (Meeting Room), Outside Courts.

The Hub is available for hire between the hours of 8:00 AM and 11:00 PM. All hire charges are based on hourly blocks. The Hirer **must** ensure that the chosen booking time allows for sufficient time to complete their activity, pack away, and vacate the space. This is to ensure that no group's session is interrupted and that the premises are ready for the next user. If additional time is required for set-up or take-down beyond the designated booking period, **this should be accounted for within** the booking to avoid any potential scheduling conflicts. The Hub reserves the right to charge for any overruns beyond the booked time, and may need to adjust future bookings if time management becomes an issue.

4. Conditions of Use

The Hirer must visually inspect the hired space before use to ensure it is safe and suitable for their activity. Any issues, hazards, or defects must be reported immediately to The Hub management. If the space is deemed unfit Hirers must not use the space to avoid accidents. The Hirer is responsible for ensuring that the hired space remains clean and tidy, with all furniture and equipment returned to its original position.

The Hirer must comply with all relevant health and safety regulations and contribute to the overall safety of the building.

The Hirer is responsible for ensuring that any staff or volunteers working with or offering services to vulnerable groups, including but not limited to children, elderly persons, individuals with disabilities, and those in need of protection, have current and sufficient DBS (Disclosure and Barring Service) checks in place. Evidence of these checks must be provided to The Hub upon request.

The Hirer agrees that any activity being undertaken at The Hub is delivered by individuals who hold the relevant experience, qualifications, and certifications to safely lead the session or activity. This includes, but is not limited to, those delivering physical activities, coaching, or services involving vulnerable groups.

The Hirer must not use the space for any unlawful or disruptive activities.

Noise levels must be kept at a reasonable level to avoid disruption to other users of The Hub / neighbours.

The Hirer must ensure that any electrical or technical equipment brought onto the premises is PAT-tested and safe to use.

The Hirer must have access to a phone in the event of an emergency, as landlines will not be available to Hirers.

The Hub reserves the right to request and review a risk assessment for any activity being carried out by a group or organisation operating within its premises. The Hirer must provide a risk assessment upon request, detailing any potential hazards and the measures in place to mitigate them. Failure to comply with this request may result in the cancellation of the hire agreement and forfeiture of any deposits or fees paid.

The Hirer must show consideration for The Hub's neighbours at all times, especially during evening sessions. This includes avoiding excessive noise such as loud shouting, unnecessary car noises (e.g., revving engines), and any other disturbances that may impact nearby residents.

5. Insurance & Liability

The Hirer is required to have their own Public Liability Insurance and must provide evidence of such insurance upon request.

The Hub is not liable for any losses, damages, or injuries incurred during the hire period.

In the event that The Hub is forced to close for repairs or any other unforeseen circumstances, The Hub is not liable for any losses incurred by the Hirer.

The Hirer agrees to indemnify and hold The Hub harmless from any claims, damages, or costs resulting from their use of the facilities.

6. Key Holder Responsibilities

Some Hirers may be designated key holders and are responsible for securing the premises during and after their sessions.

Hirers must follow all lock-up and safety procedures, including setting alarms if required.

Forgetting keys does not constitute an emergency. Lost keys must be reported immediately, and the Hirer will be charged for replacements.

Any duplication of keys is strictly prohibited, and unauthorised access to The Hub outside of normal bookings is a breach of this agreement and will result in cancellation and potential charges.

7. Lone Working & Security

If a Hirer or their representative is working alone on the premises, they must take reasonable precautions for their own safety.

Evening groups may be the only occupants in the Hub and must ensure that all security procedures are followed.

The Hirer is responsible for ensuring that all external doors and windows are secured upon departure.

8. Car Parking

The Hub's car park is managed by Bracknell Forest Council, and spaces are allocated on a first-come, first-served basis.

The Hub is not liable for any theft, loss, or damage involving personal property or vehicles in the car park.

The Hub cannot guarantee parking spaces for all Hirers or attendees.

Hirers who are the last booking of the day may be required to erect parking bollards upon exit to ensure the safety and security of the car park overnight.

Should the car park be full, please be mindful of our neighbours and only park in suitable locations where there is no obstruction to homes, driveways, or access routes.

9. Termination of Hire & Notice Periods

The Hub reserves the right to terminate any hire agreement if hire charges are not paid on time.

The Hub may serve notice to any group at any time. Where possible, a minimum of four weeks' notice will be provided.

The Hirer must provide written notice if they wish to terminate their booking:

Regular Bookings: A minimum of four weeks' notice is required, and this period remains chargeable. Regular bookings are charged continuously for the agreed time slot, regardless of attendance. Temporary breaks or non-attendance do not suspend charges.

One-Off Hires: The cost of the booking will be refunded following the below:

- ✓ More than 7 days before the event: Full refund.
- ✓ Between 3 and 7 days before the event: 50% refund.
- ✓ Less than 48 hours before the event: No refund.

Temperature and Weather Conditions:

The Hub does not control weather conditions, including temperature, humidity, or external environmental factors. As such, the internal conditions of the premises may vary, particularly during periods of extreme heat or cold.

The Hub provides natural ventilation via windows and doors, and a limited number of fans may be available. However, Hirers are responsible for ensuring that their activity can operate safely and comfortably within the prevailing conditions.

Different activities have varying tolerances to temperature and environmental conditions, and it is the Hirer's responsibility to assess suitability prior to and during use. Hirers are encouraged to bring any additional equipment they may require (e.g. fans, water supplies, appropriate clothing or cooling aids) to support their session.

The Hub will not offer refunds, cancellations, or fee reductions due to weather-related conditions unless the premises are deemed unsafe or closed by The Hub.

The Hub reserves the right to cancel a booking without notice in the event of a breach of this Agreement or if the space is required for an emergency / or due to unforeseen circumstance.
**Please note payment for any booking is taken in advance (see section 10).*

10. Payments & Invoicing

Invoices will be issued in advance of hire, typically in the month prior to the booking or scheduled sessions. For regular hirers, invoices are generally raised at the beginning of each month for the following month's bookings; however, this may vary depending on scheduling and administrative requirements.

All invoices must be paid within the stated payment terms. Failure to make payment on time may result in the cancellation or suspension of current and future bookings.

11. Deposits & Security Charges

For one-off hires, the full cost of the booking must be paid in advance of use (as per above). An additional security deposit may be required for one-off hires, depending on the nature of the event. This will be included on the invoice for the booked session(s). This deposit will be refunded after the event, provided no damages or extra cleaning charges are incurred.

Examples of events where a security deposit may be required:

- ✓ £150 Deposit: Children's parties, family gatherings, moderate activity events.
- ✓ £250 Deposit: Large parties (40+ people), events with alcohol, high-risk activities.

The Hub reserves the right to determine the appropriate security deposit for each booking.

Security deposit to be paid via bank transfer upon request, an invoice detailing the booking will be raised.

If the event results in damage or requires excessive cleaning, the security deposit will be used to cover these costs, and additional charges may be applied if necessary. Deposits will be returned within 28 days of the event if the bank details have been provided on the booking form.

12. General Responsibilities

The Hirer is responsible for reporting any lost keys, damage, or defects to The Hub management through an agreed reporting mechanism.

The Hirer must ensure that all attendees comply with The Hub's policies and procedures.

All waste must be disposed of appropriately, and the premises left in a clean and tidy condition.
****Private parties must take their rubbish with them at the end of the hire.***

Any damage caused to The Hub's property or premises during the hire period must be reported immediately, and the Hirer will be charged for the rectification of any damage, including but not limited to walls, floors, fixtures, and fittings.

If the hired space is left in an unclean or untidy condition, a cleaning **charge of £20 per half-hour** spent rectifying the issue will be applied.

Smoking, vaping, and the consumption of illegal substances are strictly prohibited within The Hub. **Private party hirers are required to take waste with them. The Hirer must ensure that all fire exits remain unobstructed at all times.*

Any accidents or incidents must be reported to The Hub management and logged in the accident book.

13. Right to Refuse Bookings

Bucklers Park Community Hub reserves the right to refuse any booking or terminate any hire agreement if the activity or event is deemed unsafe, disruptive, or likely to cause public disharmony. This includes, but is not limited to: Activities that do not comply with health and safety regulations or could endanger participants or others. Events that involve illegal activities or pose a risk to the reputation of The Hub. Bookings that conflict with the Hub's mission, values, or policies. Activities that may cause excessive noise, public disturbances, or damage to the property. Events that may negatively impact other users or residents in the surrounding area. Any booking made for the purpose of hosting an event or activity deemed inappropriate by The Hub management. In the event that a booking is refused or a hire agreement is terminated, The Hub will provide a full explanation to the Hirer. Any payments made will be refunded if the booking is refused, but The Hub will not be liable for any other costs or damages incurred by the Hirer due to the refusal or termination.

14. Accepting Terms and Conditions

By completing our booking form, and accepting a hireable space at Buckler's Park Community Hub means you are accepting these terms and conditions outlined above. Amendments or changes may be made by management at any time, and will be communicated to those who hire spaces.

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