

# STANDARD CONDITIONS OF HIRE

April 2025

If you are in any doubt as to the meaning of any of the Conditions, you must seek clarification from us without delay. Contact the bookings secretary via [info@barrowdencommunityhub.co.uk](mailto:info@barrowdencommunityhub.co.uk)

## 1. Age

You, not being a person under 18 years of age, hereby accept responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all Standard Conditions under this Agreement relating to management and supervision of the premises are met.

## 2. Supervision

During the period of the hiring, you are responsible for:

- (i) supervision of the premises, the fabric and the contents;
- (ii) care of the premises, safety from damage however slight or change of any sort; and
- (iii) the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.

As directed by us, you must make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

## 3. Use of premises

You must not use the premises, including the car park, for any purpose other than that described in the Agreement and must not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring on to the premises anything which might endanger the premises or render invalid any insurance policies covering the premises nor allow the consumption of alcohol without our written permission.

## 4. Insurance and Indemnity

(i) You are liable for:

- (a) costs arising from accidental and malicious loss or damage and for loss or damage arising out of your negligence to any part of the premises including its curtilage or its contents
- (b) costs arising from accidental and malicious loss or damage and for loss or damage arising out of your negligence done to our broadband service.
- (c) all claims, losses, damages and costs made against or incurred by us, our employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of your use of the premises (including the storage of equipment) and your use of our

broadband service, and

(d) all claims, losses, damages and costs made against or incurred by us as a result of any nuisance caused to a third party as a result of your use of the premises and/or the use of our broadband service, and subject to sub-clause (ii), you must indemnify us against such liabilities.

**(ii)** We will take out adequate insurance to insure the liabilities described in sub-clauses (i)(a) and (b) above and may, in our discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clauses (i)(c) and (d) above. We will claim on our insurance for any liability you incur but you must indemnify us against:

- (a) any insurance excess incurred and
- (b) the difference between the amount of the liability and the monies we receive under our insurance policy.

**(iii)** Where we do not insure the liabilities described in sub-clauses (i)(c) and (d) above, you must take out adequate insurance to insure such liability and on demand must produce the policy and current receipt or other evidence of cover to our Hub Secretary before the hire period commences. If you fail to produce such policy and evidence of cover, we will cancel this Agreement.

We are insured against any claims arising out of our own negligence.

We carry out regular risk assessments and maintain a risk register under the control of the trustees.

## **5. Gaming, betting and lotteries**

You must ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

## **6. Music Copyright licensing**

You must ensure that we hold relevant licences under Performing Right Society (PRS) and the Phonographic Performance Licence (PPL) or, where appropriate, you must hold such licence(s).

## **7. Music**

You must have our written permission for performance of live music and the playing of recorded music under the Deregulation Act 2015. This Agreement confers that permission.

## **8. Film**

You must restrict children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. You must ensure that you have the appropriate copyright

licences for film. This Agreement confers the required permission on you. (The Deregulation Act 2015 requires you to have our written permission to show a film).

## 9. Safeguarding children, young people and adults at risk.

All hirers who wish to use the hub for activities which include children and adults at risk, other than for hire for private parties arranged for invited friends and family, are required to either produce a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS) when requested to do so, or confirm that they have understood and will adhere to the hubs principles and procedures with regard to safeguarding.

ACRE's Information Sheet 5: Safeguarding, provides detailed information on where to obtain appropriate and proportionate advice and support. <https://acre.org.uk/>

## 10. Public Safety Compliance

You must comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and our fire risk assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. You must also comply with our health and safety policy.

It is imperative for the hirer to ensure that all individuals present are made aware of the location of fire exits at the beginning of the hire. This is crucial for the safety and well-being of everyone in the event of an emergency.

You must call the Fire Service to any outbreak of fire, however slight, and give details to our Committee secretary.

(i) You acknowledge that you have received instruction in the following matters:

- (a) The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hub
- (b) Location of fire fighting equipment is at the door to the main hall, in the toilet lobby and in the kitchen.
- (c) **Escape** routes and the need to keep them clear.
- (d) Method of operation of escape door fastenings.
- (e) Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- (f) Location of first aid box.

(ii) In advance of any activity whether regulated entertainment or not you must check the following items:

- (a) That all fire exits are unlocked and panic bolts are in good working order.
- (b) That all escape routes are free of obstruction and can be safely used for instant free public exit.
- (c) That any fire doors are not wedged open.

- (d) That exit signs are illuminated.
- (e) That there are no fire-hazards on the premises.
- (f) That emergency lighting supply illuminating all exit signs and routes are turned on during the whole of the time the premises are occupied.

## **11. Noise**

You must ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. You must, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises. Our hours of operation are strictly controlled under our premises licence and the premises must be vacated and secured by midnight or in exceptional circumstances by the time designated on a special licence.

## **12. Drunk and disorderly behaviour and supply of illegal drugs**

You must ensure that in order to avoid disturbing neighbours of the hub and avoid violent or criminal behaviour:

- (i) no one attending the event consumes excessive amounts of alcohol
- (ii) no illegal drugs are brought onto the premises.

Drunk and disorderly behaviour is not permitted either on the premises or in its immediate vicinity. We will ask any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way to leave the premises in accordance with the Licensing Act 2003.

## **13. Food, health and hygiene**

You must, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator.

## **14. Electrical appliance safety**

You must ensure that any electrical appliances brought by you to the premises and used there are safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual current circuit breaker (RCCB) is provided you must make use of it in the interests of public safety.

## **15. Stored equipment**

We accept no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring.

## 16. Smoking

You must comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. We will ask any person who breaches this provision to leave the premises. You must ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire.

## 17. Accidents and dangerous occurrences

You must report to us as soon as possible any failure of our equipment or equipment brought in by you. You must report all accidents involving injury to the public to us as soon as possible and complete the relevant section in our accident book, located in the kitchen. You must report certain types of accident or injury on a special form to the Incident Contact Centre. Our Secretary will give assistance in completing this form and can provide contact details of the Incident Contact Centre. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Incident forms will be found in the First Aid box

## 18. Explosives and flammable substances

You must ensure that:

- (i) Highly flammable substances are not brought into, or used in any part of the premises, including candles.
- (ii) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) are erected without our consent.

## 19. Heating

You must ensure that no unauthorised heating appliances are used on the premises when open to the public without our consent. You must not use portable liquefied propane gas (LPG) heating appliances.

## 20. Animals

You must ensure that Guide dogs, Hearing dogs and assistance dogs are allowed on the premises.

## 21. Fly posting

You must not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and must indemnify and keep indemnified us accordingly against all actions, claims and proceedings arising from any breach of this Condition. If you fail to observe this Condition you may be prosecuted by the local authority.

## 22. Sale of goods

You must, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, you must ensure that the total prices of all goods and services are prominently displayed, as must be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

## 23. Full Fibre Broadband Service

**(The term broadband is generic and includes the use of our guest WiFi network throughout this section unless specifically stated).**

When using the broadband service you agree at all times to be bound by the following provisions:

(i) not to use the broadband service for any for the following purposes:

- (a) accessing or disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws;
- (b) transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice;
- (c) interfering with any other persons use or enjoyment of the broadband service; or
- (d) making, transmitting or storing electronic copies of material protected by copyright without permission of the owner;
- (e) to keep any username, password, or any other information which forms part of the broadband service security procedure confidential and not to disclose it to any third party.
- (f) not to use the broadband to receive television signals which would normally require a British Television Licence.
- g) our guest WiFi does not require a password and is consequently an unsecure network, therefore we accept no responsibility for any breach of security on your device when using our guest WiFi, or the legal consequences of any user accessing material as defined in 23(i) above.

## 24. Termination of the broadband service

We have the right to suspend or terminate our broadband service immediately in the event that there is any breach of any of the provisions of these Standard Conditions including without limitation:

- (i) if you use any equipment which is defective or illegal;
- (ii) if you cause any technical or other problems to our broadband service;
- (iii) if, in our opinion, you are involved in fraudulent or unauthorised use of our broadband service;
- (iv) if you resell access to our broadband service; or
- (v) if you use our broadband service in contravention of the terms of these Standard Conditions.

## 25. Availability of broadband Services

- (i) Although we aim to offer the best broadband service possible, we make no promise that the service will meet your requirements. We cannot guarantee that our service will be fault-free or accessible at all times. Our guest wifi network provides for a maximum of 13 concurrent users.
- (ii) It is your responsibility to ensure that any WiFi enabled device used by you is compatible with our guest WiFi network and is switched on. The availability and performance of our guest WiFi network is subject to all memory, storage and any other limitations in your device. Our guest WiFi network is only available to your device when it is within the operating range of the main hub.
- (iii) We are not responsible for data, messages, or pages that you may lose or that become misdirected because of the interruptions or performance issues with our broadband service or wireless communications networks generally. We may impose usage, or service limits, suspend service, or block certain kinds of usage in our sole discretion, to protect other users of our

broadband service. Network speed is no indication of the speed at which your WiFi enabled device or our guest WiFi network sends or receives data. Actual network speed will vary based on configuration, compression and network congestion.

## 26. Terms of using the AV PA, Stage and Lighting Equipment

Note sections 6, 7 and 8 above regarding music and films.

Detailed instructions are provided for the use of the AV, PA, portable stage and lighting equipment, these must be followed at all times.

You must only connect items as specified in the instructions for the AV and PA systems, you will be liable for any damage if you do not follow these instructions.

Musical instruments must not be directly connected to the AV or PA systems. If you are providing live musical entertainment you must use your own amplification.

## 27. Privacy and Data Protection

- (i) we may collect and store personal data through your use of our broadband and guest WiFi service.
- (ii) we may process all information about you which is provided in relation to our broadband and guest WiFi service in accordance with your legal rights under the Data Protection Act 1998 and solely for the purposes of offering the broadband and Guest WiFi service.
- (iii) by using our broadband and guest WiFi service, you agree to the terms of this clause 27. Our broadband and guest WiFi service is owned by the Barrowden Community Hub and jointly funded by Barrowden Parish Council. If you would like more information or object to anything in these conditions, you should speak to either the Parish Council or the Trustees.

## 28. Cancellation

If you wish to cancel the booking before the date of the event and we are unable to conclude a replacement booking, we will, at our complete discretion, require payment of the hire fee.

We reserve the right to cancel this Agreement by giving you written notice in the event of:

(i) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election;

ii) our reasonable consideration that;

- (a) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or

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### Barrowden Community Hub



(b) unlawful or unsuitable activities will take place at the premises as a result of this hiring;

(c) the premises becoming unfit for your intended use;

(d) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case you will be entitled to a refund of any deposit already paid, but we will not be liable to you for any resulting direct or indirect loss or damages whatsoever.

## **29. End of hire**

You are responsible for leaving the premises and surrounding area in a clean and tidy condition, including the kitchen and floors, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise we may make an additional charge. All AV equipment must be switched off and the portable PA equipment returned to the store room. We reserve the right to impose a charge for additional cleaning if necessary over and above the normal standard cleaning service we provide.

## **30. No alterations**

You must not make any alterations or additions to the premises nor install or attach any fixtures or placards, decorations or other articles in any way to any part of the premises without our prior written approval. At our discretion, any alteration, fixture or fitting or attachment which we have approved may remain in the premises at the end of the hiring. Such items will become our property unless you remove them and you must make good to our satisfaction any damage you cause to the premises by such removal.

## **31. No rights**

This Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on you.



## Document History

Version	Changes	By	Date
1.0	First Issue	VF	March 2025
2.0	Inclusion of fire briefing paragraph, minor formatting	TAC	April 2025