

Hodge House Community Centre

A Bradley Big Local Community Land Trust facility



ROOM HIRE TERMS AND CONDITIONS

This information forms part of the booking request for room hire at Hodge House Community Centre. By signing the booking form, you are agreeing to the terms and conditions below.

You are also responsible for ensuring that the conditions of room hire and the rules of Hodge House Community Centre are complied with by all those attending your event, meeting or session.

This document takes into account changes to the requirements for social distancing etc due to take effect from 19th July 2021. Any changes to these requirements, particularly the reintroduction of restrictions by the Government, may mean our terms and conditions have to be amended at short notice.

1. Booking form

- Requests for room hire must be made on BBL Community Land Trust's Hodge House Community Centre booking form. Copies are available at www.bbl-clt.org or by request to hodgehousecc@bbl-clt.org.
- Booking requests received within 7 days of an event may not be accepted.
- The hirer must be aged 18 or over and be present for the duration of the event (for bookings made by companies/organisations, representatives of the company/organisation must be present throughout).
- You must give clear details of the nature of your event and the number of people who will attend/are expected to attend.
- BBL Community Land Trust may refuse booking requests for events with an admission charge and/or for commercial profit. We may also refuse booking requests which are incompatible with our aims and objectives as a community benefit society or where an event could pose a risk to other Centre users.
- We may refuse or cancel any booking the Trust believes may be in breach of any licensing or gaming laws.
- The Trust will not accept booking requests for events where alcohol is to be sold or consumed.
- Please include the time you need to set up your room(s) before your event starts as well as time to tidy up afterwards. You cannot rely on the room(s) being available earlier or later than the times booked.

2. Deposits and payment

- When your booking request is accepted, you will receive an invoice for the full amount. If payment is not received within 7 days, we will contact you to confirm whether or not you want to go ahead with your booking. If we are unable to contact you or you subsequently fail to pay, your booking will be cancelled.
- A £40 cleaning bond is payable for all private events such as parties. This will be returned to you after your event provided the room(s) hired and other facilities are left in a clean and tidy condition.
- The cleaning bond may also be required for any single events booked during school holiday periods (based on the school calendar for the borough of Pendle).

3. Cancellation and refunds

In the event that you need to cancel your booking, refunds will be paid on the following basis:

- Cancellation more than 4 weeks before the event will be refunded in full
- Cancellation within 1 to 4 weeks before the event will be refunded 50% of the total costs
- No refunds will be paid for cancellations within 7 days of the event
- If you need to change the date(s) of your event, we will do our best to find you suitable alternative dates and times but this cannot be guaranteed. If you then decide to cancel your event, refunds will be made as above.
- Refunds will not be paid where events finish earlier than expected.

4. Insurance and liabilities

- Public liability insurance is available to all hirers. Under the terms of this insurance, there can be no more than 80 people in the Centre at any one time.
- However, we cannot accept responsibility or liability relating to damage to or loss of any goods, articles or property brought into the Centre by you or anyone attending your event. This includes vehicles parked on the car park.

5. Access to the centre

- For short term room hire, a member of BBL Community Land Trust will meet you at the Centre at your room hire start time to give you access and to show you the room(s) and facilities.
- At the end of your event, we will come back to ensure the room(s) are vacated and left tidy.

6. Housekeeping

- You may arrange the furniture in your chosen room(s) in any way that suits your event. However, the tables and chairs can be heavy and awkward to move – you must adopt safe manual handling techniques or leave the furniture as you found it.
- Please use the white boards and notice boards – do not affix anything to the walls or woodwork.
- All hirers have access to the kitchen for the preparation of drinks and snacks. You may use the crockery and cutlery available, but you must wash, dry and return it to the appropriate cupboard/drawer once your event has finished.
- Hirers need to bring their own tea, coffee, sugar, milk, squash and snacks, biscuits etc.

- You may have food delivered to the centre by an outside caterer. It is your responsibility to be at the Centre to accept your delivery and to make sure it is left tidily in the kitchen.
- You must also tidy up the caterer's equipment and arrange for it to be returned to the relevant company. BBL Community Land Trust will not open the Centre specifically to allow your caterer to retrieve their equipment.
- At the end of your event, you must do the following:
 - Place all rubbish in available bins
 - Food waste (including excess food items) must be removed from the building. We may not be able to give you access to the outside bin and so you must dispose of this type of waste at home or at your office
 - Check all the toilets are in a clean condition and that paper towels are not left on the floor.
 - Sweep, mop or vacuum the room(s), toilets and kitchen as needed.
 - You remove all your personal items from the room(s). If anyone attending your event has left something behind, please take it with you. BBL Community Land Trust will not take responsibility for reuniting lost property with its owner.

7. Kitchen

- Children (i.e. those under the age of 16) must not be allowed into the kitchen.
- To be able to make full use of the kitchen facilities for the preparation of food for you event, you or someone assisting you, must hold a Level 2 certificate in food safety.
- You may use any of the cookware items available, but you must clean them thoroughly and return them to the relevant cupboard/drawer after use.
- If you use the cooker, you must clean the hob and any spills in either of the ovens after use. PLEASE DO NOT SWITCH OFF THE COOKER AT THE MAIN SWITCH.

8. Health and safety

- There is no public phone in the Centre. We recommend that you have a mobile phone with you during your event to use in case of any emergency.
- Smoking (including e-cigarettes) is not allowed in the Centre.
- Those wishing to smoke may do so outside, away from the front door and remove all cigarette butts at the end of the event.
- You must not light any candles, tea lights or have other sources of naked flame such as gas stoves or heaters.
- Do not use any plug-in lights, such as fairy lights, plug in heaters or fans. Make sure furniture and equipment does not block access doors, including fire doors.
- Keep electric power leads and other items (e.g. boxes, bags) away from pedestrian routes around the room to minimise the risk of someone tripping over them.
- You may bring your own cleaning materials with you, providing you remove all such materials, including empty containers at the end of your event. However, you **MUST NOT** bring bleach or any cleaning agents containing bleach. You are responsible for making sure all cleaning materials are kept safely out of reach of children and are used in accordance with manufacturer's instructions. If you need to clean the oven and hob, read the instruction booklet first (you'll find it in a kitchen drawer adjacent to the cooker) and only use cleaning agents approved for use by Rangemaster.
- Do not use any cleaning materials you find in the Centre unless you are already familiar with them and know you will not suffer any adverse reaction. If in doubt, **DO NOT USE**.

- If you are unable to clean a particular spill, please let us know and we will arrange for our cleaning contractor to deal with it. You may be asked to reimburse BBL Community Land Trust any resultant costs.
- Should a fault occur with any fitting, fixture or item of equipment belonging to BBL Community Land Trust, please let us know. If the fault requires immediate attention (e.g. burst pipe, power cut), contact us immediately on the phone number given to you. Where equipment is damaged or you think it is unsafe for use, please put a warning notice on it stating that it is not to be used and let us know after your event has finished.

9. Fire Safety

- Make sure you know what to do in the event of a fire. This is detailed on a poster in the hallway.
- You must make sure everyone attending your event leaves the building safely. Remember to check the toilets.
- There are fire extinguishers positioned at various points in the Centre. Only use them if you have had training in the correct use of each type of extinguisher and ONLY if you feel confident to do so.
- The fire alarm is NOT monitored. If a fire occurs, you must phone 999 to alert the Fire Service.

10. Additional housekeeping and measures to reduce the risk of coronavirus (Covid-19)

- Entering and leaving the centre:
 - To maintain adequate social distancing, we recommend that organisers of events 'pin open' the first set of double doors to the building. This also reduces the need for people to touch the door handles.
 - For security, however, you should leave the second set of doors locked and arrange for your guests/attendees to be met by someone and the door opened as and when they arrive.
 - Although no longer a legal requirement, there is still a QR code poster just inside the front door and, if you are not keeping your own record of attendees and their contact details, you should encourage people to 'check in' using this.
- Ventilation and moving around the centre:
 - Internal fire doors to the main hall and lounge can also be 'pinned open'. This reduces the need to touch the door handles and helps keep the rooms well ventilated.
 - You may also wish to open the external fire doors in the main hall and the lounge when guests/attendees are arriving or leaving. If you do this, do not leave the open door unattended as this is a security risk and you may unwittingly allow additional or uninvited people to come in. You must make sure these doors are securely closed at the end of your event.
 - Open windows in the room(s) you have booked to let air circulate. There are also electric fans in each room which you can switch off and on and adjust to keep the room ventilated.

- Personal hygiene
 - All visitors to the centre are encouraged to wash their hands often and facilities for this are available in the toilet areas.
 - Anti-bacterial wipes are available in each room as well as anti-bacterial sprays and cloths in the kitchen. Please use these to wipe down table tops, door handles, etc.
 - Allow your guests/attendees to wear face coverings, particularly if your event has people from different households attending.
 - Tables and chairs should be set out in both the main hall and the lounge to ensure your guests/attendees have sufficient personal space.

10. Safeguarding children and vulnerable adults

- You are responsible for the safeguarding of children and/or vulnerable adults attending your event.
- You must make sure that no-one has unsupervised access to children or vulnerable adults unless you are satisfied that they have appropriate clearance e.g. DBS checks.
- Toilet facilities may be used by people attending other groups or meetings in the Centre and you should take steps to make sure appropriate supervision is available.

11. General

- You are responsible for the behaviour of those who attend your event, both inside the Centre and in the immediate vicinity. You will not allow anti-social behaviour at your event and will take all necessary steps to have anyone causing problems for your guests/attendees and/or other users to be removed from the Centre.
- Children at your event must be adequately supervised at all times by their parents or other, suitably qualified and checked, adults.
- You will be considerate to other users of the Centre, for example, not playing music so loud as to disrupt another event.
- When your event ends late in the evening, you will ensure your guests/attendees leave the Centre quietly so as not to cause a nuisance to neighbouring residents.

BBL Community Land Trust welcomes booking requests for a range of community events. To allow everyone to enjoy the Centre, we remind you that by signing the booking form you agree to these terms and conditions.

Thank you. If you have any questions or queries or would like to discuss your booking in more detail, please contact us at hodgehouseecc@bbl-clt.org.

12. Additional information for long term hire

Cancellation and refunds

- Refunds will be paid on the following basis:
 - Cancellation of one of the dates booked: full refund of the cost of that date's room hire
 - Cancellation of two or more of the dates booked: 50% refund of the costs of each dates' room hire
 - No refund will be paid if you cancel all the dates booked within 14 days of your event(s) starting

- Where cancellation of any of the dates booked brings the total to less than 8, you will no longer be eligible for the long- term hire discount and your refund will be adjusted accordingly.
- For very long-term hire (12 months or more), arrangements will be made with individual hirers depending upon the length of hire agreement.

13. Access to the centre

- We will arrange to give you keys and alarm details so you can access the Centre yourself. You may be asked to pay a deposit before the keys are released to you.
- You will need to notify BBL Community Land Trust of the name and contact details for your keyholder if this is not the person named on the booking form.
- You will have responsibility for ensuring that the building is left secure and locked: all windows and doors (including internal doors) closed and locked as appropriate, the intruder alarm set and the roller shutter door closed.
- You will also be required to liaise with any other Centre users at the time of your room hire to make sure access to the building is restricted if necessary (e.g. where children are attending an event) and to check there is no-one in any of the Centre rooms or offices before you lock up.

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