



# BRAUNSTONE CIVIC CENTRE THORPE ASTLEY COMMUNITY CENTRE



## CONDITIONS OF HIRE

### 1. GENERAL CONDITIONS & HIRERS RESPONSIBILITIES

#### a) **CONDUCT OF PATRONS & GUESTS**

THE HIRER SHALL BE RESPONSIBLE FOR THE PROPER CONDUCT OF PERSONS USING THE (ROOM) S AND SHALL BE AT THE PREMISES AND IN CHARGE FOR THE WHOLE TIME THE FUNCTION IS TAKING PLACE. In the event of any person acting in such a manner as to cause annoyance or inconvenience to other persons, take all necessary steps to deal with the offender. The Council will not tolerate aggressive, abusive, offensive or any other type of inappropriate behaviour.

#### b) **RESPECT OUR NEIGHBOURS**

Hirers and their guests are asked to ensure that they RESPECT OUR NEIGHBOURS

- \* DO NOT PLAY CAR STEREO'S WHILST IN THE CENTRE CAR PARKS
- \* QUIET PLEASE WHEN LEAVING THE BUILDING AT CLOSING TIME
- \* DO NOT BLOCK NEIGHBOURS' DRIVEWAYS WITH YOUR CAR
- \* ALL EXTERNAL DOORS AND WINDOWS OF THE FUNCTION ROOMS TO BE KEPT CLOSED

No unreasonable limitation is placed on the use of the rooms except they are not to be hired for animal/bird shows, football training sessions or as headquarters and/or committee rooms for any political candidate. Due to the close proximity of residential houses to the Civic Centre and Thorpe Astley Community Centre it is the responsibility of the hirer to ensure noise from disco's etc is kept to a reasonable level at all times. An automatic noise controller is fitted in the Millfield Hall, Council Chamber and Thorpe Astley Main Hall. Hirers are required to advise their Disco Operator of these restrictions and supply the name and address of the Disco operator to the Town Council at least 14 days before the date of the function.

### 2. BOOKINGS AND HIRE CHARGES

A fully completed and signed booking form must be submitted to book a room at the Centres. No provisional bookings are accepted by the Town Council. Any booking entered in the diary will be deemed to be a confirmed booking and subject to the Cancellation conditions below. The current hire charges are displayed in each of the Centre Receptions. The Council reserves the right to alter its scale of charges at any time and the fee to the hirer for the use of the room(s) shall be in accordance with the scale of charges in operation on the date when the room(s) are used.

#### **Deposit - Council Chamber, Millfield Hall and Thorpe Astley Main Hall**

A non refundable deposit of £100 will be required to secure the room(s). The total fee must, however, be paid no later than 28 days before the date of hiring.

**Fosse, Ravenhurst, Winstanley, (Civic Centre) small meeting room & Activity / Large meeting room (Thorpe Astley)** The total hiring fee must be paid when the booking is made.

#### **Regular Bookings**

In order to secure a regular slot, i.e. the same time each week for 12 months, a fixed bond is levied. Up to five cancellations are allowed providing 28 days notice is given. The hirer must pay for each booking in full prior to using the room.

### **3. CANCELLATION/TRANSFER OF LETTING**

**In all cases, the £100 non-refundable deposit paid for the large function rooms will be forfeited.**

- (a) Should the hirer cancel a booking, the deposit of £100 or total cost of the room hire shall be forfeited. All cancellations must be notified in writing to the Executive Officer & Town Clerk.
- (b) Should the Council, before a function commences, be of the opinion that it is likely to be of an objectionable and undesirable nature, it shall have full power to cancel the booking and return the hire fees and shall not be liable to pay compensation
- (c) All cancellations must be made in writing to Braunstone Town Council. Bookings will NOT be cancelled unless written notification is received from the person signing the booking form.
- (d) A booking may be transferred to another date provided 28 days notice is given, if the booking is transferred more than once, a modest administrative charge will be levied.

### **4. NUMBERS OF PERSONS TO BE ADMITTED**

The **MAXIMUM** number of persons to be allowed at any one time in the halls shall be as follows:-

Millfield Hall	closely seated, no tables	240	seated at tables with dancing	200
Council Chamber	closely seated, no tables	100	seated at tables with dancing	80
Ravenhurst Room		45		
Winstanley Room		10		
Fosse Room		20		
Thorpe Astley Main Hall	closely seated, no tables	100	seated at tables with dancing	80
Activity Room		15		
Large Meeting Room		20		
Small Meeting Room	Thorpe Astley	10		

All arrangements as to placing of seats and tables shall be under the control of the Council.

### **5. CLEANING & DAMAGE**

The hirer will be responsible for any excessive cleaning costs and the cost of making good any damage caused to the room(s) and their contents, replacing of any furniture or fittings lost or missing from any part of the building.

Therefore, for parties, weddings and other bookings of a similar nature a modest bond will be levied. It will be refunded approximately two weeks after the event, providing no damage has occurred. If the damage exceeds the bond appropriate action will follow to recover the whole amount. An additional amount will be levied for functions for 13 – 18 year olds.

The hirer shall be responsible for cleaning the crockery and any equipment (cooker, sink etc) after use, and must leave the rooms and kitchen in a clean and tidy state. Failure to comply with this Condition could result in the hirer paying additional costs for cleaning undertaken by the Council staff. Preparation and clear up time is charged at full cost. Hirers must book sufficient time at the end of the function to allow for cleaning up. Any additional time not paid for in advance may be deducted from the deposit.

### **6. LICENSED BAR – LICENSING ACT 2003**

#### **PREMISES SUPERVISOR**

The designated 'Premises Supervisor' is Mrs Jo Abbott, 35 Shakespeare Drive, Braunstone Town, Leicester, LE3 2SR, telephone 0116 2992830, 07870473661.

#### **SUPPLY OF ALCOHOL**

**ALL** supplies of alcohol must be made under the authority of the 'Premises Supervisor'. Hirers cannot therefore consume their own alcoholic drinks on either of the premises.

## **BAR OPENING HOURS**

The Civic Centre Bar is normally open Monday – Thursday 7.00pm – 11.00pm, Friday 7.00pm – 11.30pm, Saturday 12.00noon to 11.30 pm, Sundays 12.00 pm till 10.30 pm and every lunchtime 12noon – 2.00pm.

A bar can be available at the Thorpe Astley Community Centre upon request from hirers.

## **Additional Hours**

The Council's Premises License allows the bar to be additionally opened from 10.00 am to 7.00 pm each day. If you require the bar to be opened during these additional hours please contact the Premises Supervisor and also ensure that you have booked the function room for the appropriate period.

## **Children**

All children under the age of 16 are required to be accompanied by an adult in all areas at all times.

## **7. SMOKING, NAKED FLAMES/FIRES**

Please note that smoking is not allowed in any part of Braunstone Civic Centre or Thorpe Astley Community Centre. Naked flames/candles are not permitted at any function in the Civic Centre or Thorpe Astley Community Centre. Naked flames essential for use in a religious ceremony may be permitted subject to the container/source of fuel being approved by the Civic Centre Manager. Container for naked flame must be placed on a non-flammable table surface. Fire blankets and extinguisher (appropriate to fuel) to be made available.

## **8. ELECTRICAL FITTINGS**

No electrical fittings or appliances in the premises may be altered, removed or interfered with in any way, or additional fittings or appliances installed without prior approval of the Council.

## **9. LOSS OF PROPERTY**

The Council will not, under any circumstances, accept responsibility or liability in respect of any damage to, or loss of, any property, articles or other items of whatever nature which are placed or left upon the premises by the hirer or other persons attending the event/function.

## **10. CAR PARKING**

A car park is available at the Civic Centre and Thorpe Astley Community Centre. **Hirers are asked to ensure that neither they nor their guests block local resident's driveways.** Overspill car parks are available at Mossdale Meadows, Kingsway and Franklin Park, Welcombe Avenue - both are within easy walking distance of the Civic Centre. The Town Council accepts no responsibility for loss or damage to vehicles parked on the Town Council car parks.

## **11. COMPLAINTS**

Any complaints with regard to the management control or condition of the room(s) should be made in writing to the Executive Officer & Town Clerk, Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester LE3 2PP.

**DATA PROTECTION:** *by hiring our facilities, you agree to Braunstone Town Council collecting and processing your personal data to enable us to deal with your booking and any other related service request. A copy of the Council's Data Protection Policy and our General Privacy Notice, which set out more information about the Council's lawful basis for collecting, processing and retaining personal data, are available from Reception or the Council's website.*