

# Great Linford Parish Facilities

## TERMS AND CONDITIONS OF HIRE

**Conniburrow Community Centre and Sports Pavilion CCC  
Parish Meeting Rooms, Great Linford  
High Street Pavilion, Great Linford  
Marsh Drive Buildings, Great Linford  
Giffard Park Community Centre – Giffard Park  
Marsh Drive and High Street Outside Facilities – Great Linford**

### 1 APPLICATIONS

- 1.1 All applications for the hire of any of the above facilities must be made via the GLPC booking system and are subject to these Terms and Conditions of Hire.
- 1.2 Great Linford Parish Council (GLPC) reserves the right to refuse any application for hire.
- 1.3 Bookings are provisional until GLPC have sent confirmation by email.

### 2 BOOKINGS

- 2.1 **Buildings:** are booked by the hour, ***this must include setting up and clearing up times***. Evening events are to be finished and the venue vacated by 10pm at all venues.
  - 2.1.1 Requests made within 7 days before letting date ***will only be accepted subject to the agreement of the Parish Manager, in consultation with the Caretaker.***
- 2.2 **Occasional Pitches:** When booking for any sporting activities, start and finish times must allow for time required either side of game time.
- 2.3 **Long term Pitches:** Club/block bookings for sporting activities are agreed per season and fixtures must be entered onto the system as soon as fixtures are agreed.
- 2.4 **Open spaces:** Bookings for the use of the open spaces for larger events will be agreed on a case by case basis and a separate documented application will be used

### 3 PAYMENT OF FEES AND CHARGES

All fees and charges for hire of facilities are obtainable from the Parish Council offices and are increased annually on 1<sup>st</sup> April.

- 3.1 **Occasional Users:** Payment of all charges MUST be made immediately upon receipt of invoice.
- 3.2 **Short Notice Bookings:** Payment of all charges MUST be made immediately on receipt of invoice.

**3.3 Long term/block booking Users:** Payment will be required in full no less than 30 days before the first occasion of use and thereafter monthly or quarterly invoices will be sent for payment. Long term regular user groups who wish for regular weekly or monthly or quarterly bookings can book 12 months in advance on a rolling 12-month calendar e.g., Book in January 2022 for February 2023.

**3.4 Late payment** of invoices will result in the booking being cancelled.

**3.5 Deposits:** All users are required to pay a deposit at the time of hiring; the deposit level will be determined by the type of event and prior performance of the user. This will be refunded after the caretaker has confirmed that the premises are left as they were found and for long term users after the final booking date. The returned deposit will be agreed at the next full council meeting at the end of the month following the appropriate date.

***Failure to comply with the terms and conditions of hire will result in non-return of the deposit.***

**3.6 Surcharge:** Should the time of hire be exceeded; the Parish Council reserves the right to levy a surcharge as agreed by the Parish Manager.

## 4 CANCELLATION

**4.1** The Parish Council reserves the right to cancel any booking at its discretion and to change or amend the terms and conditions of hire at any time without prior notice.

**4.2** Non-payment of fees within the correct timescale will result in the booking being cancelled.

**4.3** For cancellations due to Covid please see 4.6.

### 4.4 Occasional Users

**4.4.1 Meeting rooms/Community Halls:** Cancellation or change by the Hirer of casual bookings must be made at least 14 days before the date of hire or a refund will not be given.

**4.4.2 Football:** In the event of a match being called off due to weather the hire fee paid, less any costs incurred in preparing the pitch, will be carried over as a credit against future hire charges, or returned after the next full council meeting.

Games cancelled by Great Linford Parish Council when the pitch is declared unfit, will be accommodated, where possible, during the season. A refund minus preparation costs to a maximum of £25 will be issued.

Cancellation of occasional bookings not due to weather must be made at least three working days before the date of hire or no refund will be given.

**4.4.3 Cricket:** In the event of a match being called off due to wet weather the hire fee paid, less any costs incurred in preparing the wicket, will be carried over as a credit against future hire charges, or returned after the next full council meeting.

Games cancelled by Great Linford Parish Council when the pitch is declared unfit, will be accommodated, where possible, during or at the end of the seasons through an extension period at specified venues. A refund minus preparation costs to a maximum of £25 will be

issued. Cancellation of occasional bookings must be made at least three working days before the date of hire, or no refund will be given.

- 4.4.4 Other sporting users:** In the event of a match/game/activity being called off due to wet weather the hire fee paid, less any costs incurred in preparing the activity, will be carried over as a credit against future hire charges, or returned after the next full council meeting.
- 4.4.5 Open spaces:** Cancellation or change by the Hirer of casual bookings must be made at least 14 days before the date of hire or a refund will not be given. If the cancellation is due after this due to weather the refund will be minus any costs incurred by the council. The organiser is responsible for the costs of their own cancellation process.

#### **4.5 Long term/block booking Users**

- 4.5.1 Meeting rooms/Community Halls:** Amendments by the Hirer of a long-term booking must be made in writing at least 14 days prior to the start of the booking. Refund of fees paid in advance will be dependent on the Parish Council's ability to re-let the facility. Termination of long-term bookings will be 2 months' notice. Charges will be made to cover this loss if less than 2 months.
- 4.5.2 Football:** Cancelled games, when the pitch is declared unfit, will be accommodated by the Parish Council, where possible, but only after consultation between the Parish Manager and the club fixture secretary. Clubs who block book for the season are charged a discounted rate and are therefore given priority over one off games and clubs etc. wishing less games. The discounted rate does however mean that there is no cancellation refund unless the Parish Council is forced to cancel the game more than 48 hours before a game is to be played.
- 4.5.3 Cricket Only:** Clubs who book for the whole season and have used the ground as their home venue for 5 years+ are charged a discounted rate and are therefore given priority over one off games and clubs etc. wishing less games. The discounted rate does however mean that there is no cancellation refund unless the Parish Council is forced to cancel the game more than 48 hours before a game is to be played.
- 4.5.4 Other sporting users:** cancelled activities will be accommodated by the Parish Council, where possible but only after consultation between the Parish Manager and organiser. Block bookings attract a discount and thus there is no cancellation refund as for an ad hoc user.
- 4.5.5 Sporting Users**
- 4.5.5.1** The Hirer will be notified at the earliest opportunity should the games area be declared unfit by our staff. All teams must provide at least one contact telephone number for the team.
- 4.5.5.2** If a games area is declared unfit, then play is prohibited.
- 4.5.5.3** Any team playing on games areas declared unfit or without permission, will be liable for the costs of games area reinstatement and may have any future bookings cancelled at the Parish Council's discretion.
- 4.5.5.4** Users must not tamper or move any of the fixed apparatus, e.g., goal posts.

**4.5.5.5** Vehicles must not be parked on the playing fields at any time.

**4.6** The Parish Council reserves the right to cancel the hiring if the Hirer breaks any of the conditions and does not comply with request for the good management of the facility or any of its equipment , services or regard to GLPC personnel.

**4.7 Cancellation due to Covid:** Cancellation after the periods specified in the points above and due to Covid will be carried forward as a credit booking on your account.

## **5 GENERAL RESPONSIBILITY**

**5.1** Under Fire Regulations, the maximum number of people allowed in the facilities are:

High Street Pavilion – 40

Giffard Park Community Hall – 80

Marsh Drive Community Hall – theatre layout 85, conference 72

Parish Office – Meeting room – theatre layout 45, conference 30

Conniburrow Community Centre – Max 100 seated and 180 standing

**5.2** The Hirer shall not transfer or sub-let the booking to a third party.

**5.3** It is the responsibility of the Hirer to provide their own refreshments and ensure the cleanliness of the kitchen and equipment at the end of the letting and ensure any equipment used is returned and cleaned . Aim is to return the facility as it was found .

**5.4** The Hirer will be responsible for the conduct of all users of the facility during the hire session and ensure that there is adequate supervision.

**5.5** The Hirer shall not use or permit the use of the Facility for any unlawful purpose, nor do anything (or bring to the Facility anything) which may endanger the Facility, the users, or invalidate any insurance policies relating thereto.

**5.6** The Hirer shall, if selling goods on the Facility, comply with the Fair-Trading Laws and any local 'Code of Practice' issued in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and service are prominently displayed and shall be of the Hirer's name and address.

**5.7** The Parish Council operates a no smoking policy in all indoor areas.

**5.7.1** . Some strong bin bags and recycle bags are provided please ensure you bring as many as you need.

**5.8** All cars are to be parked only in the designated parking areas, unless a specific written request is agreed by the Parish Manager, prior to the event. Parking outside our venues on paths, verges or roadways is not permitted.

**5.9** The Hirer must at the time of hire, discuss and seek approval from the Parish Manager when advertising or publicity material is to be displayed or decorations used.

- 5.10 Any party decorations can only be put up with blue tac (Not sellotape or drawing pins).
- 5.11 Any children attending functions/sports events etc. are the responsibility of the named Hirer.
- 5.12 The Facility shall not be used as the Hirer's Postal address.
- 5.13 The Parish Council will accept no liability in respect of people hiring our facilities, for the loss of or damage to property or injuries sustained, or damage to a third party.
- 5.14 No betting, gaming or lotteries shall take place on the Facility premises except that allowed by law and the Hirer shall obtain a license or certificate required **prior to booking** the Facility for any such use.
- 5.15 The Hirer is responsible for ensuring that inconvenience and nuisance is not caused to other users of the Facility or local residents.
- 5.16 The Parish Council accepts no responsibility for personal property left at the facility. Any lost property remaining after one month will be treated as abandoned and disposed of by the Parish Council.
- 5.17 It shall be the responsibility of the Hirer to effect adequate public liability insurance to cover risks arising out of the use of the Facility by invitees and visitors.
- 5.18 The Hirer agrees to indemnify the Parish Council against any loss, damage, claim or expense howsoever arising, caused, or occasioned during the Hirer's use of the Facility.
- 5.19 Belongings of the Hirer cannot be left at the facility outside the period of hire, except with prior permission of the Parish Council, and at the Hirer's own risk.
- 5.20 Except in the case of trained guide dogs, no animals shall be permitted in the buildings.
- 5.21 **Great Linford Parish Council reserves the right to change or amend the Conditions of Hire at any time without prior notice**

## 6 REAKAGES/DAMAGE/LOSSES

The Hirer shall be responsible for:

- 6.1 The prevention of damage, other than fair wear and tear, to the meeting room.
- 6.2 Breakages must be reported immediately in writing and will be subjected to an additional charge.
- 6.3 Checking that the playing surfaces are in a playable condition before commencing use.
- 6.4 No studded boots to be worn in the buildings.
- 6.5 The Parish Council accepts no responsibility for personal injury or loss or damage to personal property.

## 7 SAFETY/FIRE EXITS ETC

**7.1** Fire exits and exit signs must not be obstructed in any way. In particular, tables and chairs must be arranged such that free access is always possible to all internal doors and fire exits.

**7.2** The fire-fighting equipment must not be removed from the designated fire points and shall only be used for the purpose for which it is intended.

## **8 GENERAL**

**8.1** The Parish Council reserves the right to visit or monitor any booking that it thinks fit, and to terminate that booking if there is any doubt that the Conditions of Hire are not being complied with.

**8.2** The Parish Council reserves the right to modify any of these conditions, or to impose special conditions where the nature of an application, in the opinion of the Parish Manager, so demands.

**8.3** The Parish Council shall not be liable for any loss incurred by the Hirer through the non-availability of the facility, resulting from circumstances beyond its control or as a result of the Hirers mis management of an event or use of the facility.

## **9 CONDITIONS OF HIRE RELATING TO COVID-19 and other viruses**

**9.1** You, the hirer, will be responsible for ensuring those attending your activity comply with any public health guidelines such as those published for COVID19 Secure Guidelines while entering and occupying the facilities. Observe the information posters which are displayed at the facility's entrance.

**9.2** As the Facility may only be thoroughly cleaned once a week, you will be responsible for cleaning all used surfaces during your period of hire before the arrival of other members of your group or organisations. You must also keep the premises clean through regular cleaning of surfaces during your hire (including tables, wash hand basins, door handles) using either the products supplied or your own ordinary domestic products.

**9.3** Please take care cleaning electrical equipment. Use cloths - do not spray!

**9.4** You must keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving. You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths. The rubbish bags provided should be tied and placed outside the Facility. The caretaker will advise you of this location for your facility.

**9.5** We have the right to close the Facility if there are safety concerns relating to any public health concern, or if public buildings are required to close again. If this is necessary, we will inform you as promptly as possible.

**9.6** Where a sport, exercise or performing arts activity takes place, you will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity.

**We hope you have a great time using these facilities, and we welcome any comments regarding improvements etc.**

**IF YOU HAVE ANY PROBLEMS DURING YOUR BOOKING, PLEASE CONTACT OUR CARETAKER whose details will be provided on your booking forms**