

GREAT BADDOW PARISH COUNCIL

Conditions of Hiring for The Bell Centre

1. Application forms for the hire of the above premises are available from the Council Offices, The Parish Hall, 19 Maldon Road, Great Baddow, CM2 7DW. Applications will not be accepted more than 18 months in advance. The Council reserves the right to decline an application. Persons wishing to hire the premises must be over the age of 18 years.

All hirers who wish to use outside services during the hire ie. Live bands, discos, children's entertainers, soft play equipment, caterers etc must complete a separate form giving details of the service to be used and include a copy of the service providers' Liability Insurance Certificate at least 14 days prior to the hire.

2. Bookings will only be confirmed upon receipt of a completed booking form and the appropriate deposit.

The balance of the hiring fee is payable not less than 14 days before the date of the hire.

For social functions, an additional deposit is payable not less than 14 days before the date of hiring to be held against loss, damage, extra caretaker hours or extra cleaning.

If the Council cancels a hiring, the deposit will be returned to the hirer but no compensation will be paid by the Council in respect of any loss sustained by any person due to the cancellation of the hiring.

3. The hiring may not be assigned or transferred to any other person or persons.
4. The Caretaker will open the premises at the stated time and will return to lock the premises, again at the stated time. There is no time allowance for setting up and/or clearing up and if you require this, it must be done at the time of booking.
5. The hirer/s shall accept full responsibility for the preservation of good and orderly conduct during the period of the hire and must remain on the premises throughout the duration of the hire. They shall bear the cost of making good any damage for which they can be held responsible as having been done to the premises and/or contents during the period of hire or incidental thereto. The Council has the right to terminate the hire if orderly conduct is not maintained on the premises.
6. Hirers must leave the Bell Centre in a clean and tidy condition and must ensure that all tables are cleaned and replaced and all chairs used are replaced. Brooms can be found in the kitchen. Hirers must remove all personal property at the end of the hire. The Council is not responsible for property left on the premises. All waste and rubbish must be placed outside in the wheelie bin.

7. In the Bell Centre it will not be permitted to bring alcohol onto the premises, nor store or sell alcohol or allow persons under 18 years of age to consume alcoholic liquor. Applications in writing must be made to the Parish Council by hirers who wish to serve alcohol.
8. Parishioners' rate for the hire of the premises will only apply if more than 50% of members of an organisation are parishioners of Great Baddow or Galleywood.
9. No alterations to the electrical or any other equipment shall be made by the hirers except with the written consent of the Clerk of the Council. It is the responsibility of the hirer to ensure that any electrical equipment they may connect to the supply will be compatible with the 13 amp (KW) sockets provided and should this condition be ignored the Council will not be responsible for any resulting failure in supply. In the event of a supply greater than the normal 13 amp being required, arrangements must be made with the Clerk of the Council at the time of booking.

All portable equipment brought into the Bell Centre must hold a current PAT test certificate, which must be produced to the office.

10. In the Bell Centre, the Zoete Room is limited to 70 persons and the Shaw Room to 20 persons.
11. Hirers are not permitted to attach any decorations or notices to the fabric of the premises. No sellotape, drawing pins, blue-tac or fixings of any kind for decoration or notices is allowed.
12. The wearing of footwear that might cause damage to the floor, especially stilettos, is not permitted.
13. Three cars only may be parked at the Bell Centre.
14. The premises must not be left unattended during the times of the hire, must not be used by hirers before the time of hire and must be vacated at the time stated. Failure to do so will result in extra charges being made against the damages deposit or the next invoice. The use of facilities other than those specifically stated on the hiring form would also incur extra charges on the damages deposit or the next invoice. If the hire finishes early for any reason, you must telephone the caretaker.
15. The Bell Centre must be vacated by 10.00 pm or a fee will be charged for extra caretaking. Any exception to this must be agreed by the Council at the time of hiring.
16. The occupants of the properties in Bell Street (across the road) should not hear noise from the function from the Bell Centre.

17. For parties/discos for young people of eighteen years or younger the council require supervision of one adult to every ten young people (adults being 25+ years). Hirers are asked to make written agreement to this condition. Hirers are asked to leave a returnable deposit of £100 against loss, damage, extra caretaker hours or extra cleaning.
18. There is to be No Smoking in the Bell Centre.
19. The following will not be permitted in the Bell Centre
 - Bouncy Castles
 - Smoke Machines
20. Fire Procedures - The hire is subject to hirers familiarising themselves with the evacuation procedure on walls.
21. The hirer to be responsible for first aid.
22. Hirers are responsible for making certain that none of the fire doors are obstructed at any time.
23. No refunds will be given on any booking cancelled by the hirer with less than 7 days notice.

As a responsible Local Organisation, we operate on a 'Good Neighbour' principle. Please do your best to ensure that the guests/participants at your event leave the premises as quietly and promptly as possible at the end of the hiring.

Thank you for you co-operation.

Miss A. Wood, Clerk of the Council
Great Baddow Parish Council
Council Offices
19 Maldon Road
Great Baddow
Chelmsford
Essex
CM2 7DW

Caretaker - Lynn Alderson
Telephone - 07753400261

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