



# Bright Hope

in North West Leicestershire

## TERMS AND CONDITIONS ROOM HIRE

*Agreements with the Trustees of Bright Hope House in North West Leicestershire (“the Trustees”) for the hire of Bright Hope House or part thereof (“the premises”) are subject to these terms and conditions of hire (“the hire conditions”) the “hirer” refers to the person named on the booking form.*

### 1. Booking

1. The hirer must be over 21 years of age. (25 years of age in cases where the event serves alcohol).
2. Enquiries and bookings can be made by emailing [reception@brighthouse-nwl.org.uk](mailto:reception@brighthouse-nwl.org.uk). Hours booked must include periods for setting up before an event and taking down after the event.
3. The hirer is the person responsible for the event and ensuring terms and conditions adhered to.
4. There is no restriction on how far in advance a booking can be made for a one-off event. Payment is due at the time of the booking. However this will be subject to any price increase happening 6 months or more before the event. Bookings for regular events e.g. weekly/monthly etc. may only be made up to 12 months in advance and may be subject to negotiation, Payment for the first month to be made at the time of the booking, thereafter invoiced monthly in advance at the current booking fee, this is to ensure it is not at detriment to the running of the premises.

### 2. Security Deposit

We reserve the right to request a security deposit in respect of each booking, this will be advised at the time of booking, if this is a one off event if this will be requested 14 days before the event to be paid no later than 7 days before the event. For regular bookings this will be requested 14 days before the first booking and paid no later than 7 days before the first booking – this will be rolled over to future bookings

### 3. Payment

Payment must be made at the time of booking for one off events and within 14 days of receipt of invoice MUST be prior to event taking place. To Bright Hope in North West Leicestershire Sort code 09 01 29 Account 12405202 Ref: name and date of event

### 4. Access

Details for access to the premises will be advised within 7 days of the booking start date by the booking officer.

### 5. Responsibility of the hirer

1. To ensure that the event finishes at the appropriate time.
2. Leader of event only, will be required to sign in / out on electronic system but must keep record of all attendees to comply with fire regulations
3. Leave the premises clean, tidy and secure at the end of the hire period. Hirers will be responsible for cleaning of equipment. Hirers must take away all rubbish (bin bag will be provided)
  - a. A kitchen will be made available for the washing of cups, plates, cutlery etc, you will be shown this on arrival.
  - b. If a kitchen is not available, you will be shown where to leave cups, plates, cutlery etc
  - c. The kitchen is NOT available for preparation of food.

4. A charge may be levied/deposits forfeited if items have to be cleared away or premises have to be cleaned after an event.
5. Ensure that all equipment, chairs, tables etc are returned to their original place and secured as required and people left building
6. Heating – this is set at a comfortable temperature and must not be adjusted.
7. Lighting – this is all automatic, please do not touch, lights will be switched off after room vacated.
8. Ensure that all participants behave in a safe manner at all times and in compliance with safety notices in the premises.
9. 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.
10. 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. All portable equipment including extension cables must have an up to date PAT test Where a residual circuit breaker is provided you must make use of it in the interests of public safety.
11. Ensure that 'purpose of the hire' minimises any disruption to other rooms being used at the same time.
12. Ensure that the maximum number of people permitted within the premises under this contract are not exceeded. Capacity will be determined by the size and circumstance of the premises, with strict adherence to Government guidelines and fire regulations.
13. Capacity of room is
  - a. Function Room 40
  - b. Hobbies / craft room 15
  - c. Meeting room 10
  - d. Quiet Room 6
  - e. Lounge / dining room 12 /18 (12 lounge type chairs / 18 dining chairs with tables)
  - f. Workshop 8

You are always welcome to visit during our normal hours to assess the suitability of rooms for your event.

14. When different parts of the hall are booked at the same time by different hirers, each hirer is responsible for the parts they have hired and the people attending their event.
15. Bright Hope House is located adjacent to residential property and due consideration must be given to noise and parking. Care must be taken not to disturb the residents when leaving late at night, playing music at inappropriate levels and parking must not take place on the access road.

## 6. Use of Premises

The hirer shall not

1. Sub-let the premises or use the premises for any other purpose other than described on the booking form.
2. Allow the premises to be used for any unlawful purposes or in an unlawful way.
3. Do anything or bring onto the premises anything which may endanger the premises or render invalid any insurance policies.

## 7. Restrictions

1. No 'Blu Tac', drawing pins, adhesive tape or similar may be used on walls or surfaces.
2. Equipment and electrical appliances brought onto the premises must be safe and in good working order and used appropriately. All electrical appliances must have a current PAT test.
3. No alterations, fixtures or placards, etc may be attached to the building or outside premises without prior written approval from the premises.
4. No animals other than assistance or therapy dogs are allowed on the premises.
5. No access to the kitchens.
6. Explosive or flammable substances may not be brought onto the premises.

7. Candles with naked flames are not permitted. Only LED type candles can be used.
8. No gaming, betting or lotteries may be organised which contravene the relevant law.
9. Collections, games of chance, sweepstakes or lotteries can only be conducted on the premises as a fundraising activity with prior written approval from the Booking Officer.

#### 8. Insurance/Indemnity

The Premises has Public Liability Insurance, includes a 'Hirers' Public Liability Extension' which can be viewed on our website. It is the hirer's responsibility to determine whether any further insurance is required and to ensure that this is in place prior to the event.

#### 9. Premises licence.

1. The premises holds a TV license, the hirer is responsible for licenses and copyright permissions for any other activity.
2. The premises are not licensed for the sale of alcohol.
3. In particular the hirer shall ensure that:
  - a. There is no disorderly behaviour and no drinking contests. No alcohol is to be served to a person who is drunk.
  - b. No children under the age of 16 are allowed to be present unless they are accompanied by an adult.
  - c. Alcohol is NOT to be sold on the premises.

#### 10. Children and Vulnerable Adults

Any activities in the premises for children and/or vulnerable adults must comply with current legislation. It is the responsibility of the hirer to ensure that fit and proper persons have access to children and vulnerable adults. The policies for this are the responsibility of the hirer.

#### 11. Health & Safety

1. Risk Assessments - It is the hirers responsibility to undertake their own risk assessments and put in place any additional measures required to ensure the safety and wellbeing of any visitors to their event/activity.
2. Accidents and Damage - The hirer must report all accidents or damage to person locking building or a staff member and with their assistance complete the details in the accident book.
3. First aid boxes are located in the reception area, you inform the person locking up/ or a staff member of items used
4. The hirer is responsible for any financial recompense to repair damage caused by anyone present as part of the event. The premises reserves the right to withhold the security bond, paid in advance by the hirer, until such matters are resolved.

#### 12. Equipment

We accept no responsibility for any 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 must be removed at the end of each hiring or we will charge fees each day or part thereof at the hire fee per hiring until the same is removed.

We may at our discretion, dispose of any items referred to below by sale or otherwise on such terms and conditions as we think fit, and charge you any costs we incur in storing and selling or otherwise disposing of the same, in any of the following circumstances:

1. Your failure to remove within 7 days and pay any charges levied.
2. Your failure to dispose of any property brought on to the premises for the purpose of hiring.

### 13. Smoking

No smoking including e-cigarettes is allowed in the building and smoking is not allowed in the entrance vestibule to the building. Smoking is only allowed in the designated smoking area at the rear of the building.

### 14. 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 provided or which is attended by children. You must also comply with our health and safety policy. Is available on our website.

You must call the Fire Service to any outbreak of fire, however slight, and give details to the Bright Hope Trustees

(i) Before the start of an event you must ensure you have received instruction in the following matters:

- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
- The location and use of fire equipment. (Include diagram of location when handing over keys.)
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- Location of the first aid box in reception

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

- That all fire exits are unlocked and panic bolts are in good working order.
- That all escape routes are free of obstruction and can be safely used for instant free public exit.
- That any fire doors are not wedged open.
- That exit signs are illuminated.
- That there are no fire-hazards on the premises.
- That emergency lighting supply illuminating all exit signs and routes are turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).

### 15. Equipment – for Hire

Some equipment is available for hire for an additional charge and whilst the premises will make every effort to ensure it is in full working order, it is the responsibility of the hirer to ensure compatibility with any systems they may wish to connect. This is particularly relevant if the audio and/or projector are hired.

### 16. Cancellation:

#### 1. The Hirer

If you cancel your booking, you will be liable for the cancellation charges set out below: Cancellations 21-29 business days prior to the booking date: **50% of the Hire Charge held will be refunded**

Cancellations 20 business days or less prior to the booking date: **No refund is given**

#### 2. By the Premises

1. The premises reserves the right to cancel a booking if the premises are required for use as a Polling station for a Parliamentary election, Local Government election, bye election or Referendum.
2. The premises also reserves the right to cancel a booking if they consider that: The booking breaches legal or licensing conditions.

Unlawful or unsuitable activities are due to take place.

The premises are no longer suitable for hire.

Changes to regulations have come into force.

In such cases the hirer will be entitled to a full refund of fees. The premises will not be liable for any subsequent loss or damages whatsoever as a result of the cancellation.

#### 17. Availability of Wi-Fi Services

1. Although we aim to offer the best Wi-Fi service possible, we cannot guarantee that the Wi-Fi service will meet your requirements. We cannot guarantee that our Wi-Fi service will be always fault-free or accessible.
2. Data protection & privacy, we, or our provider, may collect and store personal data through your use of our Wi-Fi service. (ii) We, or our provider, may process all information about you which is provided in relation to our Wi-Fi service in accordance with your legal rights under the Data Protection 1998 and solely for the purposes of offering the Wi-Fi service.

#### 18. Acceptance

By proceeding with the booking process, the hirer is deemed to have read and accepted these terms and conditions and associated documents/policies.