

MEETING PLACE HIRE INFORMATION PACK

TERMS & CONDITIONS OF HIRE



In these Terms & Conditions the following terms shall have the following meanings:

“WGTC” means the “Wolverton & Greenleys Town Council

“HLMP” means **Hodge Lea Meeting Place**

“Hirer” means the individual, group, organisation or body hiring any space as per these booking forms

“Function” means the event/activity to be held at the premises by the Hirer throughout the designated hire period

“The Premises” means all/any space being hired out at the address Hodge Lea Meeting Place, Hodge Lea Lane, Hodge Lea, Milton Keynes MK12 6JS, Buckinghamshire, United Kingdom

“Charges” means the amount(s) payable by the Hirer for use of the Premises

These terms and conditions for hire are reviewed regularly by Wolverton & Greenleys Town Council For further information please contact the office via office@wolvertonandgreenleystowncouncil.gov.uk or 01908 326800

Maximum capacity of hall: 60 seated 100 standing/dancing. *A small communal kitchen is available for use throughout hires of these spaces.*

When Entering the Building:

- The inspection checklist **must** be completed when **entering** the building at the start of the hiring period and when **leaving** the building at the end of the hiring period. These can be found on the large unit in front of the kitchen.
- **Please ensure that the cones are set outside as directed on the hirer's information board – If this is not adhered to you are liable for your deposit NOT being refunded.**
- In cases of an emergency please contact 999
- Good practise is to unlock all emergency exit routes. Keys can be found on the key fob.
- In cases of disturbance contact the police on 101
- Problems with opening up the venue:
 - Working hours (Monday to Thursday 8:30-16:00 and Friday 9:00-15:00) call 01908 326800
 - Non-working hours (any times outside the above)
 - Cllr Moss- 07905 319140
 - Cllr Saunders- 07511792241
 - Cllr Hussain - 07742 637638
 - Cllr Orimongunje- 07828 869111
- All cleaning supplies, including bin bags must be brought on site by the hirer and taken off site after the hiring period
- Please read the below information on accessing the venue

How to Secure the Doors in an Open Position

- You will find two green stakes in the cleaning cupboard on the right-hand side.
- The short stake will secure the front door when you push the door back, you will see a hole in the ground, where the stake will need to be positioned.
- The long stake will secure the back door. When you push the door back, you will see a hole in the ground, where the stake will need to be positioned

When leaving the building:

- Make sure that the wooden gate in the garden is padlocked and secure and make sure the area is clean (swept and mopped). All rubbish needs to be taken from the site.
- The lights inside the hall go off automatically.
- Alarm the building by putting the fob on the 'tag' section of the keypad, when the alarm starts to sound leave the building.
- Make sure the front door is closed and locked with the key and the keys put back into the key safe by using the code for the key safe
- Drop off or scan the inspection booklet sheet to office@wolvertonandgreenleystowncouncil.gov.uk or Wolverton and Greenleys Town Council, Wolverton, Creed Street (opposite Asda). The letter box can be found next to the front door of the building.

Security Deposit Information

It is mandatory that all hirers must pay a monetary deposit of £50, which must be paid at least 4 weeks prior to the booking date. The refundable deposit will be returned via bank transfer (BACS) up to 30 days after the inspection sheet (detailed in the terms and conditions) has been returned to the Town Hall. Any damage found during the hiring period will be docked accordingly, please see 11.0 in the terms and conditions for more information. WGTC reserves the right to invoice the hirer with additional fees if the damage found is in excess of the monetary deposit paid.

All details provided will be subjected to WGTC Data protection Policy and will be kept confidential.

Payment Information

Once the booking form is returned to WGTC completed, an invoice with methods of payment will be sent to the address detailed above. If you have not received communication after 10 working days of submitting a booking form please contact the WGTC.

TERMS AND CONDITIONS

COVID-19 Update

WGTC TERMS AND CONDITIONS

WGTC COVID-19 Updated 15th June 2022 approved at FC TC22/076 28th June 2022

1. The Council request a completed COVID-19 risk assessment before use of the hall.
2. WGTC will be subject to Government guidelines, as and when they are introduced and may need to cancel or reduce proposed attendees to the hall should it be required.
3. WGTC request that no person should attend the hall if they are displaying any COVID-19 symptoms and should follow the government guidelines
4. WGTC request that all users of the hall bring their own hand sanitiser and use frequently during the hall hire
5. Where possible WGTC request that all windows and doors remain open to allow free circulation of air
6. Tables and chairs must be sanitised using the cleaning equipment available before putting away
7. WGTC request that one person to use the toilet at any time, and ensure they wash their hands for at least 20 seconds and dry them properly.
8. The Town Council will not accept any responsibility in the event of any individual contracting COVID-19 from any events undertaken at the meeting place.
9. To keep the hall clean and sanitised WGTC will be having the hall regularly cleaned and sanitised, this cost will be met by the hirer after each use and will be added to the invoice. (Please note that hirers are responsible for ensuring that the hall is cleaned after use and all rubbish removed from site as per terms and conditions)

1.0 Standard Terms

1.1 The hire rates are £8 per hour or £6 per hour for non-profit organisations (plus the refundable deposit)
(There will also be an additional charge of £10 for a covid clean after each use, 1.2 remains unchanged)

Formerly item 1.17 The premises should be swept and mopped after use and all surfaces (including tables) left clean and tidy for the next user. All waste should be removed from site by the user.

This item becomes 1.2

1.0 Standard Terms

1.1 The hire rates are £8 per hour or £6 per hour for non-profit organisations.

1.2 All applications for hire must be made using an application form, which must state the dates and times of the function and the nature of the function to take place. Note, we do not hire the venue for parties for those aged between 14 and 21.

1.3 No part of the premises is to be used for any other purpose other than that stated on the application for hire form.

1.4 No part of the premises is to be used for any unlawful activity or used for any unlawful purpose in any way.

1.5 No application will be considered from any individual or representative of a group/organisation if they are under 18 years of age. ID may be required when making an application for hire. A photocopy of ID may be made and will be kept in accordance with the Data Protection Act by WGTC. This information will not be shared with any third party at any time unless it is to be used under an official investigation by Thames Valley Police, Milton Keynes Licensing Authority or Milton Keynes Child Safety Board.

1.6 The centre is available for hire as follows:

07:00hrs – 22:00hrs Monday to Friday

08:00hrs – 23:00hrs Saturday

08:00hrs – 22:00hrs Sunday

1.7 All hirers are responsible for ensuring the premises are completely clear of all members, audiences and participants of their function by the times stated above.

1.8 The hirer shall not, without the prior written consent of WGTC, use the premises or any part thereof for any purpose other than stated on the application for hire form. The hirer agrees that they shall not, without such consent, sublet any part of the premises to any other person(s).

1.9 In the event of a breach of this condition the hirer shall forfeit use of the premises and shall also forfeit to WGTC any sum paid by the hirer for such hire. WGTC shall also be at liberty to hire the premises to any other person(s).

1.10 All hirers must lock all windows and doors after use and return the keys to the key box, which should be locked inside using the code provided.

1.11 The premises should be swept and mopped after use and all surfaces (including tables) left clean and tidy for the next user. All waste should be removed from site by the user.

1.12 WGTC reserves the right to amend these terms and conditions at any time without prior notice to any hirers.

1.13 We do not hire the venue out for parties for those aged 14-21 years.

2.0 Disabled Facilities

2.1 We have a disabled toilet on the right-hand side of the building as you enter. The disabled toilet also includes a baby changing facility. We do have disabled access fire exit at the rear of the building to the left-hand side.

3.0 Period of Hire

3.1 Dates and times of hire must clearly be stated on the online booking form.

3.2 Setup and Clean-up times must be factored into the period stated and must take place within the agreed time period.

3.3 All spaces must be vacated by the end of the hire period agreed. This includes the removal of any items brought into the premises by the hirer.

4.0 Equipment, Furniture and Items

4.1 All furniture, equipment and items etc. brought into the premises by any hirer, must be removed by the end of the agreed hire period without delay.

4.2 The hirer or any person(s) engaged by the hirer to provide catering, entertainment or other services must clear the premises by the end of the hire period without delay.

4.3 In the event of failure to comply with this condition the hirer shall pay an additional hourly rate for the remainder of the time the premises are occupied, or any items are left anywhere within the premises. WGTC shall be entitled to remove any such property not so removed by the hirer, and the hirer shall be liable for the cost(s) incurred by WGTC in such removal.

4.4 Any electrical equipment or items brought into the premises (to be used at any function) must carry a current certification of testing which should be supplied to WGTC along with their application for hire.

4.5 Any additional lighting/sound equipment (inclusive of all event/theatre setups) brought into the premises for any function, must carry a current certification of testing. If any items have been imported, they must have proof they comply with UK Standards and Legislation, carry appropriate passport certifications for the international import and export of such items and must solely be operated by a certified/qualified technician/operative. Proof of qualification may be requested by WGTC and a copy made for WGTC records.

4.6 In the case of furniture, fabrics, backdrops, staging and props being brought into the premises for any function, each item must either have the necessary fire safety certifications, proof of flame retardancy characteristics or proof of safety guarantees.

4.7 No objects/items containing inflammable gases, toxic chemicals, dangerous substances or any other flammable materials shall be brought into the premises at any time (before, during or after any hire period).

4.8 No hirer shall bring any substances/chemicals that are subject to COSHH (Control of Substances Hazardous to Health) regulations into the premises at any time (before, during or after any hire period).

4.9 Hirers are not permitted to attach or fix anything to any surface, wall or structural part of the premises (both internal and external) without the written consent of WGTC. This includes signage, banners, fixtures and fittings.

4.10 No nails, tacks or screws shall be driven into the walls, surfaces or structural parts of the premises at any times. Use of any such items will generate an automatic forfeit and repair costs will be solely the responsibility of the hirer.

4.11 The use of flammable decorative items is not permitted.

4.12 Helium Balloons must be removed from the premises by the end of the hire period.

4.13 WGTC reserves the right to remove any posters, signage, banners or advertisements that are unsightly, offensive, explicit or damaged.

4.14 WGTC accepts absolutely no responsibility for any items brought on to the premises for hires.

4.15 WGTC accepts no responsibility for damage to property, injury or loss caused by any items brought into the premises at any time.

4.16 The hirer must ensure that at the end of the hire period any space(s) used must be left in an appropriate state, this means clean and acceptable for use by another party.

4.17 Any kitchen facilities used by the hirer or their guests and sub-contractors must be left clean and tidy and clear of all food waste, crockery, cutlery and all waste must be disposed of in the appropriate manner.

4.18 All cleaning supplies, including bin bags must be brought on site by the hirer and taken away at the end of the hiring period. A broom, mop, toilet rolls, hand towels and soap for the toilets will be provided by WGTC.

4.19 The use of single-use plastics is discouraged where possible at Hodge Lea Meeting Place.

4.20 The hirer is not allowed to use any form of confetti in the garden.

4.21 If you need to hire anymore equipment from Wolverton and Greenleys Town Council, for your event, please ensure you contact us one week before to organise this.

5.0 Drugs, Alcohol, Smoking, Licensable Activities & Offensive Weapons

5.1 Illegal substances, knives (except craft knives), guns and any other weapons or items that could be used as a weapon (such as steel capped footwear & bladed/spiked sports shoes) must not be brought into the premises at any time.

5.2 Should the hirer be intending to advertise and/or sell tickets to a function, they will be solely responsible and required to provide their own Public Entertainments License. A copy of this may be required by WGTC, Thames Valley Police and Milton Keynes Licensing Authority before any activity takes place.

5.3 The hirer assumes all responsibility for the sale of alcohol and must ensure the provision of alcohol is fully licenced with the appropriate licensing documentation (TENS, Personal License Card etc.) obtained for that purpose under the Licensing Act of 2003.

5.4 No gambling may take place on site.

5.5 It is against UK Law to smoke anywhere within the premises. A designated smoking area is available outside the front of the premises. The use of electronic cigarettes, e-cigarettes and any other USB/Electrical smoking device is also restricted to the outside designated area of the premises.

5.6 The hirer must not use any part of the premises for the purposes of film exhibition/screening (both public and private) without the prior written consent of WGTC. Licensing/Screening Rights documentation may be required by WGTC prior to the function.

6.0 Copyright

6.1 In the use of any part of the premises, at any time, all hirers must not infringe copyright or allow any copyright to be infringed by any member, participant or audience at their function.

6.2 If the use of any part of the premises will involve any performances of any musical, dramatic and/or theatrical works or the delivery/exhibition in public of any lecture in which copyright subsists it will be the sole responsibility of the hirer to obtain written confirmation or agreement by the material owners, artists and/or developers prior to the period of hire/function date. The hirer agrees to pay all composers, authors, publishers, owners etc. any fees owed in respect of material use. This includes the payment of any royalties. The hirer will remain totally liable for use of any material that may be subject to copyright.

6.3 Copies of agreements, rights and permissions may be requested by WGTC, and must be supplied without delay.

6.4 The hirer will be solely responsible for obtaining appropriate PRS licenses to play any recorded copyrighted music for dance, exercise and activity classes. If any exemption is applicable proof of status must be presented to WGTC.

6.5 The hirer is not allowed (at any time) to grant broadcasting, filming or photographic consent/rights without the prior written confirmation from WGTC. Cameras/Recording devices are permitted at private functions (non-commercial or public events/activities) provided that no nuisance, annoyance or offence is caused to anyone at any time.

7.0 Event/Function Management

7.1 All hirers must be at least 18 years of age at the time of hire application. They (hirer named on form) must be present throughout the hire period (or an agreed named representative may be designated in the main hirer's absence).

7.2 The hirer shall be responsible for provision of such doorkeepers (including SIA Staffing for ticketed/licensable events. This shall be made on the recommended ratios (SIA: Audience) as detailed in the Security Industry Authority's Best Practice Guidance). The hirer is also responsible for ticket-takers, box office, reception or welcoming

hosting staffing as necessary. A staffing plan may be requested by WGTC prior to the function and should be presented without delay.

7.3 The named/designated hirer shall be entirely responsible for the best practice management of all events/functions and activities associated with their hire. The hirer is also responsible for maintaining the objectives of WGTC as an inclusive, community facility and therefore must not carry out any activity which could be seen to actively promote the exclusion of any community members or be viewed as discriminative activity.

7.4 The hirer will ensure that all functions will remain within an acceptable noise level.

7.5 The hirer will ensure appropriate measures are taken to prevent any nuisance to local neighbours, businesses and properties within the vicinity. This includes the need for the hirer to ensure that all guests, participants, audiences etc leave the premises in an orderly and calm manner (particularly of an evening/night time). Any complaints made about people leaving the premises shall be directly sent on to the hirer, and copies may be sent to Thames Valley Police and Milton Keynes Council Licensing Authority.

7.6 WGTC (or a designated representative including cleaners, caretakers, key holders and volunteers) reserve the right to enter the premises at any time (including during a hire period) if there is an acceptable need or cause for concern. WGTC and its representatives will never breach child protection guidance at any time.

7.7 Any groups involving (in any way) children, young people or vulnerable adults will need to be registered with Milton Keynes Council's Youth Registration Scheme. Proof of registration may be required by WGTC. It is also the sole responsibility of the hirer to carry out appropriate risk assessments, CRB/DBS checks on practitioners, volunteers and staffing, before any activity takes places.

7.8 WGTC reserves the right to only deal with the named hirer concerning any/all aspects of hires.

7.9 No inflatables are allowed to be used at Hodge Lea Meeting Place.

8.0 Cancellation Policy

8.1 WGTC reserves the right to cancel any hire at their discretion. Maximum effort will be made to ensure sufficient notice (min 14 days) is given to the hirer.

8.2 WGTC reserves the right to immediately terminate a hire or series of hires, shutdown an event or cancel any future hires, should a breach of any of terms and conditions be made by the hirer. In such cases no payments will be refunded.

8.3 The hirer reserves the right to cancel a hire or series of hire in writing/email to WGTC with at least 4 weeks' notice. Any payments made will be refunded.

8.4 General cancellation terms: - If a booking is cancelled with up to 4 weeks' notice a full refund will be returned. If a booking is cancelled with less than 4 weeks' notice, 50% of the refund for the hall hire will be returned and 100% of the deposit will be refunded.

9.0 Agreement

9.1 The agreement of hire which is the subject of these terms and conditions is personal to the hirer and therefore the hirer may not at any time and under any circumstances assign responsibility to any other party.

9.2 Nothing in this agreement is intended to confer any benefit on any person who is not a party to it under the Contracts (Rights of Third Parties) Act 1999.

9.3 If any provision of this agreement is found by any court or body of competent jurisdiction to be wholly or partly illegal, invalid, unenforceable or unreasonable, then it shall be deemed severable and the remaining provisions of the agreement shall continue in full force and effect.

9.4 This agreement shall be governed by and construed in accordance with the laws of England and Wales and the parties consent to the exclusive jurisdiction of the English Courts.

9.5 The hirer shall comply with all legal and statutory requirements applicable to the hire of the premises and shall indemnify WGTC against all actions, claims, demands, proceedings, damages, costs and expenses whatsoever in respect of any breach by the hirer of such legal and statutory requirements.

10.0 Damage and Loss

10.1 The premises shall be in the care and custody of the hirer, who shall accept full responsibility for the preservation of order during any hire period and will indemnify the cost of any loss or damage costs or expenses incurred by WGTC as a consequence of the hirer's use of the premises.

10.2 WGTC cannot in any circumstances accept responsibility or liability for any damage, loss of property, articles or things whatsoever placed or left at the premises by the hirer or any other person(s).

10.3 The hirer will be responsible for all loss of or damage to property at the premises or brought in to the premises or the death or any injury to persons and things at the premises except where such death, injury or loss is due the proven negligence of WGTC.

The hirer will indemnify WGTC against all such liabilities.

10.4 The hirer shall inform WGTC immediately of any serious injury or dangerous occurrence that affects public safety, as soon as is reasonably practical.

10.5 If any damage is done to any part of the premises and/or its fittings/structure/decoration and effects the expense of making good the damage is to be paid by the hirer without delay.

10.6 WGTC recognises and accepts the need to prevent the use of any article, appliance or apparatus and to prevent any event, exhibition or activity which WGTC may consider objectionable or dangerous. The responsibilities of WGTC in such matters shall in no way absolve the hirer for the hirer's obligations to WGTC under any of these terms and conditions during the period of hire for matters concerning the use of the premises.

10.7 WGTC will not be liable for any loss or damage due to circumstances beyond WGTC's control, including but not limited to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or action, riot, war, act of terrorism or act of God, which may cause the Premises to be closed temporarily or the hire of the premises to be interrupted, terminated and/or cancelled.

11.0 Deposit

11.1 It is mandatory that all hirers must pay a monetary deposit of £50.

11.2 A monetary deposit of **£50** must be paid by bank transfer (BACs) to Wolverton and Greenleys Town Council.

11.3 Once the monetary deposit and hourly charge have been received by WGTC the hire of the venue will be confirmed.

11.4 After the hiring period, the venue will be checked for damage/s; if no damage is found the full deposit will be returned within 30 days by BACs.

11.5 If damage is found after the hiring period, the deposit refunded will be docked accordingly.

11.6 Additional charges for repairs and extra cleaning outside of the premises in-house schedule will be made to the hirer. This is at a rate of **£10** per hire.

12.0 Children, Young People & vulnerable Adults

12.1 Safety of:-

The hire, for any entertainment/activity at which children shall be present, shall provide a sufficient number of stewards to control and facilitate the entrance and flow of guests/audiences/participants. Where supervised facilities are operational for children under 8 years, the hirer shall comply in all respects with the provisions of the Children Act 1989, as amended. Where such facilities operate for two or more hours per day or six full days in one year the provider must be registered with OFSTED. Services where parents/carers remain in attendance (same space) at all times are not required to seek registration status.

12.2 Control of: When children are present at functions their parents or guardians are required to ensure that the behaviour of the children is kept within reasonable limits, and that children found vandalising the premises or acting in a disorderly fashion are kept under direct supervision of their parents or guardians for the duration of the function and at all times when the children are on the premises.

12.3 Performances: -

Where children under 8 years are in attendance and are not being accompanied by a responsible adult the hirer will comply with the requirements of the Children Act 1989, as amended.

13.0 Emergencies

13.1 In the event of a fire, or other emergency situation, the hirer and associates (inclusive of sub-contractors and staff/volunteers) must comply with the instructions given by WGTC. If directed they must evacuate the premises

without delay and go to the designated **fire assembly point which is the layby to the left of the building, opposite Reeves Croft**, so all persons who were in the premises can be accounted for. It is therefore advised that a guest list, register or ticket stubs are securely kept by the hirer throughout the event to assist in the accounting for members of the public upon evacuation.

13.2 In the case of any breakdown, accident or other emergency situation whatsoever rendering necessary the closure of the premises or an interruption of any engagements either before or during the course of any letting or of any repairs or renewals consequent on any such breakdown etc., the hirer agrees to hold WGTC and any person(s) acting under WGTC's directions absolutely harmless in every respect.

13.3 It is the hirer's responsibility to ensure that the fire exits are unlocked to ensure safe evacuation if needed **(the key to the front door is the key to the padlock on the wooden gate)**. It's also the hirer's responsibility to ensure that the fire exits are locked at the end of the booking. **The front door, back door, gates on the right-hand and left-hand side of the garden are the fire exits.**

13.4 **The use of flammable liquid and open flames such as candles or tealights are strictly prohibited. The hirer will be responsible for any damage caused as a result of the use of open flames or flammable liquid.**

13.5 Evacuation

In the event of a fire, you are advised to exit the building through the safest route front or rear fire door. If exiting through the rear door, turn left to exit via the side of the building following the fire evacuation signs. The padlocked gates (front and rear) can be opened with the same key on the key fob.

14.0 Complaints

14.1 Any complaints arising out of hire(s) of the premises must be made in writing to WGTC within 7 days of the expiration of the hire period.

15.0 Parking, Deliveries & Collections

15.1 The hirer shall ensure that motor vehicles are not parked in such a way as to obstruct the entrances and exits to and from the premises or to roadways, highways or public footpaths surrounding the premises.

15.2 WGTC accepts no responsibility for the any cancellations, loss of earnings, damages associated with deliveries or collections organised by the hirer.

15.3 The hirer accepts full responsibility for any deliveries or collections associated with their hire and will indemnify WGTC for damages, loss or injury caused by such deliveries or collections.

15.4 The hirer is responsible for putting out the parking cones around Golspie Croft, as shown in the picture on the hirer's information board inside Hodge Lea Meeting Place. The hirer is responsible for ensuring that none of their guest's park on any of the crofts.

Failing to comply with the above may result in the hirer's deposit being withheld.

16.0 Insurances

16.1 WGTC's Public Liability Insurance cover and policy protection cannot be transferred to any hirer whatsoever.

16.2 The hirer is solely responsible for obtaining appropriate and required insurances to cover their event, function or activity.

16.3 WGTC accepts no responsibility or liability for the loss, damage or theft of any equipment or other effects associated with any hire. Furthermore, the hirer shall ensure that equipment hired from either WGTC or any third party is fully insured as necessary.

17.0 Building checks

17.1 Upon entering the building a full inspection of the premises must be completed and logged in the inspection booklet located in the Kitchen.

17.2 Any damage found upon entering the building must be logged in detail with photographs taken of the area in question.

17.3 After the hiring period, the hirer must complete the second section of the inspection form.

17.4 Once the inspection form is completed, remove the copy from the inspection booklet. Keep the top copy and send the bottom copy to the Town Hall.

17.5 Only once the inspection sheet has been received by WGTC at the Town Hall will any monetary deposit be returned.

18. CCTV

We have installed CCTV in the entrance area of HLMP. This can only view who enters and leaves the hall and is an additional security feature.

19. Declaration

By booking through our system, you [the hirer] agree to the terms and conditions of hire as specified above.

20. Privacy Policy

You can view the Privacy Policy by clicking on this [link](#)