



# Bungay Town Council

## **TERMS AND CONDITIONS FOR HIRE OF THE RIVERSIDE CENTRE, THE STAITHE, BUNGAY, NR35 1BF** **PLEASE READ THIS DOCUMENT CAREFULLY PRIOR TO SIGNING.**

**Booking:** All applications for the hire of the building must be sent to either the Town Clerk or Assistant Town Clerk. The person named on the booking form shall be considered the Hirer. Where an organisation is named, the person signing hereby confirms that they do so with full authority of the organisation. The Hirer must be over 21 years of age. A provisional booking will not in itself form an agreement to hire – the Booking Form with relevant fee must be completed and returned to the Town Clerk's office before the event is considered to 'be booked'.

**Cancellation:** In the event of cancellation of a booking before the date of the event, the Hirer shall give reasons for cancelling. Repayment of the fee shall be at the discretion of Bungay Town Council.

**Occupation and use:** The hire of the building is for the specific agreed times shown on the booking form and does not entitle the Hirer to use or enter the premises at any other time (See [Special Conditions of Hiring during Covid-19](#)). The building shall only be used for lawful activities. The Town Council does not represent that the building is suitable for any particular purpose and the Hirer must satisfy themselves in this respect.

Please follow the general instructions for use of the building and the specific instructions relating to the kitchen and fire precautions/evacuation (see notices displayed in the building, [HELP KEEP THIS HALL COVID-19 SECURE](#)).

**Breakages or Damage:** Any damage to the building or equipment occurring during the hire period will be charged to the Hirer at replacement/repair cost plus VAT.

**Culpability:** The Town Council shall not be responsible for any loss of, or damage to, the Hirers or any third parties property arising out of the hiring, nor for any loss, damage, or injury which may be incurred by, or be done to or happen to, any person or persons using the building during the hiring, arising from any cause whatsoever or for any loss due to any breakdown of machinery, failure or supply of electricity, leakage of water, fire, government restriction or act of God which may cause the building to be temporarily closed or the hiring to be interrupted or cancelled. The Hirer shall indemnify the Town Council against any claim which may rise out of hiring or which may be made by any person using the building during the hiring in respect of any loss, damage or injury.

**Conduct and Good Order:** The Hirer shall ensure that good order is kept in the building during the hiring. The Hirer will also ensure that those attending the engagement maintain good order during arrival and departure from the building. At all times the Hirer will take reasonable care to ensure that the occupants of neighbouring properties are not inconvenienced by noise, obstruction by vehicles and the like.

**Entry:** The right of entry to the building is reserved to the Town Council and any other agent and any police officer at any time during the hiring.

**Right of refusal:** Bungay Town Council may refuse any application for the hire of the building without stating a reason. No organisation shall be deemed to have an undisputed right to an unbreakable series of bookings. In cases of doubt or difficulty, the Town Clerk shall refer the case to Council, whose decision shall be final.

**Keys:** Where the Hirer is supplied with keys, these are to be returned to the nominated address no later than 12 hours after the conclusion of the hire period. If keys are lost or damaged by the Hirer, a fixed charge of £25.00 will be made.

**Alcohol:** Alcoholic drinks may be served free, but NO sale of alcoholic drinks may be undertaken.

**Lift:** The lift is only to be used for moving equipment and providing disabled access to the first floor. Unaccompanied children are not to use the lift. Please follow the written instructions for the lift. Please note that the lift can be summoned by twisting the knob as opposed to turning the key. The lift MUST NOT be used in the event of a Fire.

**External staircase:** The external staircase at the side of the building is for emergency use only.

**Condition on vacation:** The hired area and any furniture and equipment used must be left in a clean and tidy condition. If this is not done, the Council reserve the right to levy an additional charge of £15.00 plus VAT per hour of hire. Basic cleaning materials and equipment can be found in the kitchen and should be returned to the kitchen following use. All furniture and equipment to be returned to its storage position after use (See Special Conditions of Hire during Covid-19).

Other than by prior agreements, users must not leave equipment or materials in the Riverside Centre between or following hire periods. Any equipment or materials left at the Riverside Centre in contravention of this condition will be disposed of without notice or compensation with any disposal costs being re-charged to the Hirer at cost plus VAT.

**The building and site/car park must be vacated by 10:00pm.**

**Invoice:** An invoice for the stated hire charge will be supplied prior to the hire date and must be paid by cheque, cash or online no later than seven days before the hire date.

**Social functions:** Where the Riverside Centre is hired for a social function, a deposit of £100.00 will be required. This must be paid by separate cheque when paying the hire charge and will be returned to the Hirer providing no claim arises from these terms of conditions.

**Cessation of activity:** The Town Council members reserves the right to put a stop to any entertainment or meeting not properly or reasonably conducted.

**No additions to the building:** No fixtures/fitments of any kind shall be driven into any part of the Building nor shall any placard or other articles be fixed hereto.

**Animals:** The Hirer shall ensure that no animals, except guide dogs, are brought into the premises.

**Signage:** The Council shall remove any sign, flag, emblem or other decoration displayed by the Hirer outside or inside the building if in the opinion of the Town Council it shall be unseemly or expose the building to an undue risk of fire or in the opinion of the Town Council is likely to lead to disturbance or a breach of the peace.

**Fire safety:** The building is fitted with a fire alarm and smoke detectors are fitted in all rooms (a 'heat' detector is fitted in the kitchen). Fire extinguishers are available and a fire blanket is located in the kitchen. In the event of a fire, please leave the building by the most suitable route and congregate in either the car park area or near to the bench on the grassed area, whichever is most suitable. Dial 999 in the usual way. The fire service will request your specific location, which is **The Riverside Centre, The Staithe, Bungay, Suffolk NR35 1BF.**

There are 2 fire exits from the main building – one on the ground floor and one on the first floor. The ground floor exit is through the main front door and the 2nd floor fire exit is through the door marked 'toilets' in the main function room (also marked with a 'green running man fire exit sign'). Do not use the lift in the event of a fire. Please be aware that this building is 'unmanned'. No exits may be blocked, chairs or other obstructions must not be placed in corridors or fire appliances removed or tampered with, and fire doors must not be propped open.

**Disabilities:** Groups or individuals booking these premises where potential attendees might suffer from mobility issues or other specific disabilities, should ensure that a Personal Emergency Evacuation Plan (PEEP) is in place, and risks have been appropriately assessed and means are in place to ensure safe evacuation in the event of a fire or other emergency.

**Heating:** Heating is provided by way of air heaters. These have been set in advance to achieve an ambient temperature of 21oC. Portable heaters (oil filled) may be used and it is the responsibility of the Hirer to ensure that these heaters are unplugged prior to vacating the building. Where heaters have been turned on to warm the room in advance of the arrival of the Hirer, it is once again the responsibility of the Hirer to ensure these heaters are unplugged prior to vacating the building. Convactor heaters must not be used under any circumstances.

**Health & Safety:** Smoking is NOT permitted in any part of the building at any time. The use of candles in the building and meeting rooms is limited to tea lights only with the express permission of Bungay Town Council and these must be placed in suitable non-combustible containers. No flammable material to be stored in the building at any time.

See [Special Conditions of Hire during Covid-19 SC12: Designated Safe area](#).

Fireworks are not allowed at The Riverside Centre functions.

**Hire Period:** The hire period is the time that the hirer commences and finishes using the Riverside Centre. It includes the time taken for setting up and clearing up.

**PLEASE NOTE THAT EMERGENCY CONTACT NUMBERS CAN BE FOUND ON THE RED A4 SHEETS, LOCATED NEAR TO THE ENTRANCE AND IN EACH OF THE ROOMS.**

**A FIRST AID KIT CAN BE FOUND IN THE KITCHEN CUPBOARD.**

I have read and understand Bungay Town Councils' Terms & Conditions of Hire. By signing the consent box below, I confirm that I have read and understand Bungay Town Councils' Privacy Notice and agree that the Council may process my personal information for providing information and corresponding with me.

I have the right to request, in writing, modification of my personal data of the information that Bungay Town Council keeps on record.

Signed: \_\_\_\_\_

Please Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Organisation: \_\_\_\_\_