

BRAMPTONPARISH COUNCIL

**COMMUNITY FACILITIES CHARGING RATES wef 1 APRIL 2011**

Rate	Description	Community Centre		Memorial Centre	
Rate 1	Regular bookings by recognised regular users (a minimum of 6 bookings per year)	£8.50	per hour	£11.50	per hour
Rate 2	Youth Groups			nil	per hour
Rate 3	Bookings for private parties, wedding receptions 50% discount for children's parties that end before 6pm	£20.00	first hour	£30.00	first hour
		£15.00	per hour thereafter	£25.00	per hour thereafter
				£30.00	per hr after midnight
Rate 4	Occasional bookings by regular recognised users	£8.50	per hour	£11.50	
Rate 5	Occasional bookings by Brampton based organisations, local charitable organisations	£12.50	per hour	£17.00	per hour
Rate 6	External Not-for-Profit Organisations e.g. Social Services	£16.75	per hour	£21.50	per hour
Rate 7	Commercial bookings	£30.00	per hour	£35.00	per hour
Rate 8 a)	Conferences, seminars <b>ALL DAY</b> – includes tea coffee for up to 30 (excludes lunch), flipchart, digital projector			£100.00	per hour
b)	Conferences, seminars <b>HALF DAY</b> – includes tea coffee for up to 30, flipchart, digital projector			£60.00	per occasion
c)	Conferences, seminars <b>COFFEE, TEA, BISCUITS</b> for over 30			£1.00	per occasion
	We can recommend outside caterers if you require <b>LUNCHES</b>				
d)	Digital projector			£10.00	per occasion
e)	Display boards			£5.00	per occasion
Rate 9	Rear Meeting Room (12 people max)	£5.00	per hour		

**FACILITY DETAIL**

Community Centre			Memorial Centre		
Main Hall	100 people	Dinner dance	Community Room	60 people	Dining
	150 people	Dining		120 people	Audience
	200	Audience		120 people	Informal/no furniture
	220	Disco (no furniture)	Bar	Serving alcohol can be arranged on request	
Rear Meeting Room	12 people	Meeting	Youth Room	60 people	Dining
				120 people	Audience
				120 people	Informal/no furniture
Furniture	Tables and Chairs are available for use		Furniture	Tables and Chairs are available	
Kitchen	Use of sinks, kettles, crockery and microwave		Kitchen	Use of sinks, kettles, urn, crockery, cutlery, microwave, domestic size cooker, dishwasher, toasters, fridge	
			Conference, seminar	Digital Projector, flipchart	
Toilets	Male, female, disabled		Toilets	Male, female, disabled	

**Bookings Clerk: Debbie Steel; 01480 384694, debbie.steel@ntlworld.com**

**BRAMPTON PARISH COUNCIL**  
**TERMS AND CONDITIONS OF HIRE**

	Hours available for hire vary according to the day and activities , please enquire whether the hours you are interested in are available before proceeding with the hire arrangements	
	<b>Conditions of Use</b>	
1	Applications for hire of the premises must be confirmed in writing on the booking form and returned to the Bookings Clerk. In the case of private bookings, a deposit of £250 is required, which must be sent with the booking form. Cheques to be made payable to Brampton Parish Council. The deposit cheque will be returned after the event, providing there are no monies due under Hirer's Responsibilities, item 3.	
2	The hirer may cancel a booking upon giving one months notice in writing, in which case 50% of the deposit is returnable. For cancellations with less than one months notice, the deposit is non-returnable. The Parish Council reserves the right by notice to the hirer to cancel the hiring at any time for reasons outside the control of the Council. In the event of this any deposit will be returned within seven days, but the Council shall not be under any liability to the hirer for any loss or damage they may sustain arising out of such cancellation.	
3	The hirer shall not use the facilities for any other use other than specified on the booking agreement without the consent of the Parish Council.	
4	The Parish Council reserves the right to refuse an application for hire.	
5	Car parking available*	<b>* Memorial Centre only</b>
	<b>Licences</b>	
1	The conditions attached to the premises licence shall be duly observed. A copy of such licence may be seen on application and the hirer shall be deemed to have had notice of all such conditions. A copy is displayed in the Centre.	
2	The hirer shall comply with the conditions of the licence granted by the Performing Right Society Ltd. The hirer shall not use the premises for a performance for which copyright subsists without consent of the owner of that copyright or in any manner infringe any existing copyright.	
3	The premises are not to be used for purposes of gaming or games of chance of any description.	
4	A bar may be arranged if required. Please note that if a bar is requested, no alcohol or drinks of any kind must be brought into the Centre. The hirer and guests must use the bar only. The only exception is wine at tables, for which a corkage charge is payable.*	<b>* Memorial Centre only</b>
	<b>Hirer's Responsibilities</b>	
1	Electrical equipment must not be brought into the premises unless the arrangement has been approved in advance between the hirer and the bookings clerk. Any faulty equipment may trip out the electrics, in which case, any call out and repair costs may be payable to the Council.	
2	No nail or fastening of any kind shall be put into any wall, partition, fittings or furniture. If you have decorations you wish to bring, arrangements for fixing these <b>must</b> be agreed with the Bookings Clerk at the time of booking.	
3	The hirer shall repay to Brampton Parish Council on demand the cost of reinstating or replacing or repairing any part or parts of the premises, including any of the furniture and fittings, which may be damaged, destroyed, stolen or removed as a result of the negligence of the hirer or his invitees, servants or agents during the period of hire.	
4	The hirer shall indemnify the Parish Council against all claims, demands actions or proceedings in respect of any loss, damage or injury caused by or to any persons which occur while such person is in or upon any part of the premises or in respect of loss or damage suffered or sustained by any person by reason of use of the premises by the hirer.	

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5	The hirer shall arrange insurance to cover the terms of the indemnity set out in clauses 3 and 4 above and produce for inspection written confirmation from the insurance company or broker concerned. For infrequent or one-off bookings, insurance may be arranged through the Parish Council's insurance company – please check with the Bookings Clerk at the time of booking. Please note; additional insurance cover is required in the case of the use of a <b>Bouncy Castle</b> ** – please check with the Bookings Clerk	<b>** Youth Room, Memorial Centre and Community Centre only</b>
6	It is the duty of the hirer to carry out a risk assessment of the hirer's activities and to ensure the public is informed of the emergency evacuation procedures at the beginning of the event. No children under the age of 14 are permitted access to the kitchen***	<b>*** Memorial Centre</b>
7	There is no car park at the Centre and cars parked in the road must not obstruct the gateways of neighbouring properties.*	<b>* Community Centre only</b>
8	Premises must be cleared and vacated in accordance with the times on the premises licence and booking times. Premises must be left in a clean and tidy condition. The Parish Council will not undertake safe custody of property left on the premises. If the premises are left in a dirty and untidy state, extra cleaning costs incurred will be recoverable from the hirer. No perishable items are to be left in the fridge.***	<b>*** Memorial Centre</b>
9	In view of the proximity of residential properties the hirer is expected to exercise discretion and consideration for others when entering and leaving the premises.*	<b>* particularly Community Centre</b>
10	Children, Young People and Vulnerable Adults Protection Policy; Brampton Parish Council has a policy that outlines practices to promote the safety of these groups or individuals using the council's facilities. The policy will be enclosed with the paperwork for these groups/individuals.	
	<b>Fire Procedures</b>	
1	Fire notices are displayed with information on what to do should a fire occur. The Centre is subjected to regular inspections, when all equipment, fire exits and emergency lighting are checked.	
2	If an extinguisher is let off accidentally during the course of a letting the caretaker should be informed.	
3	Every group using the Centre is responsible for nominating fire stewards for each occasion that they are in the building. The stewards will be responsible for ensuring the safe evacuation of the building via the fire exits should an emergency arise.	
4	In the event of a fire everybody in the building should leave by the nearest fire exit and assemble at the designated point (see below). There must be no stopping to collect personal belongings and at the earliest/safest opportunity the Fire Service should be called. Stewards should ensure the safe evacuation of the building. The portable steps to the stage are to be removed by the stewards to prevent any restriction to the exit route.* Assembly points:	<b>* Community Centre only</b>
	Community Centre	London House Signs, 28 High Street (left along the footpath as you leave the building)
	Memorial Centre	Car Park, Memorial Playing Fields
5	No one should re-enter the building without the permission of the caretaker or person in charge of the group. If members of the police or fire service are present permission to re-enter must be sought from the fire or police officer in charge.	
	<b>First Aid, Accident and Incident Reporting</b>	
1	A first aid kit is located in the kitchen.	
2	It is the responsibility of the Caretaker to keep the First Aid Kit suitably stocked and hirers should not add unauthorised items to the First Aid Kit as only certain items are permitted under Health and Safety Regulations.	
3	In the event of an Accident and/or Incident, the appropriate form/s must be completed. Clear instructions are held in the reporting manual at the First Aid point.	

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	<p><b>Private hirers will be billed to enable payment to be made 10 days in advance of the hire date.</b></p>	
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**Regular users will be billed as agreed with the Bookings Clerk.**

**ALL CATEGORIES OF HIRER MUST COMPLY WITH THE CONDITIONS OF HIRE**

# BRAMPTONPARISH COUNCIL

## **BOOKING FORM**

It is the hirer's responsibility to read the Terms and Conditions prior to completing this booking form

For office use only	
Booking Ref:	

<b>Name:</b>				
<b>Address:</b>				
<b>Tel No:</b>				
<b>Organisation: (if applicable)</b>				
<b>Activity/Nature of Function:</b>			<b>Approx. no. of guests</b>	
<b>Booking Date/Dates:</b>				
<b>Times:</b>	From:		To:	
<b>Building, please ✓</b>	<b>Community Centre</b>		<b>Memorial Centre</b>	
<b>Facilities required ✓</b>	Main Hall		Community Room	
	Meeting Room		Bar	
	Kitchen		Youth Room	
			Kitchen	
			Conference <b>ALL DAY</b>	
			Conference <b>HALF DAY</b>	
			Tea, Coffee, Biscuits – <b>no. of people</b>	
			Digital Projector	
			Flip Chart	
			Display Boards	
<b>Activity Insurance</b>	I confirm we have insurance		I confirm we have insurance	
	Please arrange insurance		Please arrange insurance	
<b>Notes/Special requirements</b> e.g set up of tables/chairs	Dining		Audience	
	Party (informal)		Other (please provide detail)	
<b>Account address:</b> (if different from above)				

I am over 21 and I accept responsibility for ensuring the conditions of let are adhered to:

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

Please return completed form to:  
 Mrs Debbie Steel, Bookings Clerk  
 21 Riddiford Crescent, Brampton, Huntingdon, PE28 4YH  
 Tel: 01480 384694

# BRAMPTONPARISH COUNCIL

## **Children, Young People and Vulnerable Adults Protection Policy**

I have read and understood the above policy and I agree to:

- Help to promote a safe environment
- Agree to abide by the requirements set out in page 2 of the policy
- Agree to abide by the Code of Conduct set out in page 4 of the policy

Signed:

Date

Name of Group

Details of National  
Governing Body

CRB check  
supplied

Yes

No

CRB verified by

Name

Signature