

Conditions of Hire 2017

Meadows Community Centre

1 St Catharine's Road, Cambridge CB4 3XJ
Tel: 01223 508140 email: meadows@cambridge.gov.uk
www.cambridge.gov.uk



1. HIRE ADMINISTRATION

Booking Forms

All applications for the hire and the use of the community facilities must be made with the Centre Administrator and a booking form completed.

The Centre Manager will make the final decision on bookings and the appropriate hire charge rate.

Hire Charges

Hire charges may be increased with 28 days' notice. This usually happens with effect from 1st April each year. Hirers will be invoiced monthly in arrears, except for one off business / social bookings which will be payable in advance. Charges are made per hour from the time access is required to set up to the time the area is cleared after use in accordance with the following rates unless an inclusive charge applies:

- Business & Social Rate (1) – where an income or profit is generated or hire is by a private company or for a social event
- Class Rate (2) – for classes where limited profit is generated and hire is not a business
- City & Organisation Rate (3) – where the activity is for people wider than the local area or hire is by public, voluntary, or similar organisation
- Local Community Rate (4) – where residents of Arbury and King's Hedges wards provide services or activities for the residents within their area

Hirers Liability Insurance

All hirers must have insurance to cover their activity for up to £5million. An hourly charge for Hirer's Liability Insurance will be added to invoices to cover this, unless a current, adequate certificate is sent in with the booking form. This service is not available for commercial hirers and some groups that should be required to have their own insurance via affiliated bodies.

Block Bookings: Regular Users

Enquiries for regular use of the premises can be made – this can either be for frequencies between daily and monthly use. Block bookings will be reviewed annually to ensure that the use is in line with the City Council's priorities for the local area.

Booking Times

The times approved for access and vacation of spaces hired must be strictly adhered to. Allow sufficient time for setting up and cleaning after the session. Changes to approved hours must be made with the Centre Administrator.

Cancellation

Charges will be made for the full cost of the booking unless 14 days' notice of cancellation, **in writing**, is given to the Centre Administrator. For cancellation of a block booking 28 days' notice must be given **in writing** to the Centre Administrator. Exceptional circumstances can be discussed with the Centre Manager.

Occasionally we may cancel a booking for a specific event or to undertake maintenance work. We will try to give 14 days' written notice and accommodate bookings in a different room or centre wherever possible.

The Centre Manager reserves the right to cancel bookings without notice if health and safety issues arise.

Contact Person

Inform the Centre Administrator of any changes to the contact person for bookings. Please pass on the conditions of hire and booking arrangements to those who will be on site.

2. HEALTH AND SAFETY

Particular attention is drawn to the need to observe safety regulations:

- Read the safety notices around the centre
- Do not block or lock any fire exits
- Know the evacuation procedures
- Know the location of fire appliances and exits

Fire drills will be undertaken from time to time and the building must be evacuated whenever the alarm sounds. New groups will be given an induction to the building but these can be requested at any time.

People with Disabilities

Use the special requirements section of the booking form to let us know of anyone attending the activity that may need assistance in the event of an evacuation, or has any other particular needs.

First Aid

First aid and body fluid cleaning kits are available on site. Please ask a member of staff for assistance. No charge is made for this service.

Accidents

All accidents must be reported to the staff on duty immediately and an accident form must be completed.

Smoking

The centre is a non-smoking building and site. Smoking is not permitted at the access points to the centre or in the garden area. This also applies to vapour and e-cigarettes.

Electrical Appliances

All electrical appliances on site are checked annually. If hirers wish to use their own equipment please contact the centre Administrator. The centre reserves the right to refuse the use of non-centre equipment if deemed to be unsafe.

3. USE OF THE PREMISES

Room Use / Equipment

Furniture, equipment and layout requirements must be arranged with the Centre Administrator. Rooms, furniture and equipment used must be taken care of and left clean, tidy and in a suitable state for the next group to use. The Centre Manager reserves the right to charge a group for cleaning and caretaking services where rooms are left in a state that requires the service.

Storage

There are limited storage facilities on site which will be allocated by the Centre Manager. Cambridge City Council cannot be held responsible for any loss or damage to equipment left on the premises. This will be at the hirer's own risk.

Damage

Any damage discovered or caused by your group must be reported to the staff on duty immediately. Groups may be charged for repair or replacement.

Notice Boards

To ensure the suitability of material displayed at the centre, please give all posters or advertising material to the Centre Administrator who will display in appropriate locations.

Car Parking

Please leave the car park quietly as the centre is situated in a residential area and adhere to the speed limits. Users of the car park do so at their own risk and it is advisable not to leave possessions on view.

Responsibility

The person hiring the premises or grounds will be held responsible for any damage or accidents occurring during the occupation of the premises. Hirers must make any necessary arrangements regarding insurance and licences to cover their activities and meetings.

Temporary Events Notice

For events where music is played, either live or a disco, a Temporary Events Notice (TEN) must be obtained from South Cambridgeshire District Council, at least 10 days before the event and a copy given to the Centre Administrator. All music must stop by 11pm and the centre vacated by 11:30pm. For more information and an online application go to: <https://www.scambs.gov.uk/content/temporary-event-notice>

Alcohol

Alcohol is only permitted on the premises if the arrangement has been discussed with the Centre Manager in advance and the appropriate arrangements are in place.

Licensed Bars

The hirer is responsible for obtaining a bar. Proof of licence must be sent to the Centre Administrator at least 7 days prior to the event and displayed during the event. Bar facilities must close by 11.00pm and at least half an hour before the end of the booking. Failure to provide a copy of the licence will result in the bar being refused.

Complaints and Compliments

Customer feedback is highly valued to help us provide the best possible services. Please

send comments regarding the use of the building and the facilities to the Centre Manager. We would like to know what improvements can be made if standards are lower than expected and if any aspects of the service are particularly high or valuable.

Rights

Cambridge City Council reserves the right to:

- refuse any booking
- end the booking without notice, and without incurring any liability to the hirer, in the event of the hirer breaching any of the conditions of hire
- end the booking at any time by giving not less than 14 days' notice to the hirer. If the City Council ends the let pursuant to this provision it will refund any hire charge already paid in respect of any period following the end of the booking.

Local residents have the right to contact the centre if the noise level is unreasonably high and the organiser should reduce the noise level if requested to do so by council staff .

4. SAFEGUARDING CHILDREN AND ADULTS AT RISK

Safeguarding is everyone's responsibility. Cambridge City Council is committed to safeguarding and promoting the welfare of children, young people and adults. We take our responsibilities seriously and expect all people using our centre to share this commitment.

Bookings that are for activities for children or adults at risk will require an assessment to ensure the hirer has fully considered their safeguarding responsibilities and implemented appropriate policies and procedures. This could include:

- having a safeguarding and lone working policy and risk assessments
- implementing and monitoring safeguarding procedures
- undertaking DBS checks
- ensuring staff and volunteers have safeguarding training and are well supervised

5. EQUAL AND DIVERSITY

Cambridge City Council believes in the dignity of all people and their right to respect and equality of opportunity. We value the strength that comes with difference and the positive contribution that diversity brings to our city. We aim to eliminate prejudice and discrimination, and to promote good relations between different groups enabling our services, buildings and information to be fully accessible, recognising that certain individuals and groups of people can experience significant disadvantage in society, including

- Black and Minority Ethnic communities
- Women (including pregnant women and nursing mothers)
- Disabled people
- Lesbian, gay, bisexual and transgendered people
- Older people, children and young people
- Religious and belief groups

We expect our staff to be treated with the same respect and dignity that we offer our customers.