

The Clay Farm Centre

Hobson's Square,
Trumpington,
Cambridge CB2 9FN
email: clayfarmcentre@cambridge.gov.uk

Conditions of Hire 2023 - 2024

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. Regular hirers will be invoiced monthly in arrears, one off business / social bookings 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:

- **Band A - Commercial and private enterprise** – Examples include corporate events, dinners and conferences
- **Band B - Cultural and events** – Examples include concerts, gigs, cultural events and other 'for-profit' activity.
- **Band C - Organisations**, includes statutory organisations such as local authorities, government organisations, NGOs, churches, charities and NHS. Classes, includes for example yoga, dance, sports and other small local businesses
- **Band D - Local community/community events** - For events aimed at the local community and open to all in the community. Does not include private parties/events. Please see separate 'Private Party' rates.

Hirers Liability Insurance

All hirers must have insurance to cover their activity for up to £10million, or as discussed with the administrator/manager. 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 for the booking.

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

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.

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, fire exits 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

There are limited disabled parking spaces in the staff car park, please advise the Centre Administrator if access to a disabled space is required. The car park is restricted to medical centre only. There is no public car park; there are a number of time restricted spaces on Hobson Square, accessible via Addenbrooke's Road. No responsibility is taken by the Centre for vehicles parked on the site.

Responsibility

The person hiring the premises 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 ticketed events where music is played (either live or a disco) or where alcohol is sold, a Temporary Events Notice (TEN) must be obtained from Cambridge City Council, at least 10 days before the event and a copy given to the Centre Administrator. [Apply for a Temporary Events Notice](#)

Amplified Music

All music must stop by 11pm and the Centre vacated by 11:30pm (Sunday – Saturday).

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.

Bouncy Castles

For bouncy castles use, please see our separate conditions under Appendix 1.

Private Parties for 14 – 24 year olds

The Centre does not accept bookings for private parties for groups of 14 – 24 years olds.

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 centres 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.

PRIVACY NOTICE

The Council's Community Centres collect personal data for the following activities:

1. To respond to enquiries to hire the community facilities
2. To process bookings to hire the community facilities
3. To process payments for the hire of the facilities
4. For centre use monitoring
5. To provide hirers information about the community centre

We collect names, addresses, email addresses, telephone numbers (mobile, landline and work numbers) and photographs (relating to community events and publicity) via online, phone, face to face, or other written interactions.

We process your data with a view to entering into a contract with you as individuals, or the organisations you represent, for the hire and use of our community facilities.

Information on your rights is available at cambridge.gov.uk (search for 'Privacy Notice').

We will not share your personal data with external agencies or individuals unless you have given us permission to do so on the application form for the purpose of enquiries about your activities.

However, we may process the information you provide to prevent and detect fraud in any of our systems and may supply information to government agencies, law enforcement agencies, internal audit, regulators or other external bodies for such purposes.

We do not routinely process any information about you outside the European Economic Area (EEA), except in rare cases, where we use all appropriate safeguards.

We will retain your information in accordance with the Council's retention policy. Bookings will be for 6 years plus the current year. We will review our mailing lists annually but you can contact us at any time if you no longer want to receive centre updates. We will delete enquiry information which does not result in a booking within one month.

If you have a query regarding your rights please contact the Data Protection Officer who can be contacted by emailing infogov@3csharedservices.org or you can write to the Council and mark your letter for the attention of the Data Protection Officer, or call on 01223 457000. You have the right to lodge a complaint with the Information Commissioner's Office (ICO).

Appendix 1

THE CLAY FARM CENTRE

BOUNCY CASTLE

TERMS AND CONDITIONS

1. A responsible person over 18 years of age must always supervise each inflatable.
2. Any soft play and/or other equipment hired must also be supervised by a responsible adult.
3. Once set up the equipment must not be moved or re-positioned.
4. Where bouncy castle equipment is top heavy, it must be weighted down appropriately. The unit should be checked periodically whilst in use to ensure weights have not moved out of position, (each half hour as a guide) so the unit remains stable.
5. All inflatable equipment must have a Valid inspection record (annual). Pertex A inflatable play accreditation (PIPA), or an ADIPs (declaration of compliance) Each item of equipment should have a unique tag number which can be checked online.
6. No food or drinks are to be consumed on the inflatable (to avoid choking and mess).
7. All shoes, badges and jewellery (e.g. large earrings, necklaces, etc.) must be removed to avoid damage to the equipment and injury to other users. It is recommended that spectacles and plastic Alice bands are also removed. Adults must remove high-heeled shoes before stepping on mats.
8. Ensure that the equipment is not overcrowded and limit the numbers depending on the age and size of children using it according to the recommendations printed on the equipment (on or near the front step of most inflatables).
9. Do not allow children to take any hard or sharp objects onto the equipment, or anything large enough to block exits/entrances.
10. Do not allow children to take balloons onto the equipment (burst balloons and strings can be a choking hazard).
11. No water or other liquid to be poured or sprayed onto the equipment (other than a reasonable amount for cleaning purposes) as it causes the surface of inflatables to become slippery.
12. Consider the weather forecast in advance of the event. Inflatables must not be used in wind or wind gusts in excess of 24mph. Inflatables must not be used in heavy rain. Equipment must not be used in Thunder Storms.
13. No smoking, barbecues, glass or animals on or near the equipment.
14. Reckless or boisterous behaviour must not be allowed.
15. Avoid large children and small children from using the equipment at the same time.
16. Climbing, hanging, or sitting on the walls is dangerous and must not be allowed.
17. Children must use slides one at a time and must not climb on the sides of the slide.
18. Slides should be used in a sitting position, feet first – do not allow jumping from the top of the slide.
19. Safety mats must be positioned at the bottom of the slide.
20. Ensure that mats supplied with the equipment remain where they were positioned during installation.
21. Do not allow anyone to bounce on the step/front apron of the inflatable(s). The step is there to help users get on and off.
22. No-one with a history of back or neck problems should be allowed on the inflatable(s).
23. Do not allow users on the inflatable(s) during inflation or deflation.
24. If the inflatable(s) are not being used for any part of the day, please switch the blower(s) off at the mains. **IMPORTANT:** do not daisy chain any extension leads as this can lead to fire due to overloading of the unit. If more than one blower is being run from a single extension lead you must unplug all but one blower before switching back on, plug the remaining blowers in one at a time only when each inflatable or part is fully inflated.
25. Ensure that the vent on the side of the blower is always kept clear.

26. Should a blower overheat or lose power, immediately remove children from the inflatable and switch the blower off at the mains. It should restart when switched back on again 1 or 2 minutes later. If it does not please inform your hire company.
27. You must call the hire company upon any equipment failure.
28. The Clay Farm Centre staff & management are authorised to stop use of equipment if any of the above are breached and no refund of room hire will be given in this circumstance.

I am signing to say I agree to the conditions above:

Sign: _____

Print Name: _____

Date __ / __ / ____