

# The Clay Farm Centre

Hobson's Square,  
Trumpington,  
Cambridge CB2 9FN  
email: [clayfarmcentre@cambridge.gov.uk](mailto:clayfarmcentre@cambridge.gov.uk)

## Conditions of Hire 2020 - 21

### 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 1<sup>st</sup> 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 A1 - Commercial – For bookings made by for profit organisations not meeting the criteria in the lower bands.
- Band A1- Classes – For classes that charge participants for the purposes of making profit.
- Band B – Organisations & Citywide -- Citywide – this rate is for all organisations and activities where the majority of their members live outside the Trumpington area and for private party bookings for non-Trumpington residents. Organisations – Examples include statutory organisations such as City Council, Churches, Charities, and NHS.
- Band C - Local Community Use– For local not-for-profit community groups where the majority (50% or more) of their members live inside the Trumpington area.

#### Hirers Liability Insurance

All hirers must have insurance to cover their activity for up to £10million. 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 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 events where music is played, either live or a disco, 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. All music must stop by 11pm and the Centre vacated by 11:30pm (Sunday – Thursday) All music must stop by 11:30 and the Centre vacated by 12:00 midnight (Friday & Saturday) For more information and an online application go to:

[Apply for a Temporary Events 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.

## **Bouncy Castles**

The use of bouncy castles must be agreed in advance and a copy of the hire company's public liability certificate sent to the Centre Administrator prior to the event.

## **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](http://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](mailto: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)