



Terms & Conditions of Hire of Great Barr Community Hub

Bookings

1. All bookings for room hire must be made on the Great Barr Community Hub booking form.
2. Bookings can only be accepted, refused or cancelled with the authority of the management committee chairperson or other nominated committee members.

Payment

1. Payment for bookings will be invoiced from the group treasurer monthly and payable within 14 days of the invoice date.
2. Payment details are explained on invoices. The preferred form of payment is either BAC's or cheque made payable to '20th Walsall Scout Group'.

Cancellation

1. Cancellation of a booking on an occasional basis requires at a least a week's notification to the Hub chairperson or management representative, to avoid incurring rental charges.
2. Termination of hire agreement by the hirer requires one months' notice, otherwise a fee of 50% of the rental will be charged. Cancellations must be made in writing to the chairperson, when a finish date will be agreed.
3. Cancellation by Great Barr Community Hub. The Management Committee reserves the right to refuse or cancel any booking for any reason whatsoever without being bound to give a reason for doing so. The Management Committee will not as a result of the exercise of this right incur any liability for breach of contract or otherwise or be held liable for any expenses incurred by the hirer either directly or indirectly for such refusal, termination or cancellation.

Fees

1. The fees are available on application. Fees vary depending on peak or non-peak times, the room required and what type of group is hiring the Great Barr Community Hub.
2. A refundable deposit of £50 is required to cover keys and administration costs. This must be paid at the time of signing the booking form. The deposit will be repaid on receipt of Hub keys and once the management committee or its representative is satisfied that the conditions of hire have been met.
3. A 'call out' fee of £25 will be issued in the event of team members called out to deal with issues arising from misuse or security concerns.

Condition of the Hub and damage

1. The hirer agrees to leave the facilities hired in the same condition as they were at the start of the hire.
2. All rubbish from the class or group is put into sealed bin bags and placed in the large outside bin.
3. Any damage must be reported to a member of the management committee on duty.
4. The hirer shall indemnify Great Barr Community Hub on demand for the cost of repairing or making good any loss or damage arising out of or incidental to the hire, fair wear and tear accepted.

Indemnity in respect of third parties

1. The hirer shall indemnify Great Barr Community Hub from and against any claim of damages, cost or expenses which may be made against Great Barr Community Hub. This is in respect of any personal injury or loss of or damage to property sustained by any person, occurring during or in consequence of the hiring the Hub.
2. This is including the car park of the Great Barr Community Hub.

Agreed by: Great Barr Community Hub Management Committee



3. A copy of public liability insurance is required at the time of booking the Hub.

Responsibility of hirer

1. The hirer shall observe all instructions issued by Great Barr Community Hub Management Committee or its representative. Hirers are responsible for setting up and taking down the chairs and tables and any other equipment within the time agreed on the booking form. However, if for any reason of infirmity or disability, you require help, please advise us and we will endeavour to make other arrangements.
2. The Hirer shall not use the premises for any purpose other than that permitted under the booking form hire agreement. The Hirer will not, without obtaining the prior consent of the chairperson or Management Committee representative, use or enter the premises at any time other than those permitted under the agreement.
3. The Hirer shall not assign the benefit of the Hiring Agreement. The Hirer shall not share the use of the premises with any other person or organization other than a member or invitee of the Hirer permitted to use the premises under the booking form hiring agreement.
4. The Hirer shall not use the premises or allow the premises to be used for any unlawful purposes or in any unlawful way, nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.
5. The Hirer shall ensure that only people authorised by them are admitted to the building during their period of hire and they must further ensure that they are restricted to the area of the building hired.
6. The hirer shall ensure that when allowing access to the building they use the door service and request the caller to identify themselves unless visual contact is made.
7. The Hirer is responsible for the health & safety of the people and equipment within the building during the period of the hire agreement.
8. The Hirer will inform the Hub management of any incidents or accidents which resulted in the use of Hub first aid equipment and or the intervention of the emergencies services.

Access.

1. There is no caretaker employed by the Great Barr Community Hub and therefore access to the facilities will be organised directly with the person responsible for the booking.
2. Where a repeat long term booking is made the person named on the booking form will be issued with a set of keys and given instruction on the security procedure. This will allow them to open and close the Great Barr Community Hub at the start and finish of their booked times. Keys are the responsibility of the named person.
3. Hirers are expected to honour the times booked and not exceed them, this is monitored via CCTV and charged accordingly.
4. Where keys and fobs are issued they are initially issued at a cost of £50. If these are lost or stolen a charge will be made for replacing the items. Loss or theft should be reported to the Great Barr Community Hub Chairperson immediately in order that the necessary precautions can be taken to ensure non authorised personnel do not have access to the facilities.
5. It is the responsibility of the hirer to ensure they follow the correct procedure for opening and closing the hub. In the event that the alarm system is made active and the alarm company, Securitec Ltd., have to send an engineer to reset the system the hirer will be charged for any call out fee.
6. The named person on the booking form is responsible for security. Any misuse or abuse of the facilities and the access granted will be viewed as negligence by the Management Committee and may cause the Management Committee to consider the cancellation of the booking.

Agreed by: Great Barr Community Hub Management Committee



7. Keys should not be passed onto other members of a class or group without consent from the Chairperson or Hub management committee representative.

Parking at the Community Hub

1. Car parking at the Hub is restricted due to the lack of space. Once the car park is at capacity there are alternative 'pay to park' facilities at the Holiday Inn Hotel opposite Vicarage Rise off Chapel Lane.
2. The Hub Management Committee requests that vehicular traffic in Vicarage Rise is kept to a minimum to maintain the safety of our users and respect our neighbours.
3. Clients parking at the Hub do so at their own risk and the Great Barr Hub Management Committee does not accept any responsibility for loss, damage or theft to vehicles or their contents.

Sale of Alcoholic Beverages

1. The sale of alcohol is strictly forbidden in the terms of the lease of the land on which the Great Barr Community Hub is situated. The landlord is Lichfield Diocese.

However the Management Committee are prepared to accept the consumption of alcohol on the premises under the following conditions:

1. The named hirer of the Hub is totally responsible for the actions of those invited to their function or meeting.
2. The function is a private function and members of the general public are not allowed entry to the function.
3. There is no attempt to sell alcohol in any way in or near to the Hub. Near meaning within the perimeter of the Hub grounds or in Vicarage Rise or the streets/gardens/public footpaths surrounding the perimeter.
4. The hirer will remove from the Hub all beer cans, bottles and any other containers used for alcohol at the end of their function.

Smoking in the Hub

1. By law smoking is not allowed in any part of Great Barr Community Hub and action will be taken against people breaking this condition.
2. This includes; E-cigarettes and Vaping.

The Great Barr Community Hub Management Committee is the final arbiter of any of the booking terms & conditions and their decision in these matters is final.