

## BREDHURST PARISH COUNCIL

### 'Blacksmiths'



### Bredhurst Community Barn, Blacksmith Court, Bredhurst ME7 3JU

#### **Terms & Conditions of Hire**

Adopted: December 2019

Reviewed: May 2024

#### **Categories of Hire and Charges**

1. Bredhurst Parish Council manages Blacksmiths Community Barn. All hire applications to be made to the Parish Clerk – [clerk@bredhurstpc.org.uk](mailto:clerk@bredhurstpc.org.uk)
2. The Barn is available to hire to:
  1. Residents
  2. People with an association to Bredhurst (work in the village, children at the school, belong to a Bredhurst club, charity, or St Peter's Church)
  3. People holding a 'public community focused event' (activity to help bring residents/non-residents together)
  4. Local authorities
  5. Corporate hire
  6. Hirers with no association to Bredhurst
  7. Other categories at the discretion of BPC
3. **The hire charge is £15.00 per hour for categories 1, 2 and 3 above; and £20.00 per hour for categories 4, 5, 6 and 7.**
4. Occasional hirers to pay the full hire fee at time of booking. Should the booking be cancelled, BPC will refund 70% of the hire fee and retain 30% for administration costs.
5. Regular hirers (bookings of at least once a week) to agree payment intervals with BPC.
6. Payments must be paid by BACS or cheque.
7. At BPC's discretion, a £100 deposit is payable for some events. This is refundable after the hire providing The Barn is left in a clean condition and no damage has occurred.
8. If the above payments are not made by the time stipulated, the booking will be cancelled.
9. The hirer is responsible for and agrees to pay the cost of any extra cleaning required or damage to The Barn, its contents, the car park, or neighbouring properties caused by those attending the event for which The Barn has been booked.

#### **Before the Hire Period**

10. To comply with Fire Regulations, hirers must inform the Parish Clerk of the approximate number of people expected to attend the function/activity and the council may require numbers to be reduced if they exceed the recommended capacity.
11. Bredhurst Parish Council is insured against claims arising out of its own negligence. If the hirer considers it necessary, he/she should arrange insurance for third party claims made against him/her and insurance for any personal loss, damage, or injury.
12. Please inform the Parish Clerk if you wish to use the fridge. It will be switched on 24hrs before the hire period.
13. The Parish Clerk will provide you with the codes for the key safe, alarm and Wi-Fi.

## During the Hire Period

14. During the hire period the hirer is responsible for all persons present at the function, including:
  - a. Health and safety
  - b. Supervision in the event of fire or emergency
  - c. Supervision of young people, ensuring sufficient adults over the age of 21 are present
  - d. Prevention of nuisance to neighbours and excessive noise
  - e. Safeguarding of children and vulnerable adults
15. The hirer is responsible for communicating the Barn's Health & Safety procedures (displayed in the Barn) to those attending the function/activity and for ensuring compliance with it.
16. The Barn is protected by a smoke alarm. Hirers must ensure fire exits are not blocked.
17. Amplified music is not permitted within The Barn or outside areas.
18. Smoking is not permitted within the building.
19. Fireworks are strictly prohibited anywhere within The Barn or outside areas.
20. The Hive heating thermostat is remotely controlled by the Clerk. Hirers may override the setting by turning the dial to the required setting. Hirers must re-set the dial to 15 degrees at the end of the hire period.
21. For hot water, turn on the wall switch marked 'Hot Water' in the kitchen. Please turn off after use.
22. The TV remote control and HDMI lead are stored in the kitchen cupboard next to the sink.
23. The electric external sun canopy is operated by a remote control located on the wall to the right-hand side of the patio doors.
24. Nothing must be attached to walls or windows (no Sellotape, blue tac, drawing pins etc).
25. When in the open position, the patio doors must be secured in place with the concrete door weights.
26. The car park is not available for separate hire. The exclusive use of the car park is not guaranteed. The car park is not to be used for any purpose other than the parking of vehicles unless an alternative use has been pre-agreed by Bredhurst Parish Council.
27. **Vehicles must not be parked anywhere else within Blacksmith Court (outside houses/or on the road). Failure to comply with this may result in the loss of all or part of your deposit.**

## End of the Hire Period

28. At the end of the hire period, the hirer will be responsible for securing the premises and returning the key to the key safe. The Barn may be inspected by the Parish Clerk or other Parish Council representatives.
29. The hirer must report any damage immediately to the Parish Clerk.
30. **The hirer is responsible for ensuring the premises are vacated promptly by the end of the hire period, and for ensuring The Barn and its contents are left in a clean and orderly state:**
  - a. Tables must be replaced in their storage positions as per instructions in storeroom
  - b. Chairs must be replaced in their storage positions as per instructions in storeroom
  - c. Floors must be swept or vacuumed and left clean
  - d. All areas, including the kitchen and toilet, must be left clean and tidy
  - e. Ensure the fridge is left empty and clean
  - f. All rubbish must be removed from the premises
  - g. The car park must be left tidy and free of litter including cigarette ends
  - h. The hot water switch on the kitchen wall must be switched off
  - i. The Hive heating control to be set at 15 degrees
  - j. The electric sun canopy must be closed at the end of the hire period
  - k. All doors and windows must be closed and locked – please ensure BOTH patio doors are fully locked
  - l. Window blinds must be left in the closed position
  - m. All lights must be turned off
  - n. Alarm to be set
  - o. **Please leave The Barn quietly and with due consideration for our neighbours. Any complaints received by neighbours may result in future booking being cancelled and monies paid will be non-refundable.**