

CONDITIONS OF HIRE COMMUNITY CENTRES, PAVILIONS & BALLYCLARE TOWNHALL

1. **PURPOSE** The Hirer may use no part of the premises for any purpose other than requested.
2. **PAYMENT AND APPLICATION FORM** **All bookings under £100 must be paid for in advance** and payment can be made over the telephone by using a debit or credit card, by sending in a cheque or by paying cash at Mossley Mill Reception. Bookings over £100 may be invoiced but this will be at the Council's discretion.

Casual Bookings
All bookings are provisional until payment is made and the hirer receives a confirmation letter which the Council deems to be a hire agreement.

Multiple/Block Bookings
All persons(s) hiring the facility will be required to check and sign an Application Form and return this with payment, at least 2 clear working days, before the date of the booking. Again all bookings are provisional until payment is made and the hirer receives a confirmation letter which the Council deems to be a hire agreement.
3. **SMOKING** Smoking in all Council premises is prohibited. Under the Smoking (Northern Ireland) Order 2006 it is against the law to smoke in enclosed and substantially enclosed public places.
4. **ALCOHOL** Alcohol may not be sold without the prior written consent of the Council and the necessary Licence having been obtained from the Courts and lodged with the Council **at least 3 clear working days before the date of hire.** Alcohol may not be consumed without the prior written consent of the Council.
5. **INFLATABLE EQUIPMENT** If inflatable equipment such as a bouncy castle is to be used by the hirer, Public Liability Insurance for £5million must be submitted to the Council, along with the application form, **at least 2 clear working days before the date of hire.** It is the responsibility of the hirer to fax confirmation of Public Liability Insurance to the Council on 028 9034 0062. Without insurance confirmation bookings will be cancelled without prior notice.
6. **CATERING** Any hirer intending to bring food to the venue for cooking or reheating must contact the Environmental Health on 028 9034 0167 **at least 2 clear working days before the event.**
7. **ELECTRICAL EQUIPMENT** The Hirer shall be responsible for ensuring that the Hirer's own electrical equipment is in a safe condition and complies with the current electrical safety guidelines.
8. **EQUIPMENT AND STORAGE POLICY** The right to use Council facilities or equipment is not transferable and equipment must not be moved without the permission of the Council. Any requirements for storage of equipment must be put in writing beforehand to Council to comply with its Storage Policy. This can be accessed through www.newtownabbey.gov.uk/policies
9. **CANCELLATION** (a) By the Hirer:
Hirers wishing to cancel a booking must do so to the Council in writing, or by email, at least 2 clear working days beforehand otherwise the Council reserve the right to charge the Hirer the full amount of the facility cancelled.

(b) By the Council:
(i) The Council reserves the right to close, prohibit or reallocate unused parts of the facility to other bookers and readjust the hire charge at its discretion if the Hirer is not making full use of the hired facility.

- (ii) The Council reserves the right to reallocate areas used by clubs at its discretion in order to enhance the use of facilities. As much notice will be given as is reasonably practicable.
- (iii) The Council will, at its own discretion, refund all or a proportionate part of monies paid in respect of bookings cancelled or terminated.

10. CHARGES

The Council reserves the right, to amend charges for the facilities without notice.

11. ADMISSION

The Council reserves the right at its absolute discretion to refuse the admission of, or to evict any person from the Council's premises. It shall also have the right at any time to restrict the number of persons using the facility and at no time shall such numbers be allowed to exceed any limit which may be stated in the Council's acceptance of the Hirer's booking.

The hirers shall, if directed by an Official or the Council or by the Police, deny admittance to or remove from the building any person who, in the opinion of the Officer of the Council or the Police, might be likely to cause a disturbance. No person under the influence of intoxicating drink shall be admitted to any function.

12. SUPERVISION

The Hirer is to be responsible for:

- (a) The administration, organisation and hiring of the particular events.
- (b) Hirers shall employ a sufficient number of stewards to efficiently protect the premises, prevent disorderly conduct and supervise all participants, visitors and spectators.
- (c) Hirers should leave all premises including kitchen, changing rooms, toilets and showers tidy as in the condition first found.

13. CHILD PROTECTION

The Council has a Child Protection Policy in place, a hard copy is available on request or can be accessed through the Council's website at www.newtownabbey.gov.uk/policies

14. LOSS OF PROPERTY

The Council will not under any circumstances accept responsibility or liability in respect of any damage to or loss of property, articles or other items whatsoever placed or left upon the premises by the hirer.

15. DAMAGE

The Hirer will be responsible to pay the Council for the cost of repairing or making good any loss or damage (fair wear and tear excepted) arising out of or incidental to the hiring.

16. GAMBLING

No collection, games of chance, sweepstakes or lotteries nor any betting may be conducted on the premises without the prior consent of the Council.

17. MARKETING AND PUBLIC RELATIONS ON COUNCIL PREMISES

Professional photographers must obtain permission from management to operate in the premises.

No Hirer shall grant newspaper, sound or television broadcasting or filming rights without the prior written consent of the Council. If such consent is given the Council reserves the right to be a party to any negotiations and to the terms and conditions of any agreement reached and to share any income and publicity derived there from.

All posters and publicity material should refer to the premises by its full name and postal address. If you require the use of the Council's logo please contact please contact a member of the PR and Marketing team.

18. COMPLIANCE WITH LEGISLATION

The hirer shall be required to comply with all legislation including Health and Safety and Equality legislation.