

BYHP (Working with Young People)  
2 Chandos Close, BANBURY, OX16 4TL  
Tel: (01295) 259442  
Email: [enquiries@byhp.org.uk](mailto:enquiries@byhp.org.uk)

## **Room Hire Terms and Conditions**

The person/organisation named in the hiring agreement shall be the “hirer” and will be responsible for ensuring that the following conditions are complied with.

**The centre reserves the right to vary the terms and conditions of hire without notice.**

**Hire Rates:**  
**Community & Youth Groups £10 per hour**  
**Regular User £15 per hour**  
**Private Hire £20 per hour**

### **1 Deposits and Payments**

1.1. Pay a cash (holding) deposit of 10% of the booking fee in order to secure all bookings.

1.2. Pay the full hire charge in advance **at least 14 days before the date of the hired function**. If a cancellation is made then our cancellation policy will apply, see point (2.1).

1.3. Refrain from public announcement of any function proposed to be held at the community centre until the **booking has been confirmed**. A booking will only be deemed as confirmed on receipt of full payment for the hire.

1.4. Pay the hire charge and deposit for in cash for private bookings. Organisations and voluntary groups are required to pay either in cash, by cheque or BACS.

1.5. Make all cheques payable to “BYHP”. **Cheques returned unpaid by the bank will incur a £20.00 administration charge**. This will be added to your invoice and can only be paid by cash or BACS. If payment is not made within 3 days, then legal action will be taken.

### **2 Cancellations**

2.1. In the event of weekday cancellations, hirers are liable for the payment of charges as follows:

- **25% of total charges for cancellations made within 14 days of meeting date**
- **50% of total charges for cancellations made within 7 days of meeting date**

- **100% of total charges for cancellations made within 2 days of meeting date**

Notification of cancellations should be made in writing and will be effective on the date received by BYHP Staff.

2.2. A full refund will only be given for weekend bookings cancelled within 21 days of the actual event. **We reserve the right to withhold your deposit if notification has not been made within the specified time period.**

2.3. In instances where no cancellation has been made and the hirer does not show, the full fee will still be charged. 2.4. If there is reason to believe that the use of the premises is likely to lead to any disorder, racial disharmony, or finds that the hiring is or likely to be of an objectionable or undesirable nature and not in accordance with the stated purpose or that the hirer is otherwise in breach of any condition of this agreement, the centre manager may refuse to accept or cancel the booking.

### **3 Third Party Insurance and Liability**

BYHP (Working with Young People) shall not be responsible or liable for any damage to or loss of any property, articles or items placed or left on the premises by the hirer or any other person.

3.1. Accept full responsibility for and to Indemnify BYHP (Working with Young People) against all costs, charges and claims in respect of injury to any person using the premises being hired, except in circumstances caused by negligence of BYHP (Working with Young People).

3.2. Compensate BYHP (Working with Young People) for any damages caused to the building or to fixtures, fittings and appliances belonging to BYHP (Working with Young People) during the period of hire or as a result of any breach of this agreement.

3.3. Compensate BYHP (Working with Young People) should theft occur of any items owned by BYHP (Working with Young People) during the period of hire or as a result of a breach of this agreement.

3.4. Avoid attaching balloons or any decorations to light fittings or use nails, tacks, tape and any material which could damage or remove the paint from the walls.

### **4 Advertising**

4.1. Ensure that the **premises are not used for any other purpose** and conforms to what is stated on the Booking form.

4.2. Posters or announcements advertising the purpose for which the premises have been hired shall be produced with the approval of the community centre staff.

### **5 Visitors Book**

5.1. All access into the hall, is via the door to the right of the main front doors to the building.

5.2. The hirer is responsible for letting guests in and out of the building and to ensure that they only let their guests in, and/or making necessary arrangements in the interest of security and good order. **The caretaker is not required to provide door keeping services.**

5.3. In the case of large meetings, parties, events etc. the hirer (or designated person for community groups/organisations) is responsible for their guests/delegates and will need to keep a sign in sheet or register in order to comply with Fire, Health & Safety and all other relevant procedures and legislation.

## **6 Security**

6.1. **Ensure that the centre is not left unattended.** If your booking finishes earlier than the scheduled time, hirers **should take all proper precautions for the prevention of any breach of security.** Please contact the designated **Caretaker** (their contact number will be on your booking form) to make them aware of any emergencies and if you need to leave the building. In all other instances, the hirer must remain in the building until all other guests have left or name a designated person on the booking form.

## **7 Code of Conduct**

7.1. Ensure that you take full responsibility for the conduct of all guests. **In the event of any abusive or threatening behaviour towards BYHP (Working with Young People) staff and volunteers, you will be asked to leave the premises and the building will be closed.**

## **8 Fire and Other Emergency Procedures**

The premises shall not be used for purposes that will involve any increased risk of fire or any policy of insurance. See also point (9.4.) The hirer and guests must comply with all instructions of the centre manager or such duly authorised delegated person/s.

8.1. Ensure that emergency exits are not obstructed at any time during the period of hire. **Vehicles are not to be parked in front of any exits or the main entrance to the building. Visitors are advised not to park their vehicle on the street or pavement, since this will obstruct traffic.** Please ensure that all guests use parking bays in the car park.

8.2. Ensure that persons using the premises are aware of the location of all fire appliances and emergency exits. **Exits should only be used for emergencies and not for delivery of goods/equipment etc.**

8.3. Ensure that persons using the premises know what to do in the event of a fire, bomb threat or other emergencies.

8.4. In the event of a fire, the alarm must be raised by breaking the glass on one of the alarm points immediately next to all fire exits and evacuating the premises. Emergency services will need to be called at the earliest possible

opportunity as well as calling the centre manager for assistance if not on site. All persons will need to be immediately escorted out of the building to the assembly point, which is in the car park at the rear of the building. Please use the exit, which is clearly marked. **No attempt should be made to collect personal belongings, or re-enter the building after evacuation.**

8.5. Allow no more than the number of persons permitted in this agreement to attend the premises at any one time (**max-50 people/Hall**), **Failure to follow these procedures will result in your deposit being withheld.**

## **9 Health and Safety**

9.1. Take proper steps to **control admittance** to any function in which the hiring agreement applies and to ensure that there is **no intrusion or hindrance** to any other event or functions taking place at the same time. **In instances where admittance levels have been breached, the centre manager reserves the right to contact the police. Hirer and guests will be asked to leave the premises and the building will be closed.**

9.2. BYHP (Working with Young People) operates a **no smoking policy** at Chandos Close. It is the hirer's responsibility to ensure that delegates/guests are informed of this policy to comply with this.

9.3. The consumption of alcoholic beverages is not allowed on the premises.

9.4. Follow the Centre's **Kitchen Regulations**. Kitchen facilities may be used in conjunction with the hire of any of the rooms within the community centre. **Cooking (including BBQs) is NOT allowed on the premises or on the outside grounds.** Liability for accidents or injuries arising from the misuse of BYHP (Working with Young People) resources or equipment owned by the hirer will be the sole responsibility of the hirer.

## **10 General Use of Rooms**

10.1. Ensure that **fire equipment and appliances** are not damaged, tampered or removed for other purposes.

10.2. Provide name and contact details of the person/s (if different from information on the booking form) who will be responsible for signing a pre-event checklist. **The designated person/s will be required to confirm that the building, fixtures and appliances are in working order at the beginning and end of this booking.**

10.3. Ensure that all activities for which the premises are hired, **stop in sufficient time to enable guests to leave the premises and all equipment e.g. music systems, removed.**

**The premises must be cleaned and tidied by the hirer within the time that the premises were hired and not after this time.** If the building is not left in a clean and tidy condition you will be charged an additional £30 clear up cost.

10.4. Ensure that all rubbish is disposed of in a responsible manner. Hirers can leave a maximum of **4 refuse sacks in the centre's bin** (located outside the centre's main entrance).

**All decorations and balloons must be taken down and removed from the premises.**

**Complaints Procedure**

At BYHP (Working with Young People), we strive to offer the best in customer satisfaction, however if there are any complaints or comments regarding your booking. Please complete our customer satisfaction form at the office or you may write to:

Pam Linzey-Jones  
BYHP (Working with Young People)  
2 Chandos Close  
BANBURY OX16 4TL

I agree to the above terms and conditions:

Signed: .....

Please Print Name: .....

On behalf of: .....