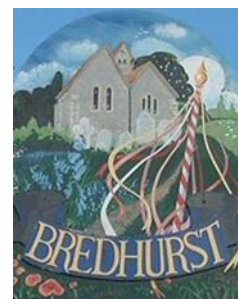


BREDHURST PARISH COUNCIL

Blacksmiths Community Barn

Terms & Conditions of Hire



Adopted: December 2019

Reviewed: July 2022

1. Bredhurst Parish Council manages Blacksmiths Community Barn and all hire applications must be made to the parish clerk – 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 'community focused event' (activity to help bring residents/non-residents together)
 4. Local authorities
 5. Corporate hire available if the hall is not already booked by 1-3 above
 6. Other categories at the discretion of BPC
3. The hire charge is £12.50 per hour for categories 1, 2 and 3 above; and £20.00 per hour for categories 4, 5 and 6.
4. A 50% non-refundable deposit must be paid to secure a booking. The balance of the hire charge must be paid by BACS or cleared cheque no later than 14 days before the start of the hire period.
5. If the above payment is not made by the time stipulated, the booking will be cancelled, and no access will be allowed to the Barn.
6. 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 representative.
7. 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.
8. The Hirer must report any accidental damage to the parish clerk.
9. In the event of cancellation by the Hirer, for whatever reason, the hire charge may be forfeit at the discretion of the council.
10. 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
11. 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.
12. The Barn is protected by a smoke alarm. Hirers must note that it is an offence to block fire exits in the premises.
13. A period of 15 minutes is allowed free of charge either side of the hire period for setting up, clearing away and cleaning. This is extended to 30 minutes for hire bookings of 4 hours or more.

14. 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 this to be reduced if it exceeds the recommended capacity.
15. Amplified music is not permitted within the Barn.
16. Smoking is not permitted within the building.
17. Fireworks are strictly prohibited anywhere within the Barn and car park.
18. The car park is not available for separate hire and 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.
19. Vehicles must not be parked anywhere else within Blacksmith Court (outside houses/or on the road).
20. Bredhurst Parish Council is only 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.
21. 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
 - b. Chairs must be replaced in their storage positions
 - c. Floors must be swept and left clean
 - d. Decorations and rubbish must be removed from the premises by the Hirer
 - e. The car park must be left tidy and free of litter including cigarette ends
 - f. The kitchen and toilets must be left in a clean and tidy state
 - g. The Hive heating thermostat is remotely controlled by the Clerk. Hirers may override the setting by turning the left-hand dial to the required setting. Hirers must re-set the dial to 15 degrees at the end of the hire period
 - h. The hot water isolator switch on the kitchen wall must be switched off at the end of the hire period
 - i. The electric external sun canopy is operated via a remote control located on the wall to the right-hand side of the patio doors
 - j. All doors and windows must be closed and locked
 - k. Alarm to be set
 - l. All lights must be turned off
 - m. Window blinds must be left in the closed position
 - n. Nothing must be attached to walls or windows (no Sellotape, blue tac, nails etc to be used)

Please leave Blacksmiths Community 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.