**Revision 2.0 April 2021**

**Harrold Centre, High Street, Harrold, Bedford MK43 7BH**

**Registered Charity No. 268251**

**Booking Secretary, 07989 833042 or 01234 720635**

**Hire Agreement and Terms & Conditions of Hire**

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# Summary of Facilities

## Connolly Hall

Length c. 16.2 m including a fixed stage of 2.4m

Width c. 7m

Capacity:-

Standing (Disco etc.) 120

Theatre Style 100

Seated e.g. Dinner 80

Note: Hire of the Connolly Hall does not specifically include access to the Kitchen, however, if the Atrium is unoccupied, then the Hirer may, by prior arrangement, have access to the kitchen and its basic facilities without additional charge.

## The Atrium (plus Kitchen & Bar)

Length (max) c.8.2 m

Width (max) c.5.6m

Capacity:-

Dancing / keep Fit etc 30

Bar (mainly standing) 60

Café style 40

### The Kitchen

Off the Atrium is a Kitchen and a Bar. In addition to access from the Atrium, the kitchen has rear access to the car park.

Hirers of the Atrium (and in some other prearranged circumstances, other rooms) have free access to the kitchen for basic facilities (those items coloured red, below) plus tea-towels etc. Note that this does not include use of the Centre’s stocks of tea, coffee etc.

For use of the catering equipment, separate charges will be made - refer Section 2.

**Equipment**

* Twin ovens (optional fan) / grills
* 800W microwave oven
* Toaster (4-slice)
* Electric Kettle
* Hot water urn
* 12-cup filter coffee machine
* Free-standing fridge/freezer
* Under-counter fridge
* Under-counter freezer
* Glass / dish-washer
* Twin and single sinks
* Place settings\* for 92

\* Dinner & side plates, dishes, mugs and cutlery

### The Bar

The Bar is subject to separate charging - refer Section 2

The bar has a store cupboard with shelves, a wine-cooler and a fridge.

It has a large number of glasses including beer & lager, champagne flutes, wine, highballs, ½-pints and shorts. It has a sink and shelves for the glasses.

Hirers of the Bar have automatic access to the Kitchen and its glass-washing machine.

## The Charles Pettit Room

Suitable for business and group meetings or office work

Length c. 5 m Width c. 3.9m

Capacity:-

Board Room Table seats 8 with ease; up to 12

Theatre Style c. 24

This room would also be suitable as a waiting room when the Consulting Room is being used.

## Consulting Room

Length c. 5.2 m Width c. 4m

As well as a desk and chairs, it has a couch and privacy screen, and is equipped with a basin with hot & cold running water.

When the Connolly Hall is hired for a wedding, for example, this room can be used as the Bride’s dressing room.

## The Entrance Hall

The Entrance Hall is shared by all users of the Centre. It normally has a small table and chair and a couple of comfortable chairs. It also houses two display units highlighting Harrold’s heritage and leads to the male and female toilets, the disabled toilet and baby-changing facility.

## Audio visual and wi-fi

The Centre is equipped with a high-speed (c. 75Mbs) wi-fi, which is available to hirers.

It has a mobile control unit containing or feeding:-

* Hearing Loop
* 2,500W Amplifier and wall-mounted speakers
* 6-Channel (+Blu-Ray) Sound Mixer
* CD / DVD / Blu-Ray Player
* Epson, ceiling mounted projector and 3m screen (electric)
* Microphone (and stand if required)

It also has permanently wired:-

* 3 x Lighting Bars each with 6 x 15-amp power circuits and DMX cabling
* 3 x Dimmer Racks of 6 circuits
* DMX and sound cables running to the back of the auditorium for lighting and/or sound desks

Additional theatrical equipment can be provided on request.

Full details, and operating instructions, can be provided on request.

## Tables, chairs, crockery, glasses

In addition to the tables and chairs located in the atrium, entrance hall, Charles Pettit Room and Consulting Room the Centre has 13 tables measuring 3’ x 2’6” and three tables measuring 6’ x 2’6”. It also has 92 place settings and a very large selection of glasses. These are available without charge to hirers of the Centre.

These may be hired out for external functions at the discretion of the Committee.

## Car Park

The Centre has its own car park with space for about 20 vehicles. For major events, such as weddings, this can be made exclusive for the Event. Cars are parked at the owner’s risk.

# Charges

## Charging principles

As the Centre exists primarily for the benefit of residents of Harrold, Odell and Carlton a 10% reduction in charges will be applied for any residents - whether commercial or private.

## Booking and deposits

1. To book an Event at the Centre, The Hirer must complete the on-line booking form, available via the Centre’s Website at <https://harroldcentre.co.uk/>
2. Bookings must be accompanied by payment of a deposit of 25% of the Hire Fee (of the first Event if a Block Booking); the balance becoming due not later than 14 days prior to the Event (or each Event if a Block Booking).
3. For regular and/or recurring bookings the Committee reserves the right to negotiate variations in fees and deposit arrangements.
4. Once The Hirer has made the provisional booking, described in 2.2 (1) above, the Booking Secretary will review the booking and will, if necessary, contact The Hirer to discuss any issues arising; making appropriate changes to the booking form if required. If the deposit has been paid, the Booking Secretary will note this electronically on the booking form when they have confirmed this with the bank (or have received cash or a cheque). Either way, they will email a PDF version of the booking form to the Hirer.
5. If the deposit has been paid and confirmed, the booking shall be deemed as confirmed. If the deposit has not been paid, and thus the booking form will not have the electronic note of receipt of deposit, the booking, whilst agreed in principle, shall be deemed as provisional and could be cancelled without notice by the Centre.
6. Block bookings can be made for a period of up to 12 weeks, or a School Term, whichever is the longer, and can be renewed any time after 6 weeks have elapsed.
7. Bookings for Events which involve the consumption of alcohol, or any other activity which The Committee deem to be high risk, such as Parties, Weddings and other large social Events, may also require a £500 damage deposit, payable 14 days prior to the Event, along with the balance of the Hire Charge. The hirer will be informed at the time of booking if this is required. This deposit will be returned on the first working day after the Event unless any damage or loss or extra cleaning work has occurred during the Event, in which case the return of the deposit will be net of the cost of rectifying any damage or loss and/or the cost of extra cleaning, and will not be made until the cost of repair to the damage or loss has been properly evaluated. The Committee may opt to return an element of the deposit if the damage is not serious.
8. The Committee reserves the right to refuse any application for hire without stating the reasons for so doing.

**2.3 Cancellation**

Any booking made may be cancelled by the Hirer up to 90 days before the Event without charge. Cancellations made between 89 and 28 days of the event shall be liable for 10% of the total hire charge. Cancellations made between 27 and 14 days of the event shall be liable for 50% of the total hire charge. If the booking is cancelled less than 14 days before the event, the full charge will be payable and the Hirer will be billed for the balance of the Hire Fee. The Committee may opt to waive this cancellation fee in exceptional circumstances.

## Payment

Payment of the deposit is due at the time of confirmation of the Booking. Payment of the balance (plus the £500 damage deposit, if applicable) is due 14 days prior to the Event for single Events; or each Event for block bookings.

Payment can be made in one of three ways:-

1. By Direct bank transfer to NatWest Bank:-

Sort Code 60-02-13

Account No. 08089183

Account Name Harrold Centre Management Committee

Ref Hire*ddmm-Surname*

(Where *ddmm* is date of Event [or first Event if appropriate] + your name)

1. Cash to the Bookings Secretary (ensure that you are given a receipt)
2. By Cheque payable to *Harrold Centre Management Committee*

## Charges

### Basic Room Hire

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Standard Rates** | | | |
|  | Per hour | All day **or**  all eve. | Full day  (incl. eve.) | Full day +  setup/clear  Fri-Sun |
|  |
| Connolly Hall | £20 | £110 | £200 | N/A |
| Atrium | £15 | £80 | £150 |
| Connolly Hall & Atrium | £25 | £135 | £250 |
| Charles Pettit Room | £12 | £65 | £120 |
| Consulting Room | £12 | £65 | £120 |
| Whole Building | £40 | £220 | £400 | £550 |
| All day | 09:00 - 17:00 | | | |
| All evening | 17:00 - 00:00 (23:00 on Sundays) | | | |
| Full day (incl. eve.) | 09:00 - 00:00 (23:00 on Sundays) | | | |
| Full day + setup / clear | 17:00 - 22:30 on day prior to main Event (Friday)  09:00 - 00:00 on main Event day (Saturday)  09:00 - 11:00 on the day following the Event. (Sunday)  *Note, if this is the first Sunday of the month, the atrium, kitchen & bar must be cleared by 10:00* | | | |
|  |
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|  |
|  |

### Other Room Charges

**The Kitchen**

The use of the kitchen for basic refreshments and use of the sinks, electric kettle, fridge, mugs, glasses & cutlery is included in the hire charge of the Atrium. Similarly, hirers of the Connolly Hall may use the kitchen provided that the Atrium has not been hired by another party. If Connolly Hall hirers wish to guarantee access to the kitchen (and/or Bar), then they must hire the Atrium as well.

The use of the kitchen for catering purposes does attract a small charge of £20 per Event. This entitles the Hirer to have use of the two ovens, the microwave, the toaster, the filter coffee machine, the urn, the freezer and the dishwasher. It also includes the use of up to 20 place settings (dinner plate, side plate, bowl, mug, cutlery, glasses). For settings above 20 (up to a maximum of 90) the charge is £40 per Event Also included is the use of tablecloths, tea towels and their laundering.

This charge is waived for hirers who hire the whole building for Events which include setup and clear up days.

**The Bar**

The use of the Bar area to serve (but not sell) cold drinks provided by the Hirer or to serve hot drinks and / or food is included in the hire charge of the Atrium (with the same caveats as described in The Kitchen, above).

If the Hirer wishes to sell alcoholic and soft drinks and have use of the Centre’s Licence and of the fridge and the wine cooler in the Bar Store, there are three options:-

1. If the Hirer wishes to provide their own stock for resale, there will be a charge of £20 The charge includes the use of the Centre’s licence, its stock of glasses and use of the glass-washer in the kitchen. The Hirer is responsible for washing all glasses and returning them to their shelves and for leaving the bar clean and clear of all stock and empty bottles, cans and other rubbish or
2. The Hirer can use the Centre’s Bar Service. This is the provision of a fully stocked and staffed bar who will set-up, serve and clear up the bar and drinks. If there are any special drink requirements (cocktails, for example), details of the provision and charging for these will be agreed, in writing, in advance; other than this the bar will serve its normal stock of a variety of beers, lagers, cider, red & white wine (including Prosecco) and soft drinks. The charges will be the standard Centre tariff at that time.

The charge for this Service is a base fee of £20 + £15 per hour of service. or

1. Where Events are co-sponsored by the Centre for fund-raising purposes, the Centre’s bar stocks will be used and a profit-share agreed with the Hirer.

### Equipment Charges

Use of the basic audio-visual equipment (amplifier & wall-mounted speakers, sound mixer, CD / DVD / Blu-Ray Player, ceiling mounted projector & electric screen and microphone) is included in the hire charge for the Connolly Hall.

However, hirers wishing to use some or all of this equipment must make this clear on their Booking Form and must read the “Instructions for use” document which will be provided, seeking clarification if there is anything they do not understand. They will be responsible for any damage to the equipment whilst under their control and will be charged in full for any repairs or replacement.

There is a fixed charge of £40 to hire the lighting bars, dimmer racks and associated DMX and power cabling. Prices for theatre lights, lighting and sound desks are available on request. This equipment can only be used with input from Centre technical staff.

### Serviced meeting room charges

An additional service, available when hiring the meeting room or consulting room, is the provision of light refreshments for a specific number of people. This consists of an appropriate number of flasks of coffee, boiled water, a variety of tea bags and decaffeinated coffee, sugar, jugs of cold water, and a simple biscuit selection. The charge for this is £2.50 per person.

### Calculation of Hire Charge

Charges from 2.5.1 to 2.5.4 will be added together, and if appropriate, a local discount of 10% will be applied. The discount will be rounded up to the nearest pound.

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# General Conditions of Hire

## For the purposes of these conditions and throughout this document, the term ‘Hirer’ shall mean an individual hirer or, where the hirer is an organisation, it's authorised representative and the term ‘Committee’ refers to the Harrold Centre Management Committee.

## By completing the Booking Form, the Hirer confirms they are over 18 years of age and have read, understood and agree to abide by everything specified in this Hire Agreement and Terms & Conditions of Hire document and all of the documents in the Fine Print section of the on-line Booking Form

## The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric and contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity. As directed by the Booking Secretary, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents. The Hirer will also be liable for any call-out charges by the fire alarm servicing company as a result of any accidental ‘activating’ of the fire alarms during the period of hire.

## Any failure of equipment belonging to the Harrold Centre or brought in by the Hirer must also be reported as soon as possible. The Hirer must report all accidents involving injury to the public to a member of the Committee as soon as possible and complete the relevant section in the Centre’s accident book. The accident book can be found in the kitchen in the cupboard above and to the left of the cooker.

## The Committee accepts no liability for injury or damage to any person or their belongings whilst using the Centre.

## The Hirer shall not use the premises, including the car park, for any purpose other than that described in this Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way. The Hirer shall not do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof, nor allow the consumption of alcohol thereon without written permission.

## Smoking is strictly prohibited in the building. Any person who breaches this provision shall be asked to leave the premises. The Hirer shall ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire. A standing ash-tray is provided outside the glass doors at the rear of the Atrium and smokers should be encouraged to use this facility.

## The Hirer shall ensure that nothing is done on, or in relation to, the premises in contravention of the law relating to gaming, betting and lotteries.

## The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations.

## At the end of the hiring, the Hirer shall be responsible for leaving the premises and its surroundings in a clean & tidy condition and any contents temporarily removed from their usual positions properly replaced, otherwise the Committee shall be at liberty to make an additional charge.

## It is the responsibility of the Hirer to ensure that the maximum number of people for each room hired (as detailed in Section 1) is not exceeded at any time.

## In the event of the building, or any part thereof being rendered unfit for the use for which it has been hired, the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.

## The Hirer shall ensure that any activities for children under 8 years of age comply with the provisions of The Childcare Act 2006, as amended in 2018, and the Safeguarding Vulnerable Groups Act 2006 and that only fit and proper persons who have passed the appropriate DBS (Disclosure and Barring Services) checks should have access to the children.

## Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Hirers should ensure they have the appropriate copyright licences for film.

## The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning.

## The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour; care shall be taken to avoid excessive consumption of alcohol. No illegal drugs may be brought onto the premises. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way must be asked to leave the premises in accordance with the Licensing Act 2003.

## The Hirer shall ensure that no unauthorised heating appliances, including portable Liquefied Propane Gas (LPG) shall be used on the premises.

## Temporary decorations shall not be erected or fixed in any way without prior consent from the Committee.

## The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by the Committee. No animals whatsoever are to enter the kitchen at any time.

## The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and shall indemnify and keep indemnified each member of the Committee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

## The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales.

## Members or employees of the Committee, or persons authorised by them, shall have the right of free and unimpeded entry to the premises at all times.

## The Committee reserves the right to make any alterations to any of the conditions of hire from time to time and at its own discretion and will give as much notice to The Hirer as is possible.

# Health and Safety

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, Magistrates Courts, the Licensing Authority, and the premises’ Fire Risk Assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children.

By signing the Booking Form, the Hirer confirms they have read, understood and agree to comply with everything specified in the Health and Safety Policy and Emergency Evacuation and Fire Procedures of the Harrold Centre. These documents can be viewed on the Harrold Centre website at www.harroldcentre.co.uk

# Licences

Harrold Centre has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated:

|  |  |  |
| --- | --- | --- |
| ACTIVITY | THE HALL IS  LICENSED FOR | TIMES FOR WHICH THE ACTIVITY IS LICENSED |
| a. The performance of plays | X | 12:00 - 00:00\* |
| b. The exhibition of films | X | 12:00 - 00:00\* |
| c. Indoor sporting events | X | 12:00 - 00:00\* |
| d. Boxing or wrestling entertainment |  |  |
| e. The performance of live music | X | 12:00 - 00:00\* |
| f. The playing of recorded music | X | 12:00 - 00:00\* |
| g. The performance of dance | X | 12:00 - 00:00\* |
| h. Entertainments similar to those in a-g | X | 12:00 - 00:00\* |
| i. Making music | X | 12:00 - 00:00\* |
| j. Dancing | X | 12:00 - 00:00\* |
| k. Entertainment similar to those in i - j | X | 12:00 - 00:00\* |
| I. Provision of hot food/drink after 11pm |  |  |
| m. The sale of alcohol | X | 12:00 - 00:00\* |

\* 12:00 - 22:00 on Sundays

The Centre also has PRS / PPL licences.

The Hirer is responsible for any other licence that may be required and must ensure that all conditions of ANY licence are observed at all times.

# Insurance

The Hirer shall be liable for:

* + 1. the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises;
    2. all claims, losses, damages and costs made against or incurred by the Committee, their employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer; and
    3. all claims, losses, damages and costs made against or incurred by the Committee, their employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer; and

the Hirer shall indemnify and keep indemnified accordingly each member of the Committee, their employees, volunteers, agents and invitees against such liabilities.

The Committee has adequate insurance to insure the liabilities described in sub-clauses (i) above and may, in its discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clauses (ii) and (iii) above. The Centreshall claim on its insurance for any liability of the Hirer hereunder, but the Hirer shall indemnify and keep indemnified each member of the Committee and their employees, volunteers, agents and invitees against (a) any insurance excess incurred and (b) the difference between the amount of the liability and the monies received under the insurance policy.

Where the Committee does not insure the liabilities described in sub-clauses (ii) and (iii) above, the Hirer shall take out adequate insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to the Booking Secretary. Failure to produce such policy and evidence of cover will render the hiring void and enable the Booking Secretary to rehire the premises to another Hirer.

The Harrold Centre is insured against any claims arising out of its own negligence.