



Bracknell Town Council

TERMS AND CONDITIONS OF COMMERCIAL HALL HIRE

- The Hirer must state the nature, purpose content and programme of the event for which the premises are required by completing the Booking Form in full.
- The Hirer must pay a minimum of one month's hire charge in advance of booking.
- VAT is not payable on Hall Hire Charges.
- Bracknell Town Council expects high standards of behaviour from all hirers and the named Hirer will be responsible for the conduct of their group whilst on the premises.
- The premises must be left in good order and vacated not later than the time booked. A charge may be levied for any time the premises are occupied over and above that booked.
- The Hirer will be responsible for any damage to the building or its contents by members of the Hirer's group. Bracknell Town Council retains the right to levy a charge in addition to the agreed hire charges where the Hirer's group causes damage to the building or its contents.
- Regular recurring bookings will normally be limited to a maximum period of 12 months; towards the end of this period the arrangement will normally be renewed for a further 12-month period by the completion and signing of a new Booking Form.
- Previous compliance to these terms and condition will be considered as part of the renewal process.
- The Hirer shall ensure that any activities for children comply with the provisions of the Children's Act 1989 and 2004 and that only fit and proper persons who have passed the appropriate Criminal Records Bureau checks have access to the children. The Hirer on request will be required to produce his Child Protection Policy. The Hirer shall arrange for sufficient adult supervision by persons always accustomed to the care and control of children.
- The Hirer must not sub-let under any circumstances to another individual or group.
- Smoking is not allowed on the premises.
- Bracknell Town Council reserves the right to refuse, cancel or alter any booking at whatever notice they deem necessary if the premises are required for maintenance/refurbishment activities or for any other reason according to these terms and conditions and/or for any legal or safety reason.
- Payment terms are strictly 30 days from the date of invoice. Bracknell Town Council reserves the right to charge interest on late payments. Interest will be charged at a rate equivalent to 10% per annum.
- Booking Cancellations:
 - If any booking is cancelled with less than 30 days' notice the Hirer is liable to pay 50% of the Hall Hire Charge.
 - Bracknell Town Council reserves the right to re-hire times and spaces where possible.
- Telephone bookings should be followed with a completed and signed Booking Form and one months' hire charge to be received by Bracknell Town Council at least 14 days prior to the date of hire. Bracknell Town Council reserves the right to re-let times and spaces where a signed Booking Form has not been received in due time.
- Weekday events are expected to finish by 10.00pm allowing the premises to clear by 10.30pm unless prior permission to extend beyond these times is obtained by Bracknell Town Council.
- Bracknell Town Council holds Public Liability Insurance and accepts no liability for the loss or damage to any property belonging to any users of its halls, including the car park or for personal accident or injury sustained by any person using the premises, except in circumstances where negligence on the part of Bracknell Town Council is proven.