



Bridlington Community Hub.

Community Facilities Handbook Updated March 2025 Includes Conditions of Hire Information & Guidance and Safety Instructions

Please contact the Booking Team on 01262 409006 where we will be pleased to provide any further help or assistance or visit us at:

<https://hallbookingonline.com/bridlington>

Please Note: Smoking is prohibited on our site.

Alcohol is prohibited on this site.

Bouncy Castles are prohibited on this site.

Helium Balloons are prohibited on this site.

Bridlington Community Hub - The Hirer shall make arrangements with the Booking Team in respect of any other matter not provided for in these conditions at least 10 working days before the date of hire. Working days defined as: Monday to Friday 9.00am to 3.00pm, these do not include bank holidays.

2. Interpretation a. The 'Hirer' means the person hiring any of the Community Hub and shall include any person purporting to act on behalf of such Hirer.

3. No person under the age of 18 years will be accepted as a Hirer. The booking period means the period of time reserved for the hire. The Town Council may refuse any application for hire without giving a reason. Applications for hire must be received by the Booking Team at least 14 working days prior to the hiring date. The hirer to vacate the building at the end of the booked period in accordance with the application form. Setting up and cleaning times should be included in the booking period. The Hirer shall not use the Hub or any part thereof for any purpose other than that stated in the application and for which the same is let. The Hirer shall not sub-let The Hub. The Hirer shall not use any other room other than that stated in the application form. The Hirer shall not use the Hub or any part thereof outside of the time stated in the application form.

4. Making a Booking, All bookings, confirmations, invoicing and payments are done via the on-line booking system by going to the respective booking site and registering:
<https://hallbookingonline.com/bridlington>

5. All bookings including block bookings must be paid in advance (14 working days) unless agreed with Bridlington Town Council staff and payment must accompany all single applications of hire, using the on-line payment system at the above booking sites, or in person in the office. Payment can be made by cheque, cash, or bank transfer.

6. Acceptance and Invoicing of the booking once your booking request has been processed you will receive an invoice via the email address you have registered online. If your request is declined than you will receive an email explaining the reasons i.e. not available. Once payment is made you will receive a confirmation that the booking has been accepted, subject to the Hirer complying with these conditions and any special conditions of hire. Hire charges will be in accordance with the current charges as laid down by Bridlington Town Council. In exceptional circumstances a late booking may be accepted, less than 7 days before event taking place, at the Hub manager's discretion, after taking into consideration availability of staff cover and operational matters, please ring The Hub direct. A late booking fee of £20 may be added to the cost of the booking.

7. Refunds These will be made to the organisation, club or individual stated in the hire agreement. (We are unable to refund to individuals where the hire agreement is in the name of an organisation or club).

8. Cancellation by the Town Council. The Council may terminate any Agreement for Hire at any time up to and including the date of hire if the Council become aware of any fact which would at face value not be in the interest of the Council to proceed with the hiring agreement or which might prejudice the Council's standing and responsibilities as a local authority.

Provisional bookings. There will be no charge for a cancellation of provisional bookings.

Confirmed bookings. Notice of cancellation must be received in writing by the Booking Team no less than 14 working days before the date of the hiring. Cancellations received in writing including email with less than 14 working days prior to the hiring commencing may incur a cancellation fee of £10.00 or the whole booking fee if greater than the £10.00 cancellation fee, to cover administrative and other costs. (As per current charges). In the case of cancellation by the Council arising from the Hirer failing to comply with the conditions of hire, the full charge for the booking may be made. In the case of cancellation by either party due to lack of heating, water etc. a full refund will be due for the period of hire when the facility is not used. Where the hirer chooses to continue with the hire the full fee will be due. Where the hiring has not commenced within 30 minutes of the booked start time, the facility will be secured. The booking

period includes any setup and pack away time. The Hirer must leave the premises by the end of the booking period. There are no bookings outside normal operating hours.

9. Hirers Responsibilities. The Hirer or the Organisation under whose behalf he or she is responsible or a responsible person, whose name and address has been notified to the booking Team before the date of the hiring, must be in attendance at the premises throughout the hire period. The Hirer will be responsible for supervision, safety, control stewarding, admission & removal of those attending the hiring and provide a sufficient number of suitably qualified persons to carry out these responsibilities. The Hirer will be responsible for ensuring the Community Hub's Fire Safety and Evacuation procedures, posted in each room, are brought to the attention of those attending their function or event. The Hirer shall ensure that all activities are conducted in an orderly and lawful manner. The Hirer shall at the expiration of the period of hire, leave the facility in a tidy and orderly state and all rubbish must be placed into secure refuse/plastic bags and left in the reception area. Where the non-compliance of this condition requires extra cleaning time an appropriate additional charge of £20.00 per hour may be made to the Hirer. The Hirer shall report any faults, damage, or lack of services e.g. water on 01262 409006 Monday to Friday .The Hirer shall report any dissatisfaction with the booking during any induction procedure or to the Booking Team within two working days to allow the concerns to be investigated. Displays/Party Decorations a. Nothing is to be displayed or fixed in or on the Community Centre without prior permission. Helium balloons are strictly prohibited permitted. Table decorations are permitted. Non-helium balloons may be tied with string or ribbon to tables and chairs. All decorations must be removed at the end of the hire period. Music/Noise - noise levels must be controlled so as not to cause annoyance to local residents or other Hirers. Any officer/employee of the Council responsible for the facility has authority to control the volume of sound caused by people, musical equipment or other noise making devices. The Hirer shall ensure that children (under 16) are supervised at all times. The Hirer shall ensure no children enter the kitchen without prior agreement via the booking system, Use of inflatable play equipment & ball games are not permitted. Animals Only assistance animals for those with a disability are allowed on the premises. Hirers shall indemnify the Council from and against any claim for damages, costs or expenses which may be made against the Council in respect of personal injury, death or loss of or damage to property sustained by any persons and occurring during or in consequence of the hiring and which shall arise from any act or omission by the Hirer or persons using any of the Community Facilities as a result of the hiring. The Hirer is responsible for the preservation of good order and shall fully compensate the Council for any damage to the premises or any damage to, or loss of, other property of the Council of whatsoever description arising out of, or incidental to the hiring. The Hirer is responsible for insuring their property and equipment against all usual risks. The Council does not accept responsibility for any clothing, or articles left

by the Hirer, their guests, or any member of the public or any property during the period of hire. Public Liability Insurance is only valid for the rooms booked during the booked period as stated on the application for hire agreement.

10. Health and Safety a. The Hirer is responsible for ensuring the maximum numbers on the application for hire agreement are not exceeded. Fire or appliances with naked flames are not permitted in or on any property. The Hirer will comply with all conditions attached to such consent. No alterations or additions may be made to the lighting or power arrangements existing at the time of hire without the written consent of the Council. The Hirer is responsible for ensuring that no exits or fire exits from or within the facilities are blocked inside or outside and that no chairs or obstacles are placed in the corridors, walkways or access areas leading to emergency exits and that fire appliances are not removed or tampered with. All Hirers are required to be familiar with the emergency evacuation procedure for the building (see Evacuation Instructions Guidance and Information Notes) and provide evidence of regular drills when requested. In the event of a fire alarm being raised the Hirer is responsible for ensuring safe and immediate evacuation. Electrical Appliances must not be brought into the facility by the Hirer or any person on the Hirers behalf either temporarily or permanently without prior written permission and all appliances must have a current portable appliance certificate. (PAT) Any items with a naked flame are prohibited within the building. Groups/Hirers will be required to comply with Health & Safety legislation. Hirers using the fridge must remove all foodstuffs at the end of their session and ensure it is left clean. Equipment/Storage The Hirer shall not bring any equipment onto the premises without the prior permission of the Town Council. Where it is agreed in writing that the hirer may store goods or equipment at the Facility the Council does not accept responsibility or liability for any loss, damage or injury whatsoever arising from the storage of such goods or equipment subject to common law and any statutory rights for the time being in force. No items will be stored on site that can easily be transferred to and from the site easily for each period or hire. Entertainment. Alcohol is not allowed on the premises, if alcohol is found on the premises the booking will be terminated, and you will be asked to leave. If the Hub is not left in a clean and tidy condition at the end of the booking period, or if any damage is sustained to the Hub, an extra charge will be deducted from your bond to cover costs. Broadcasting Rights Broadcasting (sound/TV) filming or photographic rights cannot be exercised without prior written consent from the Council. No copyright music shall be performed/played on the premises without the application requesting this having been confirmed. Live and Recorded Music Where sound recordings (CDs, DVD's, tapes or records etc,) are played in 'public' the Hirer has the responsibility of ensuring that the appropriate licence fees are paid to Phonographic Performance Limited (PPL).