

Terms and Conditions for Bookings and Sessional Hire

The hirer must read, understand and accept the Terms and Conditions of hire outlined below.

The hirer is required to indicate their acceptance of the terms and conditions by signing overleaf.

- 1) It is the responsibility of the hirer to set up for and clear up after their event, however the duty caretaker may provide assistance. Please allow adequate time to set up and clear up as any overrunning of the agreed hire period may result in the loss of the refundable deposit. Failure to leave the premises clean and tidy will result in loss of the deposit paid.
- 2) If electrical items are to be brought onto the premises for use by yourselves or the entertainment, then these items **MUST** have a current PAT certificate. These items will be inspected by the Duty Caretaker and any items failing to comply will not be permitted on the premises. See section 12 of the Terms & Conditions.
- 3) Provisional bookings may be made and will be held for **14 days**. If a completed booking form and deposit is not received within this time, the provisional booking will be cancelled.

4) Premises Licence

Under the terms of the Licensing Act 2003, Charles Burrell Centre has been granted a Premises Licence by Breckland Council, acting as the licensing authority. This regulates the use of the premises for certain forms of public entertainment. The Designated Premises Supervisor (DPS) is Danny Whitehouse.

The current licence authorises the following:

- Opening Hours: Monday to Sunday 0800 to 0230 hours
- Provision of Regulated Entertainment: Monday to Sunday until 0200 hours
- Provision of Entertainment Facilities: Monday to Sunday until 0200 hours
- Provision of late night refreshment: Monday to Sunday until 0230 hours
- Sale by retail of alcohol: Monday to Sunday until 0200 hours

However, CBC limits the period of hire to 2400 hours unless express written permission is received.

Application for permission must be submitted at least two months prior to the event. Unless extended hours are granted, entertainment must terminate by 2330 hours.

5) **Members of the public are not permitted to bring intoxicating liquor into Charles Burrell Centre.**

Alcohol must strictly not be supplied to persons less than 18 years of age. It is the responsibility of the DPS and the hirer that this regulation is adhered to. The DPS has authorisation from the Council to ask for proof of age. Should a booking require the sale of alcohol, please note the hirer is responsible for booking a fully licenced suitable mobile bar service, prior approval is required by the DPS.

- 6) A fire marshal will be provided by the CBC for each event and is responsible for general fire safety and responding to emergency situations. Fire safety checks are carried out prior, during and after an event by the fire marshal on duty (usually the caretaker). Hirers must familiarise themselves with the fire procedures at the commencement of the hire period to ensure that they are aware of the procedures in the event of an emergency.
- 7) Where the Designated Premises Supervisor considers it necessary to have door supervisors for an event, these must be SIA registered: if required, arrangements must be agreed with the Designated Premises Supervisor prior

to the event. Please note that door supervisors have the right to refuse entry to anyone considered to be a risk to other users, any staff present or the premises themselves.

- 8)** Hirers shall be responsible for the proper conduct of persons at their event. At the close of the function, hirers shall ensure that all persons leave the premises in an orderly fashion. It is the hirer's responsibility to ensure that unauthorised or uninvited persons do not gain admittance.

Hirers shall be responsible for ensuring that the premises do not generate a noise level measured as an LA90 (level exceeded 90% of the time) over a 5-minute period between 7pm and 7am, which is more than 5dB above the background noise level measured at points indicated in the Licence. The background noise level shall be measured using the principles included within BS4142, 1997.
- 9)** Hirers shall not fix any item to the walls, floors, piano or any other fixtures and fittings. Should any damage occur it is the hirer's responsibility. CBC shall be the sole judge of any damage done and reserves the right to recover from the hirer any repair costs incurred. Should any CBC property go missing during a hire event, the hirer may – depending on the circumstances – be asked to cover any replacement costs incurred by the CBC. In certain circumstances, the CBC may ask a hirer to provide a guarantee against loss.
- 10)** The Premises are let to hirers in a clean and tidy condition and hirers are responsible for exercising reasonable care to ensure that no undue state of uncleanliness or untidiness exists at the end of the hire period. Large waste bins can be provided on request. If the CBC incurs additional cleaning costs resulting from lack of care by the hirer, it reserves the right to pass on these costs to the hirer and to consider not accepting future bookings from that hirer.
- 11)** It is the responsibility of the hirer to ensure that any disco operators/bands hired for the event have carried out the necessary PAT testing on their equipment before the event. The caretaker has the right to refuse to allow any electrical equipment to be used, if upon request a PAT Certificate is not produced or there is reason to believe the equipment represents a hazard or may interfere with smoke alarms on the premises (this may include smoke or dry ice machines which must be used responsibly)
- 12)** CBC will not under any circumstances, accept responsibility or liability in respect of any damage to or loss of, any property, articles or things whatsoever placed or left upon the premises by the hirer. Immediately after a function the hirer is responsible for seeing that all items belonging to him/her are removed. Items are not allowed to remain on the premises unless special arrangements have previously been made with the CBC.
- 13)** Hirers are responsible for ensuring health and safety at all times. Should play equipment (such as bouncy castles etc) be used, the hirer is responsible for ensuring children are supervised and the recommended safety instructions from the manufacturers are being followed at all times. Hirers are also responsible for ensuring any such equipment has been serviced/safety inspected and be asked to produce records of this. Charles Burrell Centre has the right to refuse any activities which may be considered as dangerous.