



Terms and Conditions of Hire

Pye Green Community Centre

Bradbury Lane, Hednesford, WS12 4EP
Tel: 01543 765959 admin@hednesford-tc.gov.uk
operated by Hednesford Town Council

1. Definitions and Acceptance

1.1 **PGCC** means Pye Green Community Centre, Bradbury Lane, Hednesford, WS12 4EP.

1.2 **HTC** means Hednesford Town Council.

1.3 **Hirer** means the individual, organisation or group named on the Booking Form.

1.4 These Terms and Conditions form a legally binding agreement once a booking is confirmed and payment is made.

1.5 The Hirer must be aged 21 or over.

2. Booking and Use of the Premises

2.1 All bookings must be made on the official Booking Form and are subject to acceptance by HTC.

2.2 Acceptance of a Booking Form does not constitute acceptance of the booking until deposit payment has been received.

2.3 HTC reserves the absolute right to refuse any booking without giving reasons.

2.4 The Hirer (or a named authorised representative) must be present for the entire duration of the hire.

2.5 Only the rooms listed on the Booking Form are included in the hire. All other areas are excluded unless agreed in writing.

2.6 Maximum room capacities must not be exceeded:

- Function Room: Maximum 120 standing / 100 seated
- Meeting Room 1: Maximum 12 seated at table (+ perimeter seating as agreed)
- Meeting Room 2: small consultation space, maximum 6

2.7 Decorations

- Decorations may only be attached with white tac.
- No glitter or confetti is permitted

2.8 Breach of capacity limits may result in immediate termination of the hire without refund.

3. Facilities and Equipment

3.1 Furniture, equipment and kitchens may only be used if agreed at the time of booking.

3.2 All items must be returned clean, undamaged and to their original locations.

3.3 HTC accepts no responsibility for loss or damage to the Hirer's property.

3.4 Vehicles are parked at the owner's risk. No overnight parking is permitted.

3.5 No food is to be cooked or prepared on site.

4. Hire Fees, Deposits and Payments

Room	Deposit	Weekdays	Weekends	Special Rates
Function Room*	£100.00	£16.00 per hr	£18.00 per hr	Friday all inclusive - £135.00
				Saturday all inclusive - £155.00
Bar	NA	£25.00 one off fee	£25.00 one off fee	Included in all-inclusive rate
Meeting Room 1*	£50.00	£8.25 per hr	£10.50 per hr	NA
Meeting Room 2	£50.00	£6.25 per hr	£7.50 per hr	NA

*Additional surcharges may also apply – please see booking form for further details

4.1 Hire fees are payable in accordance with the rates in force at the time of booking and are payable by BACS/Bank Transfer. Cash is not accepted

4.2 A **refundable security deposit** is required:

- £100 – Function Room
- £50 – Meeting Rooms

4.3 Deposits secure the booking and are refundable subject to inspection and compliance with these Terms. Repaid within 14 working days of the hire.

4.4 Full payment of hire fees must be received no later than 28 days before the hire date, or immediately, including deposit, for bookings made within 28 days.

4.5 Late payments may result in cancellation of all bookings.

5. Cancellation by the Hirer

5.1 All cancellations must be made in writing and are only effective once acknowledged by HTC.

5.2 Cancellation charges represent a genuine pre-estimate of loss:

- More than 28 days before hire: 10% of deposit retained
- 14–28 days before hire: 50% of deposit retained
- Within 7 days of hire: 100% of deposit retained

5.3 Where HTC successfully re-lets the space, a discretionary partial refund may be made.

5.4 Bar hire fees and third-party costs are non-refundable once confirmed.

6. Cancellation by HTC / Force Majeure

6.1 HTC may cancel a booking if the premises become unavailable or unfit for use.

6.2 HTC shall not be liable for cancellations caused by events beyond its reasonable control, including severe weather, power failure, government restrictions or staff illness.

6.3 Where possible, refunds will be made for fees paid, but no compensation will be payable for consequential losses.

7. Cleaning, Waste and Damage

7.1 The Hirer must leave the premises clean and tidy, including:

- Floors swept
- Tables wiped
- Crockery and utensils washed up and returned
- Furniture returned to its original location

- All waste removed and correctly disposed of

7.2 Any Additional cleaning, waste disposal or damage will be charged to the Hirer.

7.3 The Hirer is responsible for providing their own refuse bags and cleaning items. Floor brushes and external waste bins are provided by the venue

7.4 The Hirer is liable for all loss, damage or theft occurring during the hire.

7.5. The Hirer is responsible for checking the room/facilities prior to hire and flagging any issues/damage to the Facilities Officer.

7.6 The Facilities Officer will check the room/facilities following hire and flag any issues/damage/breach of terms and conditions to HTC.

8. Penalties and Charges

8.1 Charges may be applied for:

- Damage or loss to equipment, premises or perimeter (including car park)
- Excess cleaning
- Late departure (£25 per 15 minutes)
- Unauthorised use of facilities
- Breach of alcohol policy

8.2 Charges may be deducted from the deposit or invoiced separately.

9. Alcohol and Bar Use

9.1 No alcohol may be brought onto the premises or car park under any circumstances.

9.2 Alcohol may only be consumed if supplied by PGCC's licensed bar and booked in advance.

- The bar is provided by licensee - AJ's Bar
- Where the bar is booked as part of your hire all drinks (including hot and soft drinks/squash) are to be purchased from the bar.
- Last orders is 22:50 for evening hire.

9.3 Breach of this clause will result in immediate termination of the hire and forfeiture of the deposit.

10. Noise, Entertainment and Behaviour

10.1 Music and entertainment must cease by 23:00 and the carpark vacated no later than 23:45

10.2 Noise levels must not cause nuisance to neighbours (keep windows and doors closed). Air conditioning is available if required.

10.3 HTC operates a zero-tolerance policy to abusive, aggressive or discriminatory behaviour.

11. Health, Safety and Safeguarding

11.1 Hirers must comply with PGCC's health and safety requirements and obtain any relevant documentation from third party providers they hire to attend.

11.2 Smoking, vaping, naked flames, BBQ's, fireworks and smoke machines are prohibited anywhere on the premises including outdoor space and carpark

11.3 Hirers are responsible for safeguarding children and vulnerable adults during their hire.

11.4 HTC may request DBS checks, insurance and risk assessments where applicable.

12. Insurance and Indemnity

12.1 Organisational hirers must hold a minimum of **£5 million public liability insurance**.

12.2 The Hirer indemnifies HTC against all claims, losses or damages arising from the hire.

12.3 Nothing in these terms limits liability for death or personal injury caused by negligence.

13. Termination

13.1 HTC may terminate the hire immediately if these Terms are breached.

13.2 In such cases, all fees and deposits will be forfeited.

14. Legal Provisions

14.1 This Agreement is governed by English Law.

14.2 No rights are conferred under the Contracts (Rights of Third Parties) Act 1999.

14.3 Amendments may be made by HTC where reasonable and notified in writing.

Approved on behalf of Hednesford Town Council

Pye Green Community Centre Committee

Date:

