



HALL HIRE AGREEMENT

July 2025

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REMINDER – COMMUNITY MATTERS

1.0 INTRODUCTION

Llanharan Community Council warmly welcomes hirers and their guests to Bryncae Community Centre. Please read through these terms and conditions carefully and contact LCC if you have any queries.

The following terms shall be used in this document:

- **LCC** – Llanharan Community Council
- **Officers** – Employees of Llanharan Community Council
- **Hall** - The premises known as Bryncae Community Centre
- **Hirer** – Any organisation, group or individual entering into an agreement for hire/use of the premises

The Hirer is required to be at least 18 years of age.

Hiring the hall to any organisation, group or individual is at the absolute discretion of the Councillors of LCC.

Hirers and their guests are required to treat all users and staff with respect.

The Hirer must be present at all times during the hire period.

The Hirer must allow access to the premises to any of the Officers at all times during the period of hire.

2.0 FACILITIES

The approximate area of the hall is 400m² and the capacity is **300** people.

The stage area is not included in hire unless specifically requested (at an additional charge).

Separate male, female, non-gendered and disabled toilets are available to hirers and their guests. There are also baby-changing facilities.

A kitchen is available for use if requested at time of booking.

The centre has a substantial car park. Hirers are asked to ensure that they and their guests park with consideration for all users and that the car park area is kept clean and litter free. Parking should be within designated parking lines to ensure access by emergency services.

It is the hirer's responsibility to ensure that the premises are suitable at time of booking.

NB none of the grassed areas are included in the hire. This public recreation space is the property of Llanharan Welfare (LRGT), whose permission should be sought before planning any installations.

3.0 BOOKINGS

Bookings can be made via the Bryncae Community Centre Facebook Page or the LCC website. Please give as much information as possible, including date and duration of hire (a complimentary ½ hour is allowed prior to event for set up and after the event for cleaning, clearing up), details of the proposed use and attendance numbers. Any DBS certificates, where applicable, must be presented at time of booking.

To reiterate, bookings will not be accepted from anyone under the age of 18.

Hire is not confirmed until full payment (one-off hire) OR a deposit (long term hire) has been received.

Hire, once confirmed, is granted based on details provided by the hirer at the time of booking. In the event of any variation of use by the hirer or failure to comply with the requirements of full disclosure, LCC reserves the right to cancel the booking without the return of any deposit paid.

LCC may, if deemed necessary, request additional information from the hirer.

LCC reserves the right to refuse any booking. This would include, but is not limited to, activities which are deemed:

- to be an inappropriate use of the hall
- liable to present a threat to public safety
- likely to create a disturbance or inconvenience to residents
- to conflict with any of LCC's policies or its aims and objectives
- liable to embroil LCC in disrepute.

LCC is not required to provide any reasons for refusing bookings.

4.0 PRICES

Hire charges are listed in the following table and are valid for bookings made up to 2 months in advance.

CHARGE	EVENT/USE	COMMENTS
£15 per Hour	All	Complimentary ½ hour prior to the event for set-up and ½ hour after hire duration for cleaning/clear-up. NOTE: HALF HALL OR HALF HOUR'S HIRE IS ONLY AVAILABLE IN EXCEPTIONAL CIRCUMSTANCES AND BY SPECIAL ARRANGEMENT

£50 Refundable Deposit	Adults' Party/Event	Refundable after inspection and confirmation that hall is left in an acceptable condition. <i>See Damages, Decoration & Advertising and Cancellation Sections</i>
£30 Refundable Deposit	Children's Party	Refundable after inspection and confirmation that hall is left in an acceptable condition. <i>See Damages, Decoration & Advertising and Cancellation Sections</i>
£50 Refundable Deposit	New long-term hirers	Refundable after return of keys, inspection and confirmation that hall is left in an acceptable condition. <i>See Damages, Decoration & Advertising and Cancellation Sections</i>
£25 one-off charge	Stage Area	By special request only

LCC reserves the right to increase hire charges or cancel the booking in which case any advance payments will be refunded to the hirer.

5.0 PAYMENT TERMS

5.1 ONE-OFF HIRERS

One-off hire is for a single event. Preferably, payment should be made online when booking.

Alternatively, a bank transfer may be made to LCC's bank account (details below) or a cheque may be presented quoting the invoice number on the back. Please note, in this event the booking will not be guaranteed until the payment has cleared.

Bank name	Barclays
Sort Code	20-18-27
Account Number	80778710
Account Name	Llanharan Community Council

5.2 REGULAR HIRERS

Regular hirers are those with **ongoing block bookings**. The minimum period is 1 month.

- The period must be booked **14 calendar days in advance**.
- The user will be invoiced one month at a time, for the period booked, regardless of whether they use the centre during those times or not. Reasonable requests for breaks within the block will be accommodated but must be made **at the time of booking**.
- Invoices must be paid **within 28 calendar days**, unless otherwise agreed in writing.
- Where a NEW regular block booking is requested the first 2 months can be paid on a week-by-week basis (in advance) to allow a trial period to assess viability.

6.0 LOSS OR DAMAGE PENALTIES

The hirer will be charged for:

- Loss or damage to property (***See Damages, Decoration & Advertising Section***)
- Additional essential cleaning which should have been carried out by the hirer
- Exceeding the agreed hire period duration
- Other costs incurred as a result of breach of contract by the hirer

An invoice for a Loss or Damage Penalty will be issued to the hirer. If this amount exceeds the deposit, an invoice will be raised for the additional amount. If this amount is less than the deposit, the remainder of the deposit will be refunded.

Long term hirers will be required to pay any balance before their next scheduled hire. The hirer will not be permitted further use of the centre until payment has been received in full.

7.0 LATE PAYMENT CHARGES AND PROCEDURES – REGULAR HIRERS ONLY

Late Payment Charges

If payment is not received by the due date, the following process will be initiated:

Reminders and Escalation

- **First Reminder:** Sent at **7 days overdue** – with a copy of unpaid invoice.
- **Second Reminder:** Sent at **14 days overdue** – including a **late payment administration fee of £15.00** and notice of interest charge, and warning of suspension of bookings after 28 days.
- **Interest** will be charged at a rate of **2% per calendar month** on the outstanding amount, calculated from the day after the payment was due.
- **Final Notice:** Sent at **28 days overdue** – informing you of a suspension of bookings and referral to recovery procedures.

Suspension of Bookings

- If payment is not made after **28 days** from the due date, the hirer's future bookings will be **suspended without further notice**.
- The centre reserves the right to **cancel all upcoming sessions** until the account is settled in full, including any admin charges and interest.

Persistent Late Payments

- Hirers who fail to pay invoices on time **more than twice in a 6-month period** will forfeit their regular booking slot.

Appeals and Disputes

If a hirer wishes to dispute an invoice or request an extension, they must contact the Booking Team **in writing within 5 days of the invoice date**. Extensions may be granted at the Council's discretion. Any extension granted will be confirmed to the hirer in writing.

8.0 CANCELLATIONS

LCC reserves the right to cancel bookings if the hall is rendered unfit for the intended use.

In the event of any cancellation or termination of the hire, no liability shall fall upon LCC in respect of any loss sustained or expenses incurred by the hirer, or any other person, as a result thereof.

If the hirer cancels the booking following confirmation and payment, a refund of 50% shall be returned to hirer if the cancellation is more than 14 days prior to the event date. If the cancellation is made less than 14 days of the event date, no refund will be payable (unless the hall can be re-hired on same date/period).

Cancellations will only be accepted in writing and within the specified period for any refund to be processed.

9.0 DAMAGES, DECORATIONS & ADVERTISING

The hirer shall ensure nails, screws or other fixings are not driven into the walls or floors or into any furniture or fittings, or permit to be done anything likely to cause damage to the building or any such furniture or fittings.

The hirer shall report to LCC any damage occurring during the hire period, and shall repay on demand the cost of reinstating or replacing any part of the premises or any property, whatsoever, which is damaged, destroyed, stolen or removed during the hire period.

The hirer shall not display and shall ensure that no other person displays any advertisements relating to the hiring by affixing the same to or utilising the support of a lamp-post, guard rail, electricity relay box or any other item of street furniture except with the prior written consent of LCC.

No signs, posters, banners or similar shall be attached to any wall or other part of the building without the approval of LCC.

Where permission has been granted for placing signage, it should be fixed in the manner allowed by LCC and removed at the end of the hire period.

The hirer may not use the name Bryncae Community Centre or Llanharan Community Council in any way in connection with their business other than to specify the location.

The hirer or their guests (whether invited or members of public) may not distribute any leaflets outside the Centre without express permission from LCC.

10.0 EQUIPMENT & ELECTRICAL INSTALLATIONS

The hirer shall ensure all equipment including tables and chairs are returned to their original positions.

The hirer shall ensure any keys issued are returned as agreed at the time of hiring. Deposit will not be refunded until keys have been returned.

All electrical equipment brought into the building shall comply with the Electricity at Work Regulations, 1989. LCC disclaims all responsibility for all claims and costs arising out of such equipment that does not so comply.

The hirer shall not alter, disconnect, or in any way interfere with the electricity nor install any additional lights in the premises.

The hirer shall not install any 'bouncy castle' or similar equipment inside the centre without prior consent and must provide public liability insurance certificates before booking is finalised.

LCC shall not be liable for any loss or damage to equipment brought in by the hirer or their guests.

Long Term Hirers may be allocated storage space for the provision of equipment used regularly. This shall be at the express agreement of LCC and must be stored safely in the allotted space only.

11.0 FOOD AND ALCOHOL

Hirers agree to comply with food hygiene laws where food is being prepared for service. No food is to be stored in the centre.

No food is to be cooked on a barbecue or any kind of cooking device inside or outside of the building. All food preparation must be undertaken in the kitchen area.

An Alcohol Declaration Form MUST be completed by all hirers at the same time as this agreement is signed. It states at the time of booking whether or not alcohol will be served or sold at an event.

If alcohol is being served or sold at the Centre, evidence that the appropriate licence has been obtained must be submitted to LCC prior to the event taking place.

Alcohol must not be consumed by anyone under the age of 18.

Alcohol must ONLY be consumed inside the building. It must not be consumed in the grounds or the car park area of the Centre.

12.0 ENTERTAINMENT AND NOISE LEVELS

The playing of music or other entertainment shall be restricted to the inside of the building and must cease by 11pm.

The hirer is responsible for ensuring that noise levels do not disturb local residents.

If amplified sound is used, LCC reserves the right to dictate acceptable volumes.

The centre may not be hired for any events involving entry tickets for admission.

The hirer must ensure the noise levels during arrivals or departures are not such as to cause nuisance or inconvenience to residents of neighbouring properties.

13.0 WASTE

The hirer shall ensure all areas are clean and free of litter. All waste must be disposed of in the correct receptacles provided.

The hirer shall ensure that no rubbish is left inside the building, in the car park, on the pavements or in the vicinity of the centre and that all litter is picked up and disposed of appropriately.

14.0 CLEANING

At the completion of the hirer's activity, all floors must be swept and spot-mopped so that the facility is left in a clean condition for the next event. Mops are provided and **MUST BE USED AS BELOW:**

AREA TO BE CLEANED	MOP TO BE USED
TOILETS	RED
KITCHEN	GREEN
MAIN HALL & HALLWAYS	BLUE

Tables, chairs and other furniture must be returned to their original positions and all areas left in a clean and tidy state.

The hirer will ensure that any breakages of glass or spillage of food or drink are cleaned up immediately.

Where cleaning of the hall is not to LCC's satisfaction or any damage has resulted from the cleaning, the hirer will become liable for any additional costs incurred.

Any property or goods belonging to the hirer remaining in the facility after the termination of the booking period will be disposed of at the discretion of LCC.

15.0 HEALTH & SAFETY

Hirers, guests and members of the public are obliged to comply fully at all times with the standard health and safety rules detailed in this document.

A stocked First Aid Kit is available in the kitchen. Any use of it must be reported - see below.

Any accident or incident that occurs on the premises must be reported to LCC as soon as practicable. This includes use of any First Aid or Fire equipment. Details must be recorded on a blank Accident form which will be available in the kitchen. The completed form must then be posted into the locked letterbox in the Reception area to comply with GDPR (General Data Protection Regulations). Contact details must be entered in case of query.

It is illegal to smoke anywhere in the building.

No candles or incense sticks may be used in the building.

Fire exits must be kept clear at all times.

Fire apparatus must not be interfered with except as necessary in the cause of fighting a fire.

16.0 SAFEGUARDING

The hirer is fully responsible for safeguarding of children (under the age of 18) and vulnerable adults where the parent or guardian of the child is not present during the hire.

Corporate/business hirers should have safeguarding policies that govern their organisation and ensure they adhere to those policies at all times and deal with any safeguarding issues that may arise according to the relevant central and/or local government guidelines.

17.0 EMERGENCY PROCEDURES

The hirer must comply with the Bryncae Community Centre's Emergency Procedures. These are listed here and also prominently displayed at the Centre. Hirers and their guests should familiarise themselves with the procedures.

The fire extinguishers provided are for use to assist your safe exit from the building in the event of a fire and are located as follows:

Water type (all **red** in colour) by the Main Front Entrance and the Fire Exits and in the kitchen – for use on wood, paper type fires only. Under **no** circumstances are these to be used on live electrical equipment.

ACTION TO TAKE IN THE EVENT OF FIRE

DISCOVERING A FIRE

Raise the alarm by operating the nearest **FIRE ALARM CALL POINT**.

As the Responsible Person you **must** ensure someone rings the **FIRE BRIGADE 999**.

FIRE EXTINGUISHERS are **ONLY** to be used by the public if a fire blocks their safe exit, is in its very early stages, small, contained, and only requires one fire extinguisher; **AND** the fire does not involve electrics or is not near live electrical equipment.

Evacuate the building by the nearest escape route following the **FIRE EXIT** signs.

Report to the **FIRE ASSEMBLY POINT** (car park) and stay there if safe to do so.

HEARING THE FIRE ALARM

Evacuate the building by the nearest escape route following the **FIRE EXIT** signs.

Close all doors behind you as you leave.

Report to the **FIRE ASSEMBLY POINT** (car park).

In Both Situations:

- **Evacuate quickly but *DO NOT* run.**
- ***DO NOT* stop to collect personal belongings.**
- ***DO NOT* re-enter the building until you have been told it is safe by the Fire Brigade or the Responsible Person.**
- ***Congregate in the car park and do not leave the scene until you have been accounted for by the Fire Brigade or responsible person (If safe to do so).***

18.0 INSURANCE & INDEMNITY

INSURANCE

The hirer must obtain their own public liability insurance to adequately cover all liabilities for the forthcoming event for which the booking is made and present it before the booking is finalised (bouncy castles, etc). The hall's own insurance will under no circumstances cover any liability for the hirer or anyone on the hirers' behalf.

INDEMNITY

The hirer agrees to accept full responsibility, to indemnify and keep indemnified LCC against any action, claim or demand whatsoever which arises or may arise as a result of the hire.

The hirer agrees to accept full responsibility and indemnifies LCC for the loss, damage or theft of any equipment, property or personal belongings.

The hirer fully indemnifies LCC of all responsibility for any safeguarding issues which arise during the hire and DBS certificates (where appropriate) should be submitted to LCC along with the hire form.

19.0 TERMINATION

LCC reserves the right to terminate any hiring in the event of any behaviour or action which is unlawful or damaging to the Centre or its members. If such termination takes place, the hirer will forfeit the deposit and fees paid.

If for reasons beyond the control of LCC (LCC having used all reasonable endeavours to avoid the same) it is necessary to close all or part of the building or cancel the booking, LCC may (without prejudice to the rights and remedies of either party in respect of any prior breach by the other) terminate this Agreement upon reasonable prior notice (which shall be no less than 48 hours save in the case of emergency when as much notice as is reasonably possible will be given) to that effect to the hirer and in that event LCC shall, unless there has been a breach of any of the conditions of this Agreement, return the due proportion of the amount paid for the use of the Centre but the hirer and other persons attending the booking shall have no further claim whatsoever against LCC in respect of such termination of the Agreement. ***See also CANCELLATION Section.***

In any event, and notwithstanding anything in this Agreement, LCC will not be liable to the hirer, its guests, employees, agents or contractors for any consequential, special, or indirect loss, loss of business profits or contracts or loss of reputations to the hirer in the event of cancellation of the function or termination of this Agreement by LCC.

20.0 CONTACT INFORMATION

All enquiries should be addressed to the **Bryncae Community Centre Booking Team**

Email: bryncaecc@hotmail.com

Phone: 01443 231430



ARRANGEMENTS FOR THE SERVING OF ALCOHOL

I/We* The Hirer, intend/do not intend*

to serve alcohol during the period of hire.....

On..... at Bryncae Community Centre

I/We* wish to:

- * a. Supply our own alcohol not for resale, for which a licence is not required**
- * b. Supply our own alcohol for resale to our guests and have sought the appropriate licences from the relevant Authority.**
- * c. Engage a publican or caterer who will apply for the necessary TENS licence/licences**

Signed: Date:

*** Please delete as appropriate**

**EVIDENCE OF THE APPROPRIATE LICENCE(S) MUST BE PROVIDED TO LLANHARAN
COMMUNITY COUNCIL PRIOR TO THE EVENT TAKING PLACE**



BRYNCAE COMMUNITY CENTRE HALL HIRE AGREEMENT

BETWEEN PARTIES:

- (1) Llanharan Community Council**
- And**
- (2) The Hirer (PLEASE PRINT)**

Name:

Address:

.....

.....

Contact Details:

I, The Hirer confirm that I have received, read and understood the Hall Hire Agreement. I agree to abide by the terms and conditions listed therein.

SIGNED:

PRINT:

DATE:20.....

BRYNCAE COMMUNITY CENTRE REMINDER - COMMUNITY MATTERS

It is important that the hirer reads and understands the full contents of the Hire Agreement, but here are a few important bullet points that all organisers and attendees should be aware of:

PLEASE CLEAN THE FLOORS AFTER YOUR EVENT AND LEAVE THE CENTRE AS YOU FOUND IT:

AREA TO BE CLEANED	MOP TO BE USED
TOILETS	RED
KITCHEN	GREEN
MAIN HALL & HALLWAYS	BLUE

FAMILIARISE ALL ATTENDEES WITH EMERGENCY/FIRE PROCEDURES

**FIRE ASSEMBLY POINT:
CAR PARK**

**NO
PERMISSION
- NO
ALCOHOL!**

**SWITCH
OFF
LIGHTS &
POWER**

**RETURN KEYS AS
AGREED ON
BOOKING**

STAY SAFE

Report any accidents!

**REPORT
ANY
DAMAGE**

**REPORT ANY
ISSUES TO
THE BCC
TEAM**

**PUT EVERYTHING BACK
WHERE YOU FOUND IT**

**PLEASE DISPOSE
OF ALL WASTE IN
THE CORRECT
CONTAINERS**

**LOCK
UP**

**PLEASE RESPECT
LOCAL
RESIDENTS**

**HAVE FUN!
(It's the law
here 😊)**