

Liphook Millennium Centre

Terms and Conditions of Hire for Regular Hirers

1. All applications to hire the Liphook Millennium Centre (LMC) are to be made through the Events Manager events.manager@bramshottandliphook-pc.gov.uk
2. There is a minimum booking period of one hour.
3. Payment of Fees
 - Regular Hirers are invoiced either monthly, quarterly or termly as agreed with the Events Manager
 - The Hirer will pay the full amount due 15 days prior to the first date of their invoiced hire period.
 - Cancellation 14 days or less before each booked date will incur 100% of the booking fee for that date.
4. The Hirer shall, at the time of booking, inform the Events Manager of their requirements. Items requested after the invoice has been raised may incur an administration fee of £10. Changes to a booking, such as the date of the event, is at the discretion of the Events Manager.
5. Bramshott and Liphook Parish Council (the Council) reserves the right to cancel a booking in the event that the LMC is required for a polling station, emergency shelter, or becomes unfit for use. In this event, the Hirer will receive a full refund of fees paid. However, the Council will not be liable for any loss of income or expense incurred by the Hirer.
6. The Hirer must be 21 years old or over.
7. The Hirer, during the period of hiring, is responsible to ensure:
 - the supervision of the premises and those attending;
 - no entry to unauthorised areas of the building;
 - the security of equipment and belongings used;
 - that they know what to do in the event of an emergency and who to notify;
 - they have the appropriate qualification and clearances to supervise events involving young people and children;
 - that no-one attending the event parks in the grounds of the LMC (parking is available in the car park shared with Sainsbury's);
 - the appropriate licences are obtained for their event, other than those already held by the LMC;
 - the provision of security if applicable; and
 - that the provision of Alcohol, Security, Music and Public Performance licences are obtained when applicable (see details below).

Failure to adhere to the above may result in the event being terminated immediately and any costs incurred will be paid for by the Hirer.
8. The LMC is a no smoking building.
9. When your booking is confirmed, you will be sent:
 - User Information Document
 - Fire and Evacuation Information
 - LMC Risk Assessment
 - Terms and Conditions

10. Party decorations may be used; all must be removed including fixings. Please ask the Events Manager to advise on appropriate fixings, e.g. Blue Tack and Sellotape are prohibited.

11. Clearing up

- Rooms are to be cleared of rubbish which is to be bagged and placed in the external dumpy bin.
- Tables and chairs are to be returned to the store OR as arranged at the time of your booking.
- The kitchen is to be left clean, tidy, and as found.
- The Hirer is liable for any additional clearance costs incurred by the Council.

12. Alcohol

The Hirer is responsible to ensure that:

- no alcohol is brought into the building other than that arranged with the Events Manager at the time of booking;
- they obtain a Temporary Event Notice (TEN) from EHDC if required;
- they adhere to the Licensing Act 2003; and
- no alcohol is to be consumed outside the building.

Failure to comply with these conditions will result in the immediate termination of the event.

13. Trading Standard, Insurance and Security

The Hirer is responsible to ensure that:

- any hired security has the appropriate licensing i.e. Licence for Private Security Act 2001;
- any third-party provider they are using is fully insured;
- any electrical equipment brought into and used in the LMC is covered under a current PAT test certification;
- a full risk assessment of the event is completed when appropriate;
- they comply with Trading Standards;
- access codes are kept confidential;
- the Wi-Fi password is obtained in advance when required and is kept confidential (NB The Council will not be liable for any financial loss incurred due to failure of the Wi-Fi network, or any loss of data resulting from the use of the Wi-Fi network.);
- the premises are only used for the purpose agreed; and
- when hiring for the purposes of markets or similar, all individual users have their own insurance when applicable.

14. Music and Public Performance licences can be obtained from PPL PRS Ltd
www.pplprs.co.uk

15. The Hirer shall enter and leave the building at the time stated in their Hire Agreement or will pay the additional charges as set out in the LMC hire charges.

16. The Hirer is to include all setting up and clearing up time in the booking that is made. Failure to do so will result in an additional charge at the rate set out in the LMC hire charges.

17. While the Council is insured against any claim arising out of its own negligence, the Hirer is fully responsible for any damage caused by them or anyone attending the event and the Council reserves the right to seek compensation.

Liphook Millennium Centre

Terms and Conditions of Hire for Single Event/Occasional Hirers

1. All applications to hire the Liphook Millennium Centre (LMC) are to be made through the Events Manager events.manager@bramshottandliphook-pc.gov.uk
2. There is a minimum booking period of one hour.
3. Payment of Fees
 - The Hirer will pay a deposit of 30% of the booking cost on receipt of the Hire Agreement. Deposits are non-refundable unless the booking is cancelled at least 60 days prior to the event.
 - The remaining fee is to be settled 30 days prior to the event.
 - Cancellation by the Hirer 30 days or less before the event will incur 100% of the booking fee.
 - Hirers requesting a booking within 30 days of the event will not pay a deposit but will be invoiced for the full amount.
4. The Hirer shall, at the time of booking, inform the Events Manager of their requirements. Items requested after the invoice has been raised may incur an administration fee of £10. Changes to a booking, such as the date of the event, is at the discretion of the Events Manager.
5. Bramshott and Liphook Parish Council (the Council) reserves the right to cancel a booking in the event that the LMC is required for a polling station, emergency shelter, or becomes unfit for use. In this event, the Hirer will receive a full refund of fees paid. However, the Council will not be liable for any loss of income or expense incurred by the Hirer.
6. The Hirer must be 21 years old or over.
7. The Hirer, during the period of hiring, is responsible to ensure:
 - the supervision of the premises and those attending;
 - no entry to unauthorised areas of the building;
 - the security of equipment and belongings used;
 - that they know what to do in the event of an emergency and who to notify;
 - they have the appropriate qualification and clearances to supervise events involving young people and children;
 - that no-one attending the event parks in the grounds of the LMC (parking is available in the car park shared with Sainsbury's);
 - the appropriate licences are obtained for their event, other than those already held by the LMC;
 - the provision of security if applicable; and
 - that the provision of Alcohol, Security, Music and Public Performance licences are obtained when applicable (see details below).

Failure to adhere to the above may result in the event being terminated immediately and any costs incurred will be paid for by the Hirer.
8. The LMC is a no smoking building.
9. When your booking is confirmed, you will be sent:
 - User Information Document
 - Fire and Evacuation Information
 - LMC Risk Assessment
 - Terms and Conditions

10. Party decorations may be used; all must be removed including fixings. Please ask the Events Manager to advise on appropriate fixings, e.g. Blue Tack and Sellotape are prohibited.

11. Clearing up

- Rooms are to be cleared of rubbish which is to be bagged and placed in the external dumpy bin.
- Tables and chairs are to be returned to the store OR as arranged at the time of your booking.
- The kitchen is to be left clean, tidy, and as found.
- The Hirer is liable for any additional clearance costs incurred by the Council.

12. Alcohol

The Hirer is responsible to ensure that:

- no alcohol is brought into the building other than that arranged with the Events Manager at the time of booking;
- they obtain a Temporary Event Notice (TEN) from EHDC if required;
- they adhere to the Licensing Act 2003; and
- no alcohol is to be consumed outside the building.

Failure to comply with these conditions will result in the immediate termination of the event.

13. Trading Standard, Insurance and Security

The Hirer is responsible to ensure that:

- any hired security has the appropriate licensing i.e. Licence for Private Security Act 2001;
- any third-party provider they are using is fully insured;
- any electrical equipment brought into and used in the LMC is covered under a current PAT test certification;
- a full risk assessment of the event is completed when appropriate;
- they comply with Trading Standards;
- access codes are kept confidential;
- the Wi-Fi password is obtained in advance when required and is kept confidential (NB The Council will not be liable for any financial loss incurred due to failure of the Wi-Fi network, or any loss of data resulting from the use of the Wi-Fi network.);
- the premises are only used for the purpose agreed; and
- when hiring for the purposes of markets or similar, all individual users have their own insurance when applicable.

14. Music and Public Performance licences can be obtained from PPL PRS Ltd

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15. The Hirer shall enter and leave the building at the time stated in their Hire Agreement or will pay the additional charges as set out in the LMC hire charges.

16. The Hirer is to include all setting up and clearing up time in the booking that is made. Failure to do so will result in an additional charge at the rate set out in the LMC hire charges.

17. While the Council is insured against any claim arising out of its own negligence, the Hirer is fully responsible for any damage caused by them or anyone attending the event and the Council reserves the right to seek compensation.