



Terms & Conditions

Access: Access to The Cube is only allowed between the contracted booking hours. This includes all set up and pack down time, which must be factored into the hire time at the time of booking.

Accidents to Persons: If an accident occurs as a direct result of occupation of the premises, Hirers should take the appropriate first aid action using the first aid kit in the kitchen, enter the details in the Accident book completing all sections, including the phone number and address of the injured person, state the first aid equipment used and post the completed ripped out sheet under the office door. This is imperative to oblige by GDPR legislation.

Alcohol: HYACT upholds a strict NO Alcohol policy – neither its sale nor consumption. Any breach of this condition will result in the termination of the hire contract.

Allergies: The Cube is a nut free environment; this includes products containing nuts for example chocolate spread and pesto. This is to support those with nut allergies by keeping our building a safe space. Obviously not all food allergies can be avoided, however it is your responsibility to make sure that everyone at your event is kept safe especially when children are attending.

Animals: HYACT requests that no animals are brought into The Cube or grounds apart from Support animals.

BBQ: We do not allow hirer's to use BBQ's or fire pits or anything with an open flame at The Cube.

Bouncy Castles: We allow bouncy castles on our grounds, however we recommend that you choose a reputable company who have their own liability insurance and risk assessment. Our insurance does not cover bouncy castles.

Cancellation Notice Period: Cancellations must be in writing and, if received at least 10 working days prior to the event date, will be refunded under certain circumstances. Cancellations within 10 days of the event will incur the full cost of the hire. The Cube will extend the same time period to you, reserving the right to serve notice for a one-off hire. The need to rearrange the timing of a youth session would take priority over an external hirer.

Candles: We only allow candles that are secure in a birthday cake, which is securely placed on a table, we do not allow any other naked flames within our building.

Claims: If a claim has to be made under HYACT's insurance as a result of any damage the Hirer will be responsible for the excess charge.

Decorations: The Hirer may use room decorations only with permission from HYACT staff.

Double Booking Error: If there is a double-booking error made, HYACT will meet with both parties to seek a solution. Where agreement cannot be made the first booking will take priority.

Entertainers: If you are wanting to hire an entertainer for your party, we would recommend that you hire someone who has up to date insurance, a risk assessment and a safeguarding policy. The Cube insurance does not cover external entertainers.

Expectations: HYACT expects the person/entity who agrees the contract to take responsibility for the welfare of all attendees and the care for the building, the furniture and equipment. There is a QR

code by the main door with a checklist for making sure the building is left in a manner that we expect.

Feedback: You will be emailed a feedback document after your event. We would appreciate that it is completed.

Payment: An invoice for any remaining payment will be sent 2 weeks before the event and will expect to be paid prior the event for the booking to be confirmed and to go ahead.

Hirer's Handbook: The Hirer will be emailed a Hirer's Handbook which contains important information for use of the premises, for example, the location of the first aid box, defibrillator and cleaning cupboard, fire plan. Please familiarise yourself with these and share with others when necessary.

HYACT operate a deposit Invoice:

£25 deposit for one-off bookings is required. This deposit secures your booking. In the event of a cancellation, it will be at the discretion of The Cube as to whether it will be refunded or used for another date.

Insurance: If the Hirers have their own Public Liability Insurance, Safeguarding Policy and Risk Assessment for their activity, they must give HYACT a copy of these as evidence of appropriate cover. If Hirers cannot provide evidence of such cover, they will be obliged to sign a form, which will be sent by email with a confirm button stating that it has been read and agreed.

Keys: Hirer's are given a set of keys for when using the premises. For insurance purposes, they are only to be used within the specific times that have been booked and should not be used at any other time. A deposit of £20 is essential for gaining a set of keys, this will be returned to you when the keys are handed back in after your event. The keys also need to be kept in the possession of the key holder and under no circumstances should be given to anyone else. You will be shown when collecting the keys, the security of the building.

Kitchen: The Hirer may use the kitchen facilities. Please ask permission from HYACT at the time of booking if you need to bring in any extra additional catering equipment. We ask that the correct coloured chopping boards are used, so that there is no risk of cross contamination. We ask that the kitchen is left clean and tidy after use. We would recommend that children do not go into the kitchen and that only 3 or 4 people maximum are in the kitchen.

Let's Play Garden: This space is located by the basketball court. We ask that hirers refrain from using this space unless it has previously been arranged between Let's Play and The Cube.

Lighting: The lighting switch board can be found in the small meeting room. Please help the Cube keep this space in good condition. We ask that all lights are switched off after use as this is both economically and environmentally helpful.

Noise: To respect our adjacent neighbours during and after the event, the Hirer shall not cause any nuisance, annoyance or disturbance. In particular, please be aware of the volume of any music played. The finishing time of any event (as determined by Harborough District Council) must be no later than:

Friday and Saturday 10.00 pm (building vacated by 10.30 pm)

Sunday to Thursday 9.00 pm (building vacated by 9.30 pm)

Occupancy Number: In order to keep the space safe, the total number of persons attending the event is to be no more than 75 under normal circumstances, unless by special permission from HYACT. The Hirer must not sub-let any part of the premises to other persons during their agreed hire.

Ratios for Events for Under 18's: As an organisation safeguarding is one of our main priorities so this also needs to go in line with any events held at The Cube that involve under 18's. All events need to have at least 2 adults and following the ratios of child to adult listed below depending on age (e.g., a party for ten 14-year-olds would need at least 2 adults, if there are eleven 14-year-olds then there would need to be 3 adults). These are nationally recommended.

The ratio of adult to child is the following:

- 0 – 2 years – one adult to three children
- 2 – 3 years – one adult to four children
- 4 – 8 years – one adult to six children
- 8-12 years – one adult to eight children
- 13-18 years – one adult to ten children

We will not allow any events that don't follow this to take place at The Cube. When booking a member of the booking team will mention this to you before your booking is confirmed. Furthermore, you will be given the terms and conditions of hire, and a contract will need signing in agreement of these before your event takes place.

Refreshments: The Hirer will supply their own refreshments and not use food or drink already on the premises.

Safety: Hirers will be emailed a copy of The Cube safeguarding policy as well as a copy of The Cube Risk Assessment, which is intended as guidance to use the space safely. These documents outline the responsibilities of the Hirer while using the policyholder's premises, the main features of cover and significant exclusions which may apply to the Hirer's activities.

Supervision for Under 18 Parties: For safeguarding reasons, we ask that there is always an adult supervising each space where there are children/teenagers congregating around The Cube especially in the garden. For safety reasons, we request that there is no climbing particularly behind the old bowls club sign.

For teenage parties we would recommend that there is an adult monitoring the main door in allowing only those who have been invited to the event.

Smoking/Vaping: HYACT operates a NO Smoking/Vaping policy, and the Hirer is responsible for ensuring that this is fully adhered to at all times. There is NO Smoking or vaping within the building nor outside any of the doorways or in the garden.

Storage: There are no storage facilities on the premises for Hirers. All Hirer's equipment must be taken away at the end of the session.

Working Space: The Cube is a full-time office space for staff of The Cube and unless exclusive use is requested and agreed, please be aware that staff may be working in the office or meeting room during your time of hire.