

*Bradmore Green Community Hub CIC*

## Room Hire Terms and conditions

### **1. About Us**

Bradmore Green Community Hub CIC is a Community Interest Company operating for the benefit of the local community. We provide spaces for community activities, meetings, classes, events, and private functions.

This document sets out the Policy and Terms & Conditions for hiring rooms at Bradmore Green Community Hub CIC.

### **2. Scope of This Policy**

These Terms & Conditions apply to:

- All individuals and organisations hiring rooms at the Hub
- All activities taking place during the hire period
- All participants and attendees at hired activities

Separate terms apply to classes and activities booked directly with the Hub.

### **3. Bookings**

3.1 All room hire bookings must be made in advance and are subject to availability.

3.2 Bookings may be made online, by email, or in person.

3.3 A booking is only confirmed once payment has been received, unless otherwise agreed in writing.

3.4 We reserve the right to refuse or cancel a booking at our discretion, including where these Terms & Conditions are not complied with.

### **4. Payments**

4.1 Hire fees will be agreed at the time of booking.

4.2 Payment must be made in full before the hire takes place, unless an alternative arrangement has been agreed in advance.

4.3 Prices may change from time to time, but confirmed bookings will not be affected without notice.

### **5. Cancellations by Hirers**

5.1 Hirers must notify us as soon as possible if they need to cancel a booking.

5.2 Cancellation terms (including refunds) will be confirmed at the time of booking and may vary depending on the nature of the hire.

5.3 Late cancellations may not be eligible for a refund.

5.4 Non-attendance without notice will not be refunded.

## **6. Cancellations or Changes by Us**

6.1 We reserve the right to cancel or amend a booking due to unforeseen circumstances, safety concerns, or events beyond our control.

6.2 Where a booking is cancelled by us, a refund or alternative date will be offered.

6.3 We are not responsible for any additional costs incurred by hirers (e.g. travel or catering).

## **7. Use of the Premises**

7.1 Rooms must be used only for the purpose agreed at the time of booking.

7.2 Maximum room capacities must not be exceeded.

7.3 Hirers must not make alterations to the premises or equipment without permission.

7.4 The premises must be left clean, tidy, and in good condition.

## **8. Behaviour and Conduct**

8.1 Hirers are responsible for the behaviour of all attendees.

8.2 Behaviour must be respectful, safe, and appropriate at all times.

8.3 We reserve the right to end a hire immediately if behaviour is unsafe, disruptive, or inappropriate. No refund will be given in these circumstances.

## **9. Health & Safety**

9.1 Hirers must comply with all Health & Safety and Fire Safety instructions while on site.

9.2 Fire exits must be kept clear at all times and safety equipment must not be tampered with.

9.3 Activities are undertaken at the hirer's own risk. Hirers are responsible for ensuring participants are physically and medically fit to take part.

9.4 Any accidents, incidents, or hazards must be reported immediately to a member of staff.

## **10. Safeguarding (Children & Vulnerable Adults)**

10.1 Where activities involve children, young people, or vulnerable adults, the hirer is responsible for safeguarding during their activity.

10.2 Hirers must have appropriate safeguarding policies and procedures in place and ensure relevant staff or volunteers hold appropriate DBS checks where required.

10.3 Children must be appropriately supervised at all times unless the activity has been explicitly agreed in advance as a drop-off session.

10.4 Bradmore Green Community Hub CIC reserves the right to intervene, suspend, or terminate activities if safeguarding concerns arise.

## **11. Insurance**

11.1 Hirers are responsible for ensuring they have appropriate insurance cover, including public liability insurance where applicable.

11.2 Proof of insurance may be requested prior to confirmation of the booking.

## **12. Damage and Loss**

12.1 Any damage to the building, rooms, or equipment must be reported immediately.

12.2 Hirers may be charged for damage, loss, or additional cleaning required as a result of the hire.

## **13. Photography and Recording**

13.1 Photography or recording during hired activities must comply with safeguarding and data protection requirements.

13.2 Hirers are responsible for obtaining appropriate consent from participants.

## **14. Data Protection**

14.1 Personal data will be processed in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

14.2 Information will be used only for administering bookings, safeguarding, and other legitimate operational purposes.

## **15. Prohibited Activities**

The following are not permitted:

- Illegal activities
- Activities that promote discrimination, hatred, or harassment
- Smoking, vaping, or illegal substances inside the building
- Alcohol consumption without prior written permission

## **16. Liability**

16.1 We do not exclude or limit liability for death or personal injury caused by our negligence or for any liability that cannot be excluded by law.

16.2 Subject to this, Bradmore Green Community Hub CIC accepts no responsibility for loss, injury, or damage to persons or property arising from the hire.

## **17. Breach of Terms**

Failure to comply with these Terms & Conditions may result in:

- Immediate termination of the hire
- Refusal of future bookings
- Referral to relevant authorities where appropriate

**18. Governing Law**

These Terms & Conditions are governed by the laws of England and Wales.

**19. Contact Us**

Bradmore Green Community Hub CIC  
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Phone: **07944125276**

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**Next review date:** September 2026

**Approved by:** Stacey Humphrey