



Tel

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Clydach Community Council
Forge Fach Community Resource Centre
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CLYDACH COMMUNITY COUNCIL

Halls Hire Policy (Terms and Conditions of Hire)

These terms and conditions apply to any person, club, society, or organisation hiring any part of Vardre Hall or Forge Fach Resource Community Centre.

Council - Refers to Clydach Community Council and its authorised staff and councillors. **Hirer** - Refers to the individual or representative hiring any part of the premises and who has submitted an application form.

Note: The hirer must leave the premises in a clean and tidy condition.

1. Applications

Bookings require a signed application form. The person signing will be considered the hirer. Bookings are non-transferable. Online bookings are provisional until confirmed by officers and payment is received. The Council may accept bookings for single events more than a year in advance, subject to applicable charges at the time of the event unless paid in full upon booking. Regular bookings will not normally exceed 12 months. Use of facilities is limited to the purposes and period stated in the application unless otherwise approved in writing.

2. Payment of Charges

Fees are set by the Council and may be revised. Fee details are available upon request. The hirer is responsible for any extra costs if the event overruns.

- **Single events:** An invoice will be issued upon signing, to be paid in full within 14 days.
- **Block bookings:** invoiced monthly at the end of every month.

3. Cancellations

The Council may refuse or cancel bookings with reasonable notice. If the Council cancels, fees will be refunded or alternative dates offered, with no liability for losses incurred by the hirer. The hirer must notify cancellations in writing. If cancelled within two weeks of the hire date, the full fee remains due. The Council is not liable for any loss if the venue becomes unusable.

4. Limits of Accommodation

The number admitted to Vardre Hall must not exceed 100, and Forge Fach Resource Community Centre must not exceed 150.

The exact number of attendees will be agreed upon between the Council and the hirer. The hirer is responsible for ensuring these limits are not exceeded.

5. Rights

This agreement permits use of the premises but does not confer tenancy or occupancy rights.

6. Supervision

The hirer is responsible for the premises, contents, and equipment during hire, ensuring no damage occurs.

7. Use of the Premises

The premises must only be used for the purpose stated in the agreement. Sub-hiring and unlawful activities are prohibited.

8. Storage

Items must not be left and stored on the premises without agreement of the officers. A charge may be applicable.

9. Entry of Officials

Council officers must be granted reasonable access during the hire period.

10. Catering

Food and drink arrangements must be agreed upon with the Council. Hirers preparing, serving, or selling food must comply with food hygiene laws and regulations.

11. Children

Events for children under 18 require written Council consent. At least one adult must be present per 10 children. Activities for children under eight must comply with The Children Act 1989.