



Northway Community Hub (v.6)

We are pleased that you have decided to book Northway Community Hub for your event and this document highlights the basis in which we are agreeing to the hiring of the building and how we expect the facilities to be used.

As the Hub is in the heart of Northway we ask you to respect our neighbours so that noise, music and parking have no adverse impact on properties which surround Northway Community Hub.

When your event is finished please leave the Northway Community Hub at the end of the hire period and ensure the building is left clean and tidy.

By signing our hire contract you agree to abide by all the terms and conditions of hire.

We wish you a very enjoyable time using the facilities at Northway Community Hub.



Northway Community Hub – Terms and Conditions of Use

These conditions recognise that the Northway Community Hub is a community building which looks to provide an attractive and comfortable venue for groups and individuals to meet at reasonable costs. The vast majority of hirers will take the same care as we do to ensure the building is used responsibly and safely so hopefully you have nothing to worry about in our terms and conditions

1. When you sign a hire agreement for Northway Community Hub you agree that you are responsible to ensure you and any of your guests / visitors to your event observe these conditions.
2. To secure a hiring of Northway Community Hub a booking form must be completed and signed. A £30.00 security deposit will be required and must be paid at least one week prior to booking along with the hire charge. If paid in cash it can be returned in cash but if paid by BACS a cheque will be raised at the next Council Meeting (2nd Wednesday of each month)
3. We will aim to ensure that the hall is clean and in a fit state for you to use at the beginning of your hire period. If you find that the hall is not in a satisfactory state, you should contact the Parish Clerk.
4. You agree to respect the Hall's No Smoking policy and ensure nobody smokes inside the building. Smoking is only allowed in the designated smoking area (south east corner)
5. You agree not to damage the building and any breakages and damage should be reported to the Caretaker/ Parish Clerk either during the period of hire or as soon as possible afterwards, this may impact on the return of your security deposit.
6. You agree to ensure any music is played at a reasonable level so that it does not cause a nuisance to neighbours and will be turned off by 10.30 pm.
7. You agree to leave the building clean and in a fit state for the next user (which may include putting all tables and chairs away). Basic cleaning equipment can be found in the kitchen and in a locked cabinet in the disabled toilet (key on top). If the building is not left in a satisfactory condition this may impact on the return of your security deposit.
8. You are not allowed access to any part of the building that you have not booked.
9. We reserve the right to cancel bookings where the use is deemed unsuitable.
10. Alcohol must not be served without prior consent of the Parish Council and you are responsible for obtaining any licenses that are required.

Northway Community Hub – Terms and Conditions of Use (Continued)

11. In the event that you do not observe all the conditions of hire, you promise to make good any damage and or cover additional fees / expenses incurred by Northway Parish Council, above the £30.00 security deposit. The additional fee's or expenses may include:
 - a. Cost of repairs / replacement, material and labour to make good any loss or damage during your hire.
 - b. Additional cleaning at £20 per hour plus £15 compensation to any Groups affected
 - c. Any other items determined by us as a result of your failing to observe the conditions of hire.
12. For one-off bookings - If you have to cancel your booking, provided you give at least 5 days' notice, the Council will refund any fees paid in advance. In the event of an emergency the Council will use its discretion.
13. For regular bookings – If you have to cancel your booking, one months notice will be required.
14. The Councils does not normally accept bookings for 16th to 21st birthday parties
15. The table below illustrates our current charges for hiring part or the whole building and are inclusive of VAT.

The kitchen is a community asset and can be used by all hirers, but if exclusive use is required then an additional charge of £18.00 (including VAT) will be made.

Main Hall	
Residents of Northway	Non Residents of Northway
£15.00 per hour	£18.00 per hour

Ray Shill Meeting Room	
Residents of Northway	Non Residents of Northway
£10.00 per hour	£12.00 per hour

Whole Building	
Residents of Northway	Non Residents of Northway
£24.00 per hour	£30.00 per hour

All hire charges, and security deposit must be paid at least one week ahead of any booking.

If the deposit is paid by cheque this will be returned or shredded following the booking. If it is paid by cash or BACS the deposit will be returned in the form of a cheque following the Next Full Council Meeting (second Wednesday of each month)

Northway Community Hub – Terms and Conditions of Use (Continued)

16. At the discretion of the Parish Council Northway Community Groups can have the first two hours free, beyond this the normal charge (including VAT) will be applied.

17. All events must cease by 10.30 p.m. and users are requested to be respectful of our neighbours when vacating the premises by 11.00 p.m.
18. Health and Safety - While Northway Parish Council does everything in its power to ensure the building and its contents should present no risk or hazard to users, it reminds you that you are responsible for the health and safety of your visitors / guests while hiring the hall.
19. You are welcome to have helium balloons in the building but should they escape there is a penalty charge of £25 as they can take up to three weeks to deflate. Failure to comply will result in the loss of the security deposit.
20. False activation of the fire alarm will result in a call out charge of £30.00.
21. Unauthorised use of the fire extinguishers will result in a charge to cover the cost of refilling the extinguisher. (This could be in the region of £100.00)
22. All electrical items brought into the building must have an up to date Portable Appliance Test (PAT).
23. Vehicles and contents are left at owners own risk.
24. Please respect the disabled parking spaces.
25. Clubs and certain organisations must obtain and provide a copy of insurance to indemnify their club/organisation against any third party liability and Northway Community Hub up to a minimum sum insured of £2million.
26. A copy of the Public Liability Insurance will be requested by the Council for any entertainment that is used. If this is in the form of a bouncy castle, and the provider is not supervising its use for the duration, the hirer MUST provide someone to supervise the bouncy castle use. (No private bouncy castles permitted).

Please read this document carefully as it forms the basis of a contract between you (the hirer) and Northway Parish Council.

Useful Information – Northway Community Hub

Fire and other emergency

- Fire Alarm (tested by staff every Tuesday morning)
- Stand-by lighting.
- Fire Extinguishers are provided and please follow the instructions provided in the event it is necessary to use.
- Assembly point – Grassed area opposite Lee Road Shops between Lee Walk and Lee Road.

Accessibility

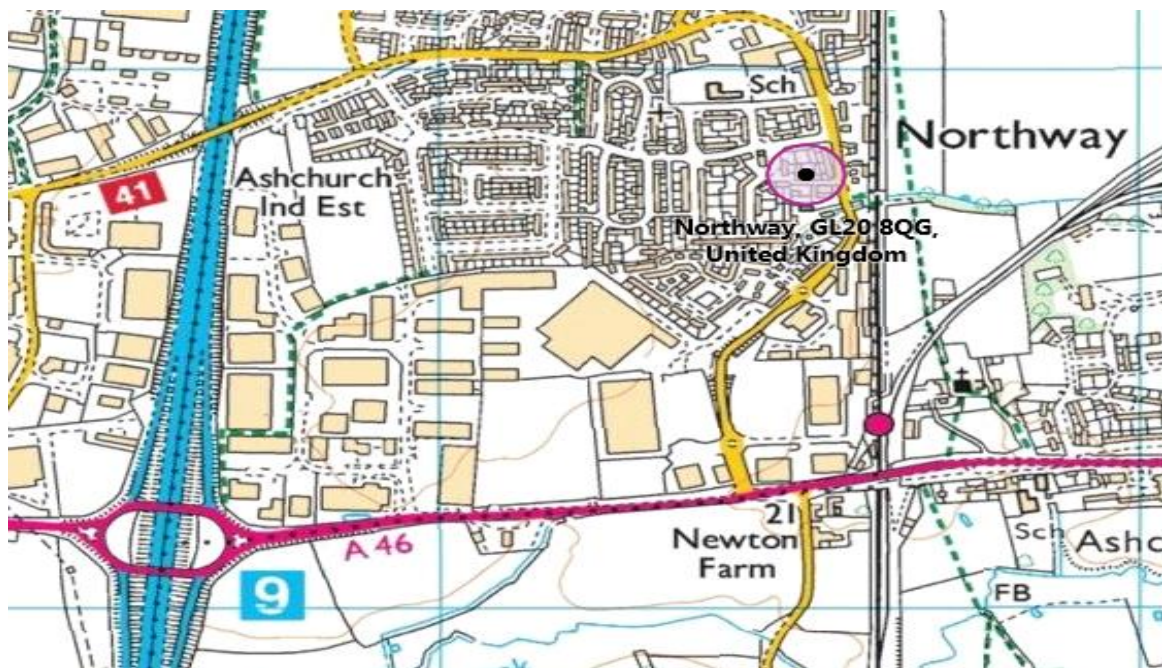
- Disability access - Three disabled car parking bays are provided. They are positioned by the gradual ramp allowing easy access to the Lee Walk entrance from the car park.

Capacity

- Main Hall - 150 standing, 90 seated, 80 seated at tables (9 x 9 metres and 3.8 metres high)
- Ray Shill Room - 60 standing, 40 seated and 30 seated at tables (7.00 x 4.8 metres and 2.4 metres high)

Directions

To access the car park head to Lee Road and turn left on to Fairway and left into car park after approx 100 metres.



Transport Links

- **Bus41** Operated by Stagecoach runs every 20 minutes at peak times. Running between Cheltenham / Tewkesbury and Northway with bus stops close by.

42 Operated by stagecoach runs to Ashchurch to Tewkesbury Railway station and is @ 10 /15 minutes walk away

- **Rail**

Ashchurch for Tewkesbury on the main line between Birmingham / Worcester and Bristol / Cardiff with regular trains.

About 10/15 minutes' walk to the Hub but the 41 bus can be caught at the station.

Car Parking

- 21 spaces are available including 3 disabled spaces

Fire Safety

- Fire Alarm is tested every Tuesday morning.
- Fire Extinguishers are provided and please follow the instructions provided in the event it is necessary to use.
- Assembly point – grassed area in Lee Walk.

Northway Community Hub Booking Form

****The Parish Council would request that only one person is nominated to operate in the kitchen and that that hirers and guests have been double vaccinated, or a lateral flow test has been undertaken prior to visiting the Hub** No-one displaying any Covid-19 symptoms should be granted access to the event.**

Two copies of this document must be signed and returned with your payment to the Parish Clerk. Your booking will only be confirmed upon receipt of this signed agreement and your full payment.

This agreement is made on the date (1) between Northway Parish Council (2) and the Hirer (3) named below whereby in consideration for the sums mentioned (4) Northway parish Council agrees to permit the Hirer to use the premises (7) for the purpose of (9) and period described below.

1	Date of Agreement (Today's date):						
2	With: Northway Parish Council						
3	Hirer's name:						
4	Hirer's Address:						
5	Email address:						
5	Telephone Number:						
6	Payment required:						
7	Room/s hired	Main Hall		Ray Shill Room		Whole Building	
8	Date of Hire:						
8	Time of Hire:						
9	Purpose of hiring:						
10	I agree to provide a copy of the vendors public liability insurance certificate for any entertainment i.e. bouncy castle / disco / magicians etc PRIOR to the hire						
11	Please specify approx how many tables and chairs: (there are 3 children's tables if required) Please specify any crockery, cutlery etc that you require:						

The hirer agrees with Northway Parish Council to observe the terms of conditions outlined.

Penalties will apply if this contract is breached. Signed by the person named above:

The Council will hold your details on record for six years (after which VAT regulations will have been adhered to). Your details will not be passed on to any third parties and will be destroyed after this point.

Details of the Parish Council General Data Protection Policy can be viewed online and you can obtain a copy of the Hirer's Privacy Notice by contacting the Data Controller: Northway Parish Council, Northway Community Hub, Lee Walk, Northway, Tewkesbury, Glos GL20 8QG. Tel: 01684 297938 Email: parish.council@northwaypc.org.uk.

Sign Name

Signed.....

Clerk, Northway Parish Council

Print Name