

Telford & Wrekin Council
Leisure Services
Conditions of Hiring

1. In these Conditions the following expressions have the meanings given to them. 'Council' means the Telford & Wrekin Council, 'Clerk' means the Chief Executive of the Council or his duly authorised representatives, 'Function' means the purpose for which the accommodation is hired and 'Accommodation' means the whole or any part of the land and premises hired for the function.
 2. 'The person by whom the booking form is signed shall be considered the hirer. Where a promoting organisation is named in the booking form that organisation also shall be considered the hirer and shall be jointly and severally liable with the person who signs the booking form, for all the debits and expenses incurred by the hirer'.
 3. All applications for hiring must be made on the prescribed Booking Form. Applications will not be considered:
 - (a) from persons under 18 years of age; or
 - (b) if made otherwise than on the official application form.
 4. The Council reserve the right to refuse any application for any reason, and to terminate at any time, any agreement for hiring made in consequence of any application.
 5. The charges for hiring shall be in accordance with the scale of charges set out below, or any amendment to these which the Council makes before the application shall be accepted. In this case the new charges shall be communicated to the hirer, who may within 10 days of such notification withdraw his application.
 6. Cheques, money orders or postal orders must be made payable to the Telford and Wrekin Council crossed a/c Payee.
 7. In the event of the hirer cancelling, the full hiring charge shall be paid to the Council.
 8. No bolts, nails, tacks, strewn bits, pins or other like objects nor any flags, emblems or posters shall be driven into any part of the accommodation nor affixed thereto.
 9. Fly posting is strictly forbidden.
 10. No additional lights or electrical extensions shall be used without the previous consent of the Council.
 11. No exits may be blocked or fire appliances removed or tampered with.
 12. The hire of the accommodation does not entitle the hirer to use or enter the accommodation at any time other than the specific hours for which the accommodation is hired unless prior arrangements have been made with the Council.
 13. The hirer shall not re-hire, sub-let or lease the accommodation or any part thereof.
 14. Under no circumstances will the Council accept any responsibility for the loss of or damage to any car or other vehicle which in connection with the function may be brought or left within the precincts of the accommodation. The hirer shall ensure that no car or vehicle is parked in any unauthorised position, and that any instructions given by any of the Council's employees in regard to parking of vehicles are strictly observed.
 15. The Council have the sole right to make arrangements for the broadcasting or televising of any function at the accommodation hired, and the Council may retain the whole of the payment made in respect of such broadcasting or televising.
 16. The Council reserves the right to prohibit smoking at the function.
 17. The hirer shall not sell nor permit to be sold without a proper Justices Licence and excisable liquors nor any liquid or solid refreshments in or upon the hired premises without the permission of the Manager.
 18. No alcoholic liquor shall be consumed on the premises unless purchased from the bar.
 19. Hirers are responsible for clearing their own property and must vacate the premises immediately after the end of the function.
 20. You may not sell your own food and drink. If refreshments are required for the function this will be organised by the Council.
 23. The hirer shall pay to the Council the amount certified by the Council's Director of Finance as being the amount incurred by the Council in making good any damage to or loss of the accommodation and to include, adjacent premises and furniture, carpets, furnishings and fittings, or any article owned by the Council arising out of the hiring of the accommodation.
 24. The hirer shall at all times be responsible for the maintenance of good order during the function and shall ensure that no undesirable person is permitted to enter, remain or otherwise make use of the accommodation, and that no person shall trespass on parts of the accommodation not hired by the hirer. Upon the instructions of the clerk, the hirer shall remove or cause to be removed, any persons from the accommodation hired.
 26. The Council reserves to the Clerk the right to put a stop to any entertainment or meeting not properly conducted.
 27. The hirer shall ensure that the premises are vacated by all persons attending the function within the time specified in the application. All articles brought to the accommodation in connection with the function shall be removed at the end of the function or fees will be charged for each day, or part of a day, until the same are removed. The Council accepts no responsibility for any property left on the accommodation after the hiring.
 28. The Council reserve to the Director of Leisure and Community Services and such persons as may be duly authorised by him, the right of free and unimpeded entry at all times, and for all reasonable purposes, to and from the accommodation.
 29. Police Officers and members of the County Fire Service and Ambulance Service on duty shall have free access to the said premises at all times during which any function is taking place therein.
- #### ELECTRICAL EQUIPMENT
- Electric shock can kill – please read the following notes carefully.
1. **EQUIPMENT OWNED BY THE COUNCIL**

It is the duty of the hirer to ensure that electrical equipment owned by the Council and used by the hirer, persons attending or persons supplying a service to or at the function is used in a safe and proper manner. Instructions attached to or given in relation to specialist equipment must be followed at all times.
 2. **EQUIPMENT NOT OWNED BY THE COUNCIL**

If electrical equipment not owned by the Council is used by the hirer, persons attending or supplying a service to or at the function, the hirer shall be responsible for ensuring that the equipment is fit for the purpose intended and is used in safe and proper manner. Hirers are advised to satisfy themselves that persons engaged by the hirer who receive a fee for their services are aware of the Electricity at Work Regulations, 1989 (as amended).
 3. Council employees will not assist with the erection, assembly, operation, maintenance or repair, dismantling or removal of any electrical equipment not owned by the Council.
 4. The Council will not accept any liability for any loss or damage suffered by the hirer, persons attending or persons supplying a service to or at the function arising from failure to use electrical equipment whether owned by the Council or not, in a safe and proper manner and the Council accepts no liability whatsoever for any loss or damage arising from defective electrical equipment not owned by the Council.
 5. Do not attempt to repair or adjust any electrical equipment which is owned by the Council – call for assistance from a Council employee. Switch off immediately in an emergency.
- #### OTHER CONDITIONS
1. All accidents/incidents during the hire period must be reported to the duty officer immediately and must be recorded on Borough of Telford & Wrekin report forms.
 2. The hirer and their users shall abide by the Telford & Wrekin Council 'Use of photographic or video recording equipment and 'image recording' mobile telephones in Leisure Centres policy.'
 3. The hirer and their users shall abide by the Telford & Wrekin Council Child Protection Policy.
 4. The hirer shall not permit any food or chewing gum to be consumed or taken onto the 3G Synthetic Turf Pitch. The facility is a no smoking site and smoking is not prohibited on the 3g pitch or in the grounds of the site.
 5. In the event of cancellation of the function because of weather making the 3G Synthetic Turf Pitch unplayable, i.e. Ice or Snow, no hire charge will be made by the council. The cancellation must be made in agreement with the Council's Leisure Centre staff.