

Terms and conditions for hiring Armthorpe Community Centre

PREMISES LETTINGS POLICY

1) Introduction

1.1 This document sets out the Lettings Policy in relation to the letting of the premises, facilities and outdoor spaces of Armthorpe Parish Council.

1.2 The primary intention of letting of the premises is to act as a resource to the community of Armthorpe and to be self-financing. In the event that additional income is raised this will be used to help provide additional services for the Armthorpe community.

1.3 The Council's attitude towards an application for the use of our premises, facilities and open spaces will be a positive one and will endeavor to let out premises, facilities and open spaces as much as possible

1.4 We will seek to encourage local organisations, including businesses, not for profit organisations and particularly registered charities to use the premises, facilities and open spaces for meetings and activities, where such meetings and activities are complementary to the well-being of Armthorpe.

1.5 The Council will not permit lettings to any organisation if this creates an effective business or permanent address for the organisation at an Armthorpe Parish Council premise, facility or open space. Any requests for lettings that are permanent will require approval by Full Parish Council.

2. BOOKINGS

2.1 The hire rates payable are the rates prevailing at the date of the booked event, as determined by the Parish Council.

2.2 AGREEMENT - The Premises & Facilities Hire Request Agreement forms part of this Policy document (**shown as Appendix 1**), must be completed and signed in respect of every booking of the premises – including the hire of kitchen, equipment or storage. All verbal requests must be confirmed in writing either using the form or by email.

2.3 Bookings will be administered by the Council. We will not accept bookings from persons less than 18 years of age or "Third party bookings" unless otherwise agreed by the Council, under special circumstances.

2.4 On receipt of a signed booking form, the Council will send a confirmation email to the hirer. No booking will be deemed to be confirmed until the hirer has received confirmation of acceptance of the booking, from the Parish Council.

2.5 The Bookings Clerk in consultation with the Clerk, on behalf of the Council, reserves the right to refuse an application for hire/booking and shall not be required to offer any reason or explanation, for refusal.

2.6 The Council reserves the right to require the Hirer to use such other rooms within the Premises as the Council may designate, at its absolute discretion, from time to time.

2.7 The Council will not normally permit lettings for a period of more than 12 months. We may also request references from a new user before agreeing a booking.

2.8 The hire of the premises does not entitle the Hirer to enter or use the premises other than during the specific hours for which are hired, unless prior arrangements have been made with the Council.

2.9 The Standard Conditions of Hire are included in **Appendix 2** for full information.

2.9 SET UP AND TAKE DOWN TIME - The council does provide an hour time free of charge for set up of equipment prior to the booking. However removing equipment or for packing items away should be carried out within the booking session. However alternative arrangements can be made prior to booking at the discretion of the Council.

2.10 THE HIRER - The person signing the Premises Hiring Agreement shall be known as “the Hirer” and shall accept full responsibility for the due observance in all respects of the Terms and Conditions as set out in this Policy document.

2.11 The Hirer must be aged 18 years or over, is responsible for complying with the conditions of hire and will be in attendance for the duration of the event.

2.12 All charges include the use of furniture. After use, floors must be swept to remove debris, tables must be wiped clean.

2.13 USE OF THE PREMISES OR SPACE - is non-exclusive and the Council will allow other users in other parts of the building at the same time. The agreement only licenses the use of the Designated Room(s) of the Premises, or other facility, hired by the named Hirer, and does not create a legal lease or a landlord/tenant relationship.

2.14 Any additional requirements must be requested at the time of the booking. Unless permission is explicitly granted the hire does not include the use of equipment, storage or any other rooms within the venue and excludes the use of kitchen, lounge/bar unless booked.

2.15 The hirer may not use the premises for any other purpose other than that requested and must not sub-let the premises, the grounds or any part of them or allow their use for any illegal purpose.

2.16 CAPACITY – The capacity of the premises is as follows:

- Main Hall – Standing 200, Dining (round tables) 150, Auditorium Layout 150, Meeting layout (round tables) 150, Meeting layout (rectangular tables) 150
- Lounge/Bar Area – Standing 60, regular layout (seating) 40
- Room 3 – Standing 60, regular layout (seating) 40, Meeting layout (rectangular tables) 40
- Room 4 - Standing 60, regular layout (seating) 40, Meeting layout (rectangular tables) 40

and the Hirer undertakes that these limits **will not** be exceeded.

2.18 INSURANCE - The hirer is responsible for securing whatever insurance they require to cover his/her liabilities and the Council’s insurance does not extend to the Hirers liabilities.

2.19 DISCLAIMER – The Parish Council, as owner of the premises shall not be liable or responsible for any loss or damage to any property arising out of the hiring, nor for the loss, damage or injury which may be incurred by or be done or happen to any person, or persons resorting to the premises during the hiring arising from any cause whatsoever or for any loss or breakdown of machinery, failure of electrical supply, leakage of water, fire, government restriction or act of God, which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled. The Hirer will indemnify the owner against any claims which may arise out of the hiring, or which be made by any persons resorting to the premises during the hiring in respect of such loss, damage or injury.

3. PAYMENT OF HIRE FEES AND OTHER CHARGES

3.1 PAYMENT AT TIME OF BOOKING – where the application for hire is in respect of one off or a series of one-off events, payment must be made in advance of the hire date(s). Failure to do so may result in all bookings being cancelled and the dates re-let to other hirers.

3.2 PAYMENT METHOD – payment should preferably be made by bank transfer, or alternatively cash or card payments can be accepted by visiting the Parish Council office in person. Payment by cheque should be made at least 10 days before the event, to allow time for cheque clearance.

3.3 LETTING HIRE RATES - will be published by premise, facility and open space by the Council. These prices are not subject to negotiation without the express permission of the Parish Council. A full list of charges is shown as **Appendix 3**.

3.4 All persons or groups using its premises will be liable to pay the approved charges. No persons or groups are excluded from this policy, however, registered Charities and not for profit organisations may be offered a discount on the published list of charges. Proof of charitable status will be required

3.5 HIRE CHARGES for Premises, Facilities and open spaces will be reviewed each year by the Committee mandated by the Council. The rental agreement form will also be reviewed annually. Charges will be set at a reasonable rate, consistent with covering costs.

3.6 BOND – A bond may be payable, at the Council's discretion as surety against any cleaning required, or damage found, following the hirers event. Generally, the bond levied will be set at the Clerk's discretion. Bonds that have been paid will be refunded following completion of a satisfactory inspection which is wholly at the discretion of the Parish Council.

3.7 In the event of damage being caused during the hiring out of the premises, the Council reserve the right to retain the surety bond and/or take further action, including court action, to recover associated costs, from the Hirer, as recompense for the damage caused.

3.8 The hire charge and any bond/surety payment are payable, in full, at the time of the booking. The bookings invoice system will be used at all times.

3.9 CANCELLATIONS – In the event of the hirer cancelling a booking, any booking fee due or already paid will not normally be refunded unless 28 calendar days' notice is received, then a 50% refund will be made. The Council may, at their sole discretion waive this clause, under extenuating circumstances.

3.10 The Council reserves the right to cancel a booking if exceptional unforeseen circumstances arise as approved by Full Council and without a reason being stated. In these circumstances all fees/deposits paid by the Hirer shall be refunded.

4. ACCESS AND SECURITY FOR PREMISES

4.1 A Caretaker will be present throughout any lettings. However, any letting of the premises will require a responsible person to be present, at the beginning and end of each letting period that takes place, to check that the facilities are in order. The premises must not be left unattended during the period of the booking.

4.2 The Council reserves the right for a representative of the Parish Council or their appointed officer to enter any part of the building at any time.

5. SUPERVISION

5.1 The Council requires the Hirer to:

- Ensure all persons under 18 years of age are properly supervised by an adequate number of responsible adults.

- Have access to a mobile telephone in case of emergencies.
- Be responsible for the administration and organisation of the event as well as the conduct and behaviour of those persons attending.
- Leave the premises at the end of the specified session, this also applies to any outside hires such as DJ's, caterers, entertainers, etc.
- Ensure that all fire exits remain free from obstruction and Fire appliances not removed or tampered with.

5.2 FIRST AID AND ACCIDENTS – there is an accident book, a first aid kit and defibrillator in the small office. Any accident involving personal injury, during a hiring, must be recorded in the Council's Accident Book and reported to the Parish Office. The member of staff on duty at the time of hire is the Designated First Aider.

5.3 IN THE EVENT OF AN EMERGENCY – the hirer should contact a member of the Council's staff, at the Parish Office.

5.4 FIRE MARSHALL – The member of staff on duty at the time of hire is the Designated First Aider and will inform the main hirer of the procedures in the case of an emergency.

5.5 All entrances and exits must be kept clear at all times and the number of people attending must be declared at the time of booking to ensure that this does not exceed the maximum number allowed.

5.6 The right of entry to the premises is reserved by the Council and any other agent of the owner and any Police Officer at any time during the Hiring.

5.7 REMOVAL OF BELONGINGS - All property belonging to or associated with the hirer or their agent must be removed immediately at the end of the hiring unless permission is given in writing by the Council. This includes disposal of any associated packaging and rubbish resulting from activities undertaken or from items brought onto the premises.

5.8 Where the hirer fails to remove these items, the Council reserves the right to charge fees for each day or part day until the same is removed.

5.9 LOST PROPERTY – that is handed in to the Council or found by staff will be kept in the Parish Office for a period of 3 months and if not claimed will be disposed of.

6. DAMAGE

6.1 Damages and breakages occurring during the course of the hiring must be reported, as soon as possible, to the Parish Office. Whilst the Hirer is responsible for all damage to the premises and its equipment and for all damage or loss of any property in the premises occurring during the period of hiring or while persons are entering or leaving, a subsequent assessment will be undertaken by the Council. Depending on the outcome, may result in a deduction being made against the deposit or an invoice raised or other action taken to cover the damage or loss.

6.2 The wearing of sports boots is not permitted in the premises and persons wearing such footwear or other footwear considered likely to cause damage will be refused entry, to the premises. The hirer is responsible for compliance with this condition.

6.3 The use of any materials by the Hirer preparing the floor for dancing or any other activities is prohibited (not including rubber mats used during activities to protect users and the floor).

7. GENERAL BOOKING CONDITIONS

7.1 CAR PARKING AND SAFETY – the pedestrian areas and other access areas between the main highway, entrance gates and main doors must be always kept clear to ensure access for the emergency services. Drivers must also remain alert to the movement of pedestrians and the disabled in these designated areas.

7.2 Users park their cars/vehicles in the car park entirely at their own risk. They should also observe and respect that designated persons spaces are reserved for disabled users.

7.3 HEATING – The Council is committed to minimizing the use of energy for environmental and economic reasons. The heating is normally pre-set for the period of hire, and the controls should not normally be interfered with, if the temperature isn't satisfactory (too warm or too cold) the Hirer is to speak to the member of staff on duty and request that it be altered accordingly.

7.4 NOISE – The Hirer must ensure that their use of the premises is considerate to residents in the neighbourhood and should not cause nuisance and annoyance. The Hirer is to keep the level of amplified music to an acceptable level, and all amplified sound must cease by **MIDNIGHT**, or as directed by the Parish Council.

7.5 CLOSING TIMES – **ALL** functions must end and the premises be vacated by the time specified on their booking Agreement, or as detailed on the premises or events license agreed by City of Doncaster Council, unless otherwise agreed, by the Parish Council, prior to the event.

7.6 CLEANLINESS - The Hirer shall leave the premises and the equipment, including toilets and kitchens in a clean and tidy condition. Failure to do so may result in the Council retaining the Hirers Surety Bond. Hirers should ensure that all work surfaces are wiped clean, crockery/cutlery or other equipment is adequately washed and replaced, as appropriate.

7.7 KITCHEN FACILITIES – the Council provides a limited amount of equipment for use. The hirer should therefore take steps to ensure that there is sufficient equipment to fulfil their needs prior to their event so they can then arrange to bring additional items, as required.

7.8 DISPOSAL OF WASTE - All food waste and rubbish must be bagged and removed from the kitchen and placed in the large refuse bin at the rear of the building. **N.B.** hirers should provide their own rubbish bags/sacks as they are not provided by the Parish Council.

7.9 SMOKING AND VAPING & USE OF SMOKE MACHINES - or other smoke generators for Discos are strictly prohibited in all areas of the premises throughout as use of these will activate the Fire Alarm system.

7.10 ALCOHOL – under no circumstances can alcohol be used in the building without first applying and receiving agreement by the Parish Council. The Parish Council has an events licence and fully licensed bar for hire. Alcohol will not be permitted to be consumed outside of the building.

7.11 PUBLIC PERFORMANCE LICENCES – the Parish Council holds a PRS (Performing Rights Society) License and a PPL (Public Performance) License. All users who play copyright music must provide the Parish Office with a copy of their PPL license in relation to their specific group and activities.

7.12 NOTICES AND FIXINGS - The Council does not allow anything to be put up or secured onto the walls without prior permission – this includes notices, placards, decorations, pictures or fixtures etc. and reserves the right to refuse any future bookings or to cancel any bookings already made by the Hirer, if any damage to the premises is found after the previous use by the Hirer.

7.13 WHEELED TOYS, BIKES AND VEHICLES – All wheeled toys, bicycles etc. are forbidden as they can cause damage to the floor (with the exception of personal mobility aids).

7.14 CATERING – The Hirer may use the kitchen facilities (if pre-booked) for providing hot and cold refreshments and for the reheating of pre-prepared foods. The Hirer is required to follow guidelines displayed within the kitchen area.

7.15 ELECTRICAL – The hirer is not permitted to bring in supplementary heating appliances unless permission is granted. If electrical equipment is to be used, the Hirer shall be responsible for ensuring the electrical equipment is in safe conditions and complies with current electrical safety guidelines including Portable Appliance Test Certificates (or be under one year old). No additional lights or extensions from existing

light fittings shall be used without prior consent from the Council. To safeguard people's health, no laser effect lighting is to be used by D.J.s or bands.

8.0 COMPLIANCE

8.1 The Hirer is required to comply with all legislation including: Health and Safety, Equality and safeguarding. 7 days prior to the event, the Hirer must supply the Council with a copy of relevant documentation/ certification for the following, where applicable:

- **Insurances** – e.g. Public Liability Insurance.
- **Risk Assessments** - relative to the type of activity to be undertaken.
- **Food handling** – as applicable.
- **Portable appliance testing** – *where hirers use their own electrical equipment.*

8.2 **SAFEGUARDING** - The hirer is responsible for ensuring that all relevant Safeguarding requirements are in place and maintained, as per their own respective Safeguarding Policy and Procedures. This may include confirmation that relevant safeguarding/criminal record checks have been carried out through the Disclosure & Barring Service (DBS) for all staff and volunteers that work with children, young people and/or other vulnerable groups.

8.3 Failure by the Hirer to comply with any or all of the terms of this Policy document where applicable, whether intentionally or not, may be deemed by the Council to be just cause for immediate cancellation of a room hire or series of hirings and may result in forfeiture of the entire security deposit.

9. REVIEW

9.1 This Policy will be reviewed annually by the Clerk/Deputy Clerk on behalf of the Council, and any amendments will be considered for approval by the full Parish Council. However, the Council reserves the right to change these Terms & Conditions at any time, without prior notice.

9.2 Hire charges for Premises and Facilities will be reviewed annually.

Dated: 22nd December 2025
Approved: 21st April 2026
Review: Annually

Hire Agreement 2026/27

Before completing, please read the Terms and Conditions for hiring Armthorpe Community Centre

Hirer's details

Name of Hirer:	Daytime phone number:
Email:	
Name of Organisation:	
Position within organisation (e.g. secretary):	
Full postal Address:	Address for invoice (if different):

Booking details

Use start date:	
Please provide detail of the frequency of booking and/or list fixture dates on a separate sheet.	
Space/s required:	
Space/s booked to be used for:	

Booking times

	0900-1300	1300-1800	1800-2359
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Appendix 2

Standard Conditions of Hire

All hirers are required to read this document in full prior to confirming any booking. By signing this document, the hirer acknowledges that they understand and agree to comply with all terms and conditions set out within this document. A signed copy of this document must be returned to the Parish Council before the commencement of the hire period. Failure to do so may result in the booking being cancelled.

Armthorpe Community Centre (“The Premises”)

1. The hirer will, during the period of the hiring, accept responsibility for supervision of the premises, the fabric and contents, their care, safety from damage, however slight or change of any sort.
2. The hirer will be responsible for the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements to avoid obstruction of the adjoining highway.
3. The hirer will be responsible for the behaviour of all persons using the outdoor play area. Adult supervision of children is necessary. If there is no supervision the premises supervisor will have no alternative than to close the park. All litter must be cleared from the park after the event by the hirer
4. The hirer shall ensure that any music or entertainment shall accord with the limit set on the premises noise limiter and shall not cause or permit such equipment to be bypassed. Failure to do so shall result in the premises supervisor closing the event.
5. The hirer will ensure that the kitchen is left in a clean and tidy condition, failing this an additional charge of £100.00 will be imposed to cover cleaning costs.
6. The hirer shall comply with all conditions and regulation made in respect of the premises by Armthorpe Parish Council, South Yorkshire Fire Authority and City of Doncaster Council otherwise, particularly in connection with any event which includes public dancing, music, or any similar public entertainment or stage production.

7. Any provisional bookings will be held for 14 days. If they are not confirmed and paid for within this period they will be removed from the booking system and offered to other clients.
8. At the end of the period of hire, the hire shall be responsible for leaving the premises and surroundings in a clean and tidy condition, and any contents temporarily removed from their usual positions must be reinstated, otherwise Armthorpe Parish Council shall be at liberty to make an additional charge. Any rubbish should be placed in the correct bins. Red Top- General Rubbish Green Top- Cardboard & Recycling
9. In the event of a fire on the premises, the hirer shall be responsible for ensuring that all attendees are evacuated from the premises.
10. The hirer shall not use the premises or allow the premises to be used for any unlawful purpose.
11. The hirer shall not allow any alcohol of any description to be brought onto the premises or drunk in the car park. All alcohol must be purchased behind the bar unless an agreement has been made for corkage. Corkage only applies to Champagne, Prosecco & Wine.
12. Anyone found to be on the premises with alcohol will be asked to leave and will not be permitted to re-enter. If they refuse to leave, then Armthorpe Parish Council will have no alternative than to stop the event. If the bar is not hired, then only water, non-alcoholic beverages and soft drinks are permitted.
13. Facilities at the Community Centre are available for use between the hours of 9am and Midnight.
14. If the bar is hired the bar will close 1 hour prior to the event. If an extension for the bar is required, permission for this will be at the discretion of the Bar Manager and needs to be arranged at least one month before the event.
15. The hirer shall not bring on to the premises any helium balloons, balloons containing confetti or glitter, confetti or table confetti smaller than a 1p coin, glow sticks & party poppers. Any balloons and balloon arches which are to be disposed of must be removed from the hall and popped by the hirer. If the balloons are

discharged or sprayed with High Shine, the hirer will be charged £100.00 for floor cleaning.

16. Candles, naked flames (excluding birthday cake candles) & smoke machines are not permitted in any part of the building.

17. Armthorpe Community Centre does not allow birthday parties for people between the ages of 13 and 21 years.

18. For children's parties, only one bouncy castle/inflatable insurance cost will be incurred by the hirer regardless of the number of inflatables in use.

19. The hirer shall pay the booking fee in full upon making a booking, if more than one month's notice is provided to cancel the booking a refund of 50% will be provided.

20. Should the hirer exceed the allocated booking time, an additional fee of £50.00 per hour shall be incurred.

21. The hirer shall leave the premises at the end of the specified session, this also applies to any guests and outside hires such as DJ's, caterers, entertainers, etc.

22. Hirers must provide one month's notice to cancel the booking.

23. In the event of the premises or any part thereof being rendered unfit for the use for which it has been hired, Armthorpe Parish Council shall not be liable to the hirer for any resulting consequential loss and/or damage whatsoever.

24. Vehicles may be left in the car park overnight at the owner's risk.

HIRER AGREEMENT & SIGNATURE

I confirm that I have read, understood, and agree to abide by the Terms and Conditions set out in this document.

Name of Hirer: _____ Signature: _____

Date: _____

Organisation (if applicable): _____ Contact Number: _____

Email Address: _____

Appendix 3

Armthorpe Community Centre Hire Charges

Commercial Hire (Monday to Thursday)	Charges
Main Hall	From £38.00 Per Hour
All Other Rooms	From £28.00 Per Hour
Main Hall, Lounge & Bar (6 Hours)	£268.00
Main Hall, Lounge & Bar (12 Hours)	£536.00
Commercial Hire (Friday to Sunday)	Charges
Main Hall	From £38.00 Per Hour
All Other Rooms	From £28.00 Per Hour
Main Hall, Lounge & Bar (6 Hours)	£268.00
Main Hall, Lounge & Bar (12 Hours)	£536.00
Charity & Voluntary Organisations	Charges
All Rooms	£20.00 Per Hour
Main Hall, Lounge & Bar (6 Hours)	£134.00
Main Hall, Lounge & Bar (12 Hours)	£268.00
Ancillary Hire	Charges
Kitchen	£80.00
Stage & Pelmet	£100.00
Event Backdrop (Various Styles/Colour)	£75.00
Hot Water Vacuums & Crockery (£1.00 Per Person if over 20 attendees)	£17.00
Projector & Screen	£50.00
Sound System & Microphone	£25.00
Bouncy Castle (Insurance Cover)	£15.00
Supply of Tablecloths	Pricing on Request
Supply of Chair Covers	Pricing on Request
Supply of Chair Ribbons (Various Colors)	Pricing on Request
Specifications	
Hall Size- 17m x 10m (2394 sq ft)	
Lounge & Bar Size- 10.5m x 5m	
Meeting Room 3 Size- 10m x 7m	
Meeting Room 4 Size- 10m x 4.5m	
Round Table- 152.2cm (Diameter) Quantity: 20	
Rectangular Table- 183cm (l) x 74cm (w) Quantity: 28 White Tables & 19 Brown Tables	
Chairs- 46cm (w) x 84cm (h) Quantity: 200	
Armthorpe Community Centre, Church Street, Armthorpe, DN3 3AG	
Tel: 01302 830543	
Email: Bookings@armthorpeparishcouncil.gov.uk	