

Hub Terms & Conditions of Hire

For the purposes of these conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative. All Hirers must abide by the following conditions of hire. If the hirer is in any doubt as to the meaning of any of the following, the Hall manager should be consulted.

- In the case of one-off bookings, the HIRER will pay 50% of hire fee to secure booking at time of booking, remaining balance at least 30 days before booking date. If payment is not paid in the time frame a weeks' notice is given to pay or booking will be cancelled with no refund, unless agreed otherwise with the TRUSTEES.
- In the case of regular and ongoing bookings, the first two weeks balance is due upfront and then invoices will normally be raised on a monthly basis, and payment will be due in accordance with the terms specified on the invoice.
- Party bookings (children and adult) the HIRER must pay the deposit within 24 hours of the booking being confirmed to secure the booking. Remaining balance must be paid 30 days before the booking date. If payment is not paid in the time frame a weeks' notice is given to pay or booking will be cancelled with no refund, unless agreed otherwise with the TRUSTEES.
 - Time required for preparation/set up prior to the event and take down/cleaning after the event etc must be included in the times requested for hire of the HUB. (If it is a late finishing event this may necessitate hiring the following morning to clear up)
 - Regular HIRERS will receive the Terms & Conditions annually or when there's been a change.
 - Other HIRERS will receive the Terms & Conditions as part of the booking process.
 - The HIRER agrees to be present during the period of hiring or authorise a person to perform that task for them.

2. Bookings made within 30 days of the event date must be paid for in full at the time of the booking.

3. For weddings, large events and other 24 hour or 48 hour bookings, the HIRER must pay the deposit required at the time of booking. (Please refer to the HUB Hire Charges schedule) The booking is not confirmed until this deposit has been received. The remaining balance must be paid at least 30 days in advance.

4. The HIRER will be charged a cancellation fee of 50% of the hiring fee if a confirmed booking is cancelled between seven and 30 days prior to the event, and 100% of the hiring fee if cancelled within seven days of the event.

5. The TRUSTEES reserve the right to refuse any booking application and postpone or cancel a hiring. Every effort will be made to give reasonable notice should any of these actions prove necessary.

6. The TRUSTEES may at their discretion require the HIRER to pay a refundable deposit in order to guarantee against breakages or damages, which will be refunded if terms and conditions are complied with. (Please refer to the HUB Hire Charges schedule)

7. The Main Hall has capacities of approx

Seated banquet 180

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Seated with dance floor 150

Seated dance floor and band area 120

The Small Hall has capacities are approx

Seated banquet 65

Seated with dance floor 50

8. The HIRER will, during the period of hire, be responsible for supervision of the premises, the fabric and contents of their room booking. Their own care and safety and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements to avoid obstruction of the car park and highway. The TRUSTEES accept no responsibility for direct or consequential loss or damage to property belonging to any user of the HUB.

9. The HIRER is liable for the cost of replacement or repair of all damages or breakages caused to any part of the property, including the surrounding grounds thereof, and the contents of the building, during the hire period. Any damage must be notified to the TRUSTEES as soon as possible.

10. The HIRER shall not use the premises for any purpose other than that described in the booking request and shall not sub-let or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the premises or render invalid any insurance policies in respect thereof.

11. The HIRER shall ensure that, to avoid disturbing neighbours of the HUB and to avoid violent or criminal behaviour, no-one attending the event consumes excessive amounts of alcohol and that no illegal drugs are brought onto the premises. The premises must be vacated by 11pm Sunday-Thursday and by 12pm on Friday and Saturday.

12. No Alcohol can be sold on the premises without approval of the TRUSTEES. When this approval is obtained a Temporary Events Notice (TEN) can be applied for by the Hirer through Monmouthshire County Council, but this must be obtained at least 28 days prior to the event and the Hirer must supply their own designated premises supervisor. Another option may be to use a dedicated bar provider – please speak to the manager for information.

13. The HIRER shall be responsible for obtaining any additional licences (over and above the basic PRS & PPL licences held by the Hall) as may be needed for their event. The HIRER should note that The Hub does not have either a television licence, literary, dramatic, musical or film licence.

14. The HIRER shall ensure they have adequate insurance for their property whilst using the HUB. Organisations must have their own public liability insurance to cover their activities. A copy of which must be given to the HUB manager at the point of booking or on a yearly basis (or following material changes) for regular HIRERS.

15. The HIRER shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

16. The HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.

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17. The HIRER shall comply with the fire procedures and ensure that fire exits and escape routes are kept clear at all times. No obvious fire hazards are allowed on the premises. No unauthorised heating appliances are to be used. No hazardous substances (as regulated by COSHH-Control of Substances Hazardous to Health Regulations) are to be used or stored in the hall without the written permission of the TRUSTEES. No internal decorations shall be erected or fixed to walls etc without the written permission of the TRUSTEES.

18. No fireworks, firepits or Chinese lanterns are allowed in or around the premises.

19. Any helium balloons used must be weighted and not allowed to be released in the hall or elsewhere on the premises.

20. The HIRER shall ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested by the TRUSTEES, the HIRER must provide a copy of their safeguarding policy including where applicable details of club's Welfare Officer and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS).

21. The HIRER shall, if preparing, serving or selling food, observe all relevant food hygiene legislation and regulations.

22. The HIRER shall ensure that any electrical appliances brought by them onto the premises and used there are safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989 and any subsequent legislation. Any appliance over 12 months old should have a PAT (portable appliance testing) test label affixed.

23. If The HIRER wishes to use a bouncy castle (or similar) at an event, they must first seek permission of the TRUSTEES and ensure that the provider is adequately insured and that there is adult supervision at all times. A site specific risk assessment method statement for the erection, anchorage use and removal of the bouncy castle must be provided at least seven days prior to its use on site. Maximum size of the bouncy castle is 11x15ft, height 12ft

24. The HIRER must ensure that the regulations with regard to the prohibition on smoking in public places contained in the Health Act 2006 are complied with.

25. The HIRER shall ensure that footwear that may cause damage to flooring is not worn in the building.

26. At the end of the hire, the HIRER shall be responsible for leaving the premises and surrounds in the clean and tidy condition it was found in and for ensuring that any contents which have been temporarily moved are returned to their usual locations. Floors should be swept and, if necessary mopped. Lights and electrical appliances should be turned off and windows must be shut and secure. Rubbish should be taken away unless otherwise agreed in advance with the TRUSTEES.

27. The HIRER shall **not** disclose the access code or the intruder alarm code to any third party.

28. The TRUSTEES reserves the right to cancel the booking in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election or referendum, in which case the HIRER shall be entitled to a full refund of any payment made to the TRUSTEES in relation to the cancelled booking.

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29. In the event of a major event clashing with a regular or pre-booked hire the TRUSTEES will do their best to come to an amicable compromise between all the parties involved.

30. In the event of the hall or any part thereof being rendered unfit for the use for which it has been hired, the TRUSTEES shall not be liable to the HIRER for any resulting loss or damage whatsoever.

31. Neither the TRUSTEES or the HIRER will be liable for inadequate performance to the extent caused by a condition (for example, natural disaster, act of war or terrorism, riot, labour condition, government action, and internet disturbance) that was beyond their reasonable control.