

Terms of Hire: Marleigh Community Hall and Jubilee Square



The Land Trust is under contract to the Marleigh Estate Management Company Ltd to manage Marleigh Community Centre and manage and maintain the public open space at Marleigh for the benefit of residents. The Land Trust is a charity committed to delivering community cohesion, economic vitality and learning with a focus on the environment, biodiversity, health and wellbeing.

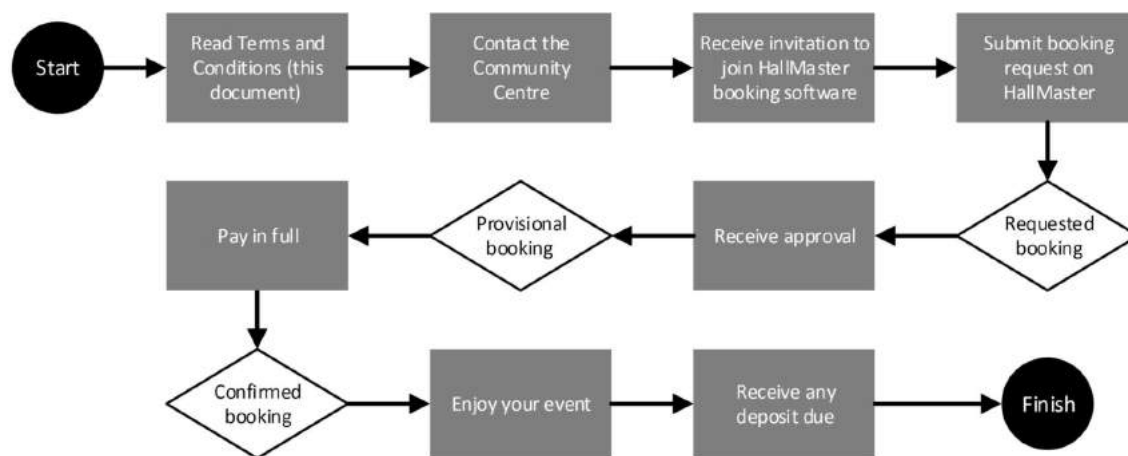
Contacts details:

- ✉ marleigh@thelandtrust.org.uk
- ☎ 0300 3230 170 (24hrs)
- 📍 Marleigh Community Centre, Hangar Building, 2 Jubilee Square, Cambridge, CB5 8UW
- 👋 Drop in to the Community Centre
- 🌐 <https://thelandtrust.org.uk/space/marleigh/>

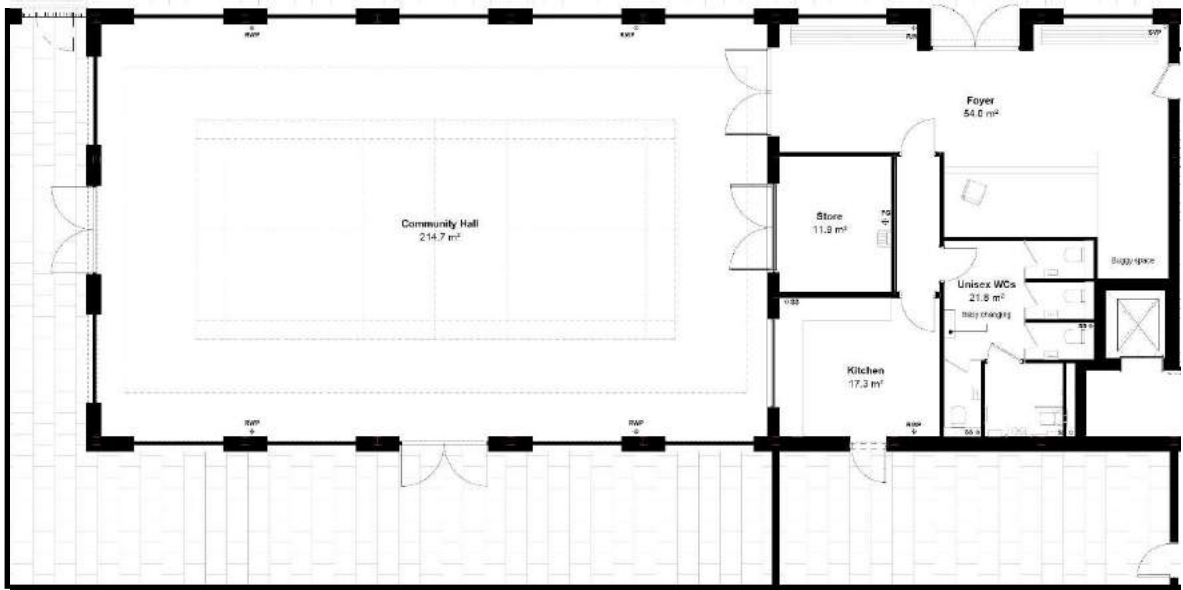
This document contains the terms for hiring Marleigh Community Hall and the adjacent outdoor space at Jubilee Square. It is written for everyone including residents and is designed to guide you through the booking and event planning process so that your event runs safely and smoothly. It is a live document and is updated regularly (the version date of the document you are reading is included in the header) and the latest is on our website.

An event at Marleigh is either a one-off event or a series of regular events in either Marleigh Community Hall (with its secure courtyard) or outside in Jubilee Square. The Community Hall must be booked if your outdoor event in Jubilee Square requires access to the toilets in the Community Centre, use of the kitchen and servery and/or the Community Hall as a wet weather alternative.

The booking process is shown below:



Hall hours. The Community Hall is located within Marleigh Community Centre (see floor plan below). It is available to hire 8am-10pm Monday to Thursday, 8am-11pm on Fridays, 9am-11pm on Saturdays and 10am-6pm on Sundays and Bank Holidays.



Use of outdoor space at Marleigh. If you wish to use the public open space (green areas on the map below) for an organised or commercial activity please contact the Land Trust as you may need a permit to comply with conditions set by your insurer. This includes outdoor activities organised by schools, youth groups, charities and commercial users such as dog walkers and personal trainers. Permits are generally issued free of charge.



Hirer Checklist:

When booking:

- Have read the relevant sections of this document and signed the booking summary.
- Booking only confirmed when payment is received in full.
- Serving alcohol? There is a £25/hr staffing surcharge after 6pm if alcohol being served.
- Day of the week and time of day? The cost is highest on a weekend evening.
- Need the kitchen? Hire rate £15. Kitchen needed if preparing food or serving hot food/drinks
- Criminal record checks? Only for organisations. There is a cost and it takes 14+ days
- Availability of supervising adults (aged 21+ years and a minimum ratio of 1: 10 under-18s)
- Hirer able to be present at the start and throughout the hire period?
- Reduce, reuse and recycle. Can you use or contribute to the party re-use box?
- Not permitted: helium balloons, candles (other than cake candles), blu tack, sellotape.
- Need to drive to the front door? Bollards can be lowered for drop off only. Leave extra time.
- Where will your guests park? Share details of Park & Ride and the new path into the Square.
- Need to drive to the door? Bollards can be lowered, for drop off only. Leave extra time.

During preparations:

Needed? Acquired? Shared with LT? Brought on the day?

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hirer's ID (if a new hirer) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Certificate of public liability cover |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Staff qualification certificates |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | DBS criminal record checks |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | General risk assessment |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Safeguarding policy document |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Safeguarding risk assessment or plan |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Permission from the copyright holder |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Performing rights licence |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Inflatable Play Association certification |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

At departure:

- | Relevant? | Done? | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Floors swept or vacuumed and spillages wiped or mopped |
| <input type="checkbox"/> | <input type="checkbox"/> | Tables wiped clean, secured on the trolley and returned to the store cupboard |
| <input type="checkbox"/> | <input type="checkbox"/> | Chair upholstery clean, chairs stacked and returned to the store cupboard |
| <input type="checkbox"/> | <input type="checkbox"/> | Sports equipment returned to the store cupboard |
| <input type="checkbox"/> | <input type="checkbox"/> | Store cupboard left in a safe and tidy condition |
| <input type="checkbox"/> | <input type="checkbox"/> | Any furniture moved has been repositioned as found |
| <input type="checkbox"/> | <input type="checkbox"/> | No personal property left behind |
| <input type="checkbox"/> | <input type="checkbox"/> | No equipment removed without prior agreement |
| <input type="checkbox"/> | <input type="checkbox"/> | Recyclables rinsed clean and sorted. Food waste in compost bin. |
| <input type="checkbox"/> | <input type="checkbox"/> | Landfill waste to be taken home. |
| <input type="checkbox"/> | <input type="checkbox"/> | Kitchen sink, work surfaces, fridge, oven, microwave and hob wiped clean |
| <input type="checkbox"/> | <input type="checkbox"/> | Cutlery, mugs, cups, plates clean and dry and returned to cupboards |
| <input type="checkbox"/> | <input type="checkbox"/> | Used cloths, tea towels and hand towels deposited in basket under the sink |

Please email details of any issues or breakages to marleigh@thelandtrust.org.uk

Please fill out this form and leave it at the front desk or email us a photo of the form.

Booking summary for a pre-paid 'carnet' (book of tickets)

The table below contains the details of your booking. Please check it is correct before signing. The pricing table is in Appendix A.

| Term | Prepaid period start date | Prepaid period end date | No. of hours | Basic Hire Rate | Residents Rate Hour 1 | Residents Rate Hour 2+ | Invoice issued 6 weeks before | Payment due 4 weeks before |
|-----------------|---------------------------|-------------------------|--------------|-----------------|-----------------------|------------------------|-------------------------------|----------------------------|
| | | | | £10/hr | £5/hr | £8/hr | | |
| Autumn 2022 | 1 Sept 2022 | 3 Jan 2023 | | | | | | |
| Spring 2023 | 4 Jan 2023 | 16 Apr 2023 | 5 10 | | | | | |
| Summer 2023 | 17 Apr 2023 | 19 July 2023 | 15 20 | | | | | |
| Summer Holidays | 20 July 2023 | Early Sept 2023 | | | | | | |

I confirm that the details of the booking are correct.

I accept the terms of hire contained in this document

Signed by hirer: _____

Date: _____

Booking summary for booking a one-off event

The table below contains the details of your booking. Please check it is correct before signing. The pricing table is in Appendix A.

| Description | Month | Date | Basic Hire Rate | Residents Rate 1st hour | Residents Rate 2nd+ hours | Additional charges | | Invoice issued 6 weeks before | Last payment 2 weeks before |
|--------------------|-------|----------------------|-----------------|-------------------------|---------------------------|--------------------|---------|-------------------------------|-----------------------------|
| | | | £10/hr | £5/hr | £8/hr | +£2 | +£25/hr | | |
| | | | £20/hr | £15/hr | £18/hr | +£15 | | | |
| | | | £30/hr | £25/hr | £28/hr | +£25 | | | |
| | | | £35/hr | £30/hr | £33/hr | +£50 | | | |
| Day: | Jan | 1 2 3 4 5 | | | | | | | |
| Mon Tues | Feb | 6 7 8 9 10 | | | | | | | |
| Wed Thu | Mar | 11 12 13 14 15 | | | | | | | |
| Fri Sat | Apr | 16 17 18 19 20 | | | | | | | |
| Sunday | May | 21 22 23 24 25 | | | | | | | |
| Set up: | Jun | 26 27 28 29 30 | | | | | | | |
| | Jul | 31 | | | | | | | |
| | Jul | Term: | | | | | | | |
| Main event: | Aug | Autumn 2022 | | | | | | | |
| | Sep | Spring 2023 | | | | | | | |
| | Oct | Summer 2023 | | | | | | | |
| Take down: | Nov | Summer Holidays | | | | | | | |
| | Dec | Bank holiday? | | | | | | | |
| | | Yes No | | | | | | | |

I confirm that the details of the booking are correct.

I accept the terms of hire contained in this document

Signed by hirer: _____

Date: _____

Booking summary for a series of regular bookings

The table below contains the details of your booking. Please check it is correct before signing. The pricing table is in Appendix A.

| | | | Basic Hire Rate | Residents Rate 1st hour | Residents Rate 2nd+ hours | Additional charges | | Invoice issued 6 weeks before | Last payment 2 weeks before |
|-------------------------|-------|----------------------|-----------------|-------------------------|---------------------------|--------------------|---------|-------------------------------|-----------------------------|
| | | | £10/hr | £5/hr | £8/hr | +£2 | | | |
| | | | £20/hr | £15/hr | £18/hr | +£15 | | | |
| | | | £30/hr | £25/hr | £28/hr | +£25 | +£25/hr | | |
| | | | £35/hr | £30/hr | £33/hr | +£50 | | | |
| Description | Month | Date | | | | | | | |
| Day: | Jan | 1 2 3 4 5 6 7 | | | | | | | |
| Mon Tues | Apr | 8 9 10 11 12 13 14 | | | | | | | |
| Wed Thu | Jul | 15 16 17 18 19 20 21 | | | | | | | |
| Fri Sat | Sep | 22 23 24 25 26 27 28 | | | | | | | |
| Sunday | | 29 30 31 | | | | | | | |
| Time slot: | | Subtotal: | | | | | | | |
| Term: | Feb | 1 2 3 4 5 6 7 | | | | | | | |
| Autumn 2022 | May | 8 9 10 11 12 13 14 | | | | | | | |
| Spring 2023 | Aug | 15 16 17 18 19 20 21 | | | | | | | |
| Summer 2023 | Oct | 22 23 24 25 26 27 28 | | | | | | | |
| Summer Hols | | 29 30 31 | | | | | | | |
| School holidays? | | Subtotal: | | | | | | | |
| Included | Mar | 1 2 3 4 5 6 7 | | | | | | | |
| Excluded | Jun | 8 9 10 11 12 13 14 | | | | | | | |
| Only holidays | Sep | 15 16 17 18 19 20 21 | | | | | | | |
| Half term | Nov | 22 23 24 25 26 27 28 | | | | | | | |
| Full term | | 29 30 31 | | | | | | | |
| Bank Holidays | | Subtotal: | | | | | | | |
| | Apr | 1 2 3 4 5 6 7 | | | | | | | |
| | Jul | 8 9 10 11 12 13 14 | | | | | | | |
| | - | 15 16 17 18 19 20 21 | | | | | | | |
| | Dec | 22 23 24 25 26 27 28 | | | | | | | |
| | | 29 30 31 | | | | | | | |
| | | Subtotal: | | | | | | | |
| | | TOTAL: | | | | | | | |

I confirm that the details of the booking are correct.

I accept the terms of hire contained in this document

Signed by hirer: _____

Date: _____

Terms of Hire

This document forms the contract between:

- The hirer of Marleigh Community Hall and *Marleigh Estate Management Company Limited* (for whom the Community Centre is operated by Land Trust Residential Services Limited) and/or
- The hirer of Jubilee Square and *Land Trust Residential Services Limited*.

The contract can be signed in ink, electronically or by sending an email of acceptance.

1. **Forfeiture.** The Land Trust reserves the right to terminate a booking at any time, retain some or all of a deposit and/or refuse, cancel or suspend future bookings should it be found or there be evidence to suspect that the hirer, their guests or contractors have disregarded the terms herein or other reasonable instructions given by Land Trust staff verbally or in writing.
2. **In case of incident.** During the hire period, the hirer shall be liable for and indemnify the Land Trust against any claims in respect of death, injury, loss or damage where any such claim is caused by or arises by reasons of the acts, omissions or neglect of the hirer, their guests or contractors. The Land Trust will not accept responsibility for loss or damage to any property belonging to the hirer or any property brought or left by the hirer, their guests or contractors.
3. **Public liability insurance.** The Land Trust holds public liability insurance in case of accident and/or injury. Our certificate is on the wall in the Community Centre and an e-copy can be shared. Organisational hirers are asked to share with us their public liability cover. This is optional for private hirers.
4. **General risk assessment.** Organisational hirers are asked to share with us their general risk assessment. This is optional for private hirers.
5. **Safeguarding.** The safeguarding policy for the Land Trust is published online at <https://thelandtrust.org.uk>. Organisational hirers engaging the public, under-18s or vulnerable adults are asked to share with us their safeguarding policy and their safeguarding risk assessment. Preventative measures identified in the latter should include the avoidance of 1:1 situations as far as is possible and reflect risks linked to age, special needs or the sharing of images on social media. This is optional for most private hirers but for some private events Land Trust staff will require hirers to help prepare and follow a safeguarding plan that stipulates a 1:10 ratio of supervising adults and a rota that covers the toilets and a coat/bag check.
6. **Criminal record checks.** Organisational hirers engaging the general public, under-18s or vulnerable adults must provide evidence that all staff, paid or volunteers are not barred from working with these groups. Required is an 'enhanced check with barred lists' by the Disclosure and Barring Service (DBS) as a basic criminal records check is insufficient. Checks are ordered and paid for by the organisation and received by the subject. They are one-off assessments that do not expire. It is the responsibility of the hirer to check that all staff (paid or voluntary, catering, security or entertainment) are cleared to work on each day of an event and must retain evidence of having done so. This is optional for private hirers.
7. **Staff qualification certificates.** All staff, both paid and volunteers, must be suitably qualified. It is the responsibility of the hirer to check for each event and retain evidence of having done so.
8. **Permission from the copyright holder** is required to copy and redistribute copyrighted material which applies to most books, poems, journals, magazines, maps, charts, sheet music, films, videos, voice clips, and other digital resources including some websites. Even if the author is long dead, copyright of the typographical arrangement of a published edition may belong to the publisher of the work. Similarly, a performing rights licence is required to perform or display licenced material including plays, musicals, poetry, paintings and images. It is the responsibility of the hirer to check.
9. **A PPS/PPL music licence** is required by organisational hirers to play copyrighted music in a public place. A PPS licence protects the holder of the copyright to the lyrics and/or the score while a PPL licence protects the holder of the copyright for the recording used. The licences are issued by one agency. A licence is needed to play the radio, music clips, live music, or to sing. Songs used in Christian worship are covered separately by Christian Copyright Licensing International. As a venue, the Land Trust arranges a licence as and when required and it is for this reason that the decision to use music at an event needs to be made at the time of booking. Commercial organisational hirers need their own licence, for example Zumba teachers. Private hirers need no licence but it is their responsibility to check that their hired entertainment holds one.

10. **Bouncy castles and other large inflatables.** Commercial providers of large inflatables are required to regularly check their equipment and it is the responsibility of the hirer to ask for evidence from their provider that their inspection regime conforms to the standards set by the Professional Inflatable Play Association.
11. **Location.** The Community Hall is located within the Marleigh Community Centre and is accessed from Jubilee Square. Parking is at the adjacent Park & Ride.

| | | |
|----------------------------|-------------------------------------|---|
| Marleigh Community Centre | 2 Jubilee Square, Cambridge CB5 8UW | https://w3w.co/charities.taps.tequila |
| Newmarket Road Park & Ride | Newmarket Road, Cambridge CB5 8AA | https://w3w.co/cheeks.smooth.delays |

12. **Car Parking.** There is no suitable car parking inside Marleigh; only a dozen on-street short-stay bays and one disabled bay. See below for options.
13. **Travel.** To avoid problems on the day, hirers are asked to share information in advance to help their guests with their travel arrangements. The following can be copied and used in publicity and invitations:

| | |
|---------------------|--|
| Parking | Please park your car in the Park & Ride. It is 100m walk to the venue. There are 800 spaces, 15 disabled bays, parking is free for 18 hours and it is open 24/7. There is a height barrier. There is no suitable parking in Marleigh: only a dozen on-street short-stay bays and one disabled bay. |
| Buses | Park & Ride buses run every 15 minutes to and from Cambridge. An all-day ticket is £3.50 for one person, £6.50 for a small group or £10.50 for up to 5 adults. After 8pm, use the Citi3 bus on Thorpe Way opposite Dennis Lane. For next bus real time info go to: https://moovitapp.com/east_anglia-2102/poi/en . Contactless payment available on all buses. |
| Walking and Cycling | Marleigh has an internal, off-road, active travel corridor running east-west which is a spur off the Chisholm Trail at the Abbey-Chesterton Railway Bridge over the River Cam. Bike parking available outside. |
| Taxis | Pick up and drop off at the Park & Ride bus station. Local firm Panther Taxis on 01223 715715. |

14. **Hire times.** The Community Hall is available to hire during the following times:

| | Outside space closes | | | | | |
|---------------------------|----------------------|------------------------------------|------------------|--------------|-------------|------------|
| | From | (the Courtyard and Jubilee Square) | No alcohol after | Departure by | Clean up by | Lock up at |
| Mondays to Thursdays | 8am | 8pm | 9.30pm | 10pm | 10.15pm | 10:30pm |
| Fridays | 8am | 9pm | 10.30pm | 11pm | 11.15pm | 11.30pm |
| Saturdays | 9am | 9pm | 10.30pm | 11pm | 11.15pm | 11.30pm |
| Sundays and Bank Holidays | 10am | 6pm | 5.30pm | 6pm | 6.15pm | 6.30pm |

15. **Time slots.** Time slots must include time for set-up and take down. Bookings start on the hour or half hour. For one-off bookings, the minimum hire period is 2 hours otherwise it is 1 hour. Classes should plan to run for 45-50 minutes. The hirer must vacate by the time their hire period ends.
16. **Staff presence.** When the Community Hall is in use, the Foyer is open and the front desk is staffed. Requested bookings will be confirmed once staffing has been arranged.
17. **The minimum age of the hirer** is 21 years.
18. **No smoking, vaping or use of recreational drugs** is permitted inside the Community Centre, in Jubilee Square if within 2m of the front doors of the Community Centre, in the courtyard or within 2m of the courtyard gates.
19. **Online booking.** It is the responsibility of the hirer to review the facilities before finalising their booking to ensure that they are suitable for the purpose of your event. When ready to proceed with your booking, the Land Trust will email you a link to sign up to HallMaster, the online booking and payment system used at Marleigh. Once your account has been set up, subsequent bookings can be made directly through HallMaster.
20. **Payment.** Prompt payment is advised to secure a provisional booking. Provisional bookings expire automatically if payment is not received 14 days in advance of the event (or the first event in a series). For one-off events you will be issued an invoice via HallMaster that must be paid in advance. For regular events you will receive a monthly invoice which must be paid in advance. All hirers are required to have a HallMaster account so please contact us if you have accessibility issues that prevent this.
21. **Hire periods.** For ease, hire periods align with Cambridgeshire school term dates. A one-off or regular event can be booked during the current or the next term (see table below). There are four hire periods a year. Existing hirers can renew during a 14 day priority booking period. The Land Trust is under no obligation to renew bookings.

| From | To | Hire period | Bookings from | Priority booking from |
|------------------|-----------------|------------------|----------------|-----------------------|
| 1 September 2022 | 3 January 2023 | Autumn Term 2022 | Available now | Available now |
| 4 January 2023 | 16 April 2023 | Spring Term 2023 | Available now | Available now |
| 17 April 2023 | 19 July 2023 | Summer Term 2023 | 4 January 2023 | 21 December 2022 |
| 20 July 2023 | Early September | Summer Holidays | 17 April 2023 | 3 April 2023 |

22. **Venue capacity.** The Community Hall is 214.7sqm (2311sqft) and the maximum capacities are listed below:

| | Standing drinks reception | Seated theatre style | Seated at rectangular tables | Seated at round tables |
|--------------------------|---------------------------|----------------------|------------------------------|------------------------|
| Max capacity (persons) | 380 | 320 | 240 | 200 |
| Space per person (sq.m) | 0.57 | 0.67 | 0.89 | 1.07 |
| Space per person (sq.ft) | 6.1 | 7.2 | 9.6 | 11.6 |

23. **Cancellations.** Cancellation of a booking must be made in writing by the hirer in an email, text or signed note. A provisional booking can be cancelled at any time. With more than 14 days' notice, a confirmed booking can be cancelled and a 100% refund received. With 7-14 days' notice a 50% refund is available and within 7 days a 25% refund. Same day cancellations will receive no refund. The Land Trust reserves the right to cancel a booking at any time, up to and including the date of hire, should it be in the best interests or needs of the Centre to do so including in the event of the Hall or Square being required for use by public services, the owner of the Hangar Building or their contractors. In which case the hirer shall be entitled to a full refund. In the unlikely event of the Hall or Square or any part thereof being rendered unfit for the use for which it has been hired, the Land Trust shall not be liable to the hirer for any resulting loss or damage whatsoever. Staff will use their best endeavours to find alternative accommodation.
24. **Pre-paid carnet.** If you wish to use the Hall occasionally and flexibly, for example for badminton, you may wish to pay for multiple sessions in advance rather than be invoiced for each session. A loyalty card of pre-paid, one hour slots will be issued to the hirer, in increments of 5 up to a maximum of 20. To avoid disappointment, pre-booking is recommended. Contact us to check availability. A carnet is valid for use during one term only and can be purchased during the current or the preceding term. Credits cannot be carried over into the next term. An invoice will be issued using HallMaster. Payment must be received at least 2 weeks in advance of first use. They can be used by the hirer and also by anyone living at the same address if this is agreed at the time of purchase or if written confirmation from the hirer is received by the Land Trust subsequently. A card will be issued so please bring it with you so you can keep up to date with your carnet's credit balance, it's expiry date and the renewal deadline for next term. An account will be kept by staff in parallel in case you forget to bring your card with you and to allow lost cards to be replaced. If the two records differ, the one showing the lowest balance will be adopted. Refunds are not available for carnets.
25. **Equipment drop off.** Heavy or bulky equipment can be dropped off on Marleigh Avenue (a 50m walk) or at the park & ride site (a 100m walk). The bollards can be lowered to allow temporary vehicular access to Jubilee Square and the front door of the Community Centre. Please ask staff for assistance.
26. **Outdoor power.** Access can be provided to locked outdoor plug sockets in Jubilee Square.
27. **Alcohol.** The hirer must decide at the time of booking if alcohol is to be served as there are staffing implications. If unable to provide proof of permission and alcohol is found and not removed promptly, the event will be terminated with immediate effect and the hirer will forfeit their right to a refund. The hirer must be prepared to be actively involved in ensuring that attendees drink responsibly. Alcohol must not be served at events where the majority of attendees are aged under 18. Alcohol must not be sold on the premises or sold indirectly by being included in the ticket price. Alcohol can be a raffle prize, but conditions apply, so please ask for details. The hirer is responsible for ensuring that no alcohol is served after 10.30pm on Fridays and Saturdays, 9.30pm on Mondays through Thursdays or after 5.30pm on Sundays and Bank Holidays.
28. **Kitchen.** The hirer must decide at the time of booking if the kitchen is required. If in doubt, add it to your booking. The kitchen contains crockery, cutlery, cups and mugs for 48 adults and 18 small children, a sink, cloths, dishwashing liquid, bin bags, facilities for the preparation of hot and cold drinks, a tall fridge/freezer, a microwave, electric hob and an oven with an extractor fan. You or your caterers must bring all food and drink plus chopping boards, knives, utensils, serving equipment, pots, pans, plus consumables such as milk, cleaning materials, napkins, cling film, foil and containers for leftovers. You or your caterers may bring electrical appliances such as food warmers if they have been PAT tested. Please

ask your caterers if they have an electric alternative to burning gel canisters under food warmers as naked flames are a fire risk. Outside cooking is not permitted so no BBQs unless professionally catered. Users of the kitchen must adhere to the safety rules displayed on the wall in the kitchen. Whether to allow children into the kitchen is at the discretion of the hirer. Given the risk of accidental injury, children under 12 years in the kitchen must be supervised at all times. The kitchen must be left empty, clean and tidy, including the work surfaces, sink, fridge, floor and the kitchen courtyard, if used.

29. **Food and hot drinks.** The kitchen does not need to be booked if cold food and drinks are being served and consumed in the Hall. The kitchen must be booked if food is being prepared in the Hall or there is a need to chill food prior to serving. The kitchen must be booked if hot food or hot drinks are to be prepared, served or consumed. Hot food and hot drinks must be dispensed from the counter for safety.
30. **Food safety.** Food supplied, sold or provided must comply with food law and be safe to eat <https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events>. Food safety advice for those cooking food at home and transporting it is available here: <https://www.eden.gov.uk/business-and-trade/food-hygiene-and-health/food-hygiene-and-safety-guidance/catering-from-home-safely/>. If hiring a caterer, by law they must clearly signpost to where detailed allergen information can be found. A food hygiene rating of 4 or 5 is recommended <https://www.scoresonthedoors.org.uk/>.
31. **Reduce. Reuse. Recycle.** Our aim is for zero waste. The hirer is asked to get involved at the planning stage to reduce single use items and the amount of waste produced by your event. Please avoid the use of single use paper, plastic or polystyrene cups, plates, cutlery, tablecloths, bottles, decorations and cleaning wipes. Please ask staff what is already available or ask your caterer for options. If you wish to purchase reusables but have nowhere to store them afterwards, please talk to Land Trust staff because you may be invited to donate them to the Centre's shared party re-use kit. For decorations, we may affix permanent hooks to avoid the need for temporary adhesives, so please discuss your needs in the planning stages.
32. **Waste sorting.** Waste must be sorted into landfill, clean recycling and compost as you would at home, even if your guests ignore the bin signage. If you wish to reduce the size of recyclables such as squash bottles and cans please use the wall-mounted crusher provided. A large compost caddy is provided as are clear plastic bin bags. As there is no licence to dispose of waste created by users of the Community Centre, filled waste bags are to be taken home with you and disposed of with your weekly domestic waste and recycling. Except food waste which you can leave in the compost bin in the kitchen. A penalty charge applies if waste is not sorted on site.
33. **Party decorations:**

| | Inside the Hall | Outdoors | Notes |
|------------------------|---|-------------------------------|---|
| Permitted fixings | Removable glue dots Window sucker hooks Permanent hooks in situ | Biodegradable string or twine | Please do not use Sellotape, Command strips, drawing pins or Blu-tack as it will damage the paintwork. Tape may be stuck to windows but must be removed same day to stop it melting onto the glass. |
| Confetti and piñatas | ✓ Permitted | ✓ Permitted | Must be paper-based outdoors. Please check as some paper confetti actually contains some foil pieces. |
| Candles on cakes | ✓ Permitted | ✓ Permitted | Care must be taken. Grassfire is a risk outdoors. Indoors, do not light directly under a smoke alarm. |
| Fireworks on cakes | ✓ Permitted | ✓ Permitted | Small cake fireworks (category F1) are permitted |
| Outdoor fireworks | ✗ Not permitted | ✓ Permitted | Care must be taken. Category F2, low noise only. |
| Hand-held sparklers | ✗ Not permitted | ✓ Permitted | Care must be taken. Please ask for details |
| Other candles | ✗ Not permitted | ✗ Not permitted | Hobbycraft sells realistic waxed LED candles. |
| Regular balloons | ✓ Permitted | ✓ Permitted | No helium balloons. |
| Helium balloons | ✗ Not permitted | ✗ Not permitted | Helium is a scarce resource. Problems if they escape. |

34. **The hirer must be present at the start of the hire period** and make themselves known to staff. They may wish to arrive 10-15 minutes early so that administrative activities do not impact on their booked time. The hirer may be asked for ID so staff can check they are the person named on the booking. Staff will also point out the toilets, emergency exits, and assembly points and let you know if the weekly fire alarm test is expected. It is the responsibility of the hirer to then pass on these instructions to those attending their event. At the start of their hire and throughout, it is the responsibility of the hirer to ensure that the facilities provided are suitable for their requirements and that Land Trust staff are informed of any issues immediately, including health or safety concerns. If the hirer is delayed and unable to be present at the start of the event, they must nominate an alternate at the time or in advance and reach agreement across

all parties, by email or text, that the hirer retains all and is not delegating any of their responsibilities under this contract. To transfer the role and the responsibilities of the named hirer for a confirmed booking, the existing hirer must reach agreement across all three parties in writing at least 7 days before the event. If the booking is transferred to a new hirer, any refund due or deposit returned will go to the new and not the original hirer. The new hirer must hold a HallMaster account to receive monies returned.

35. **The hirer must be present throughout the hire period.** The hirer must be around the Community Centre or Jubilee Square throughout. The hirer is solely responsible for the supervision of the areas hired exclusively (Hall and courtyard plus kitchen if booked) and is jointly responsible with the Land Trust for the supervision of the Square (if booked), Community Centre Foyer and toilets. The fabric and contents of all of these areas are to be respected and the hirer agrees to treat them with care and keep safe from damage, however slight, or any change of any sort. The Hall and any items within are left unattended at the hirer's own risk. If the hirer has an unexpected need to leave they must inform staff who will ask the hirer to designate a temporary alternate who is present and to sign a waiver. If the hirer is unable to do so, or if the alternate has reason to leave before the end of the hire period, the event will be terminated with immediate effect. Although the hirer is delegating their role, they are not delegating any of their responsibilities under this hire agreement.
36. **Security.** Land Trust staff are present as custodians and not as security. Should it be agreed that the front doors to the Centre are locked, the hirer and staff will share the task of letting in guests using the door release button. Please note that during bookings, the Community Centre's Foyer and toilets need to remain open for use by the public and so children should not be left unsupervised in these areas. The hirer is responsible for the behaviour of all guests and the prompt removal of any and all guests from the Centre that Land Trust staff identify as problematic. The hirer is responsible for all guests vacating the premises by the end time of the hire period.
37. **Courtyard gates.** Unless agreed in advance, the gates between the courtyard and Jubilee Square are for use in an emergency and are not to be used for general admission. The gates are secured with an indicator that flags unauthorised use to both the hirer and staff.
38. **Fire prevention.** Hirers should read and familiarise themselves with the emergency "In Case Of Fire" procedure notice posted in the Hall. The assembly point is in front of the gates of Marleigh Primary School on the opposite side of Jubilee Square. Under no circumstances whatsoever should designated fire exits be obstructed or blocked as there must be 2 metres in all directions at all times for ease of use in an emergency. Hirers should familiarise themselves with the fire-fighting equipment provided. Hirers should not allow others to abuse this equipment.
39. **Smoke alarms.** To aid fire detection, smoke detectors are fitted throughout the Centre. Alarms are likely to sound if anything is burning, including candles or incense, or there is excess aerosol particles or steam in the air. Please request your DJ refrains from using a smoke machine.
40. **Noise and disruption.** Before, during and after events, please ensure children are supervised and not allowed to run out of the Hall and through the Foyer. This is a health and safety issue and helps to control noise and disruption to other users in the Foyer. If asked, please close the door between the Hall and the Foyer. At any time, the volume inside the Hall must be kept at a reasonable level, as determined by Land Trust staff. Staff will inform the hirer if the volume needs to be lowered. During the playing of amplified or live music in the Hall, all doors to the courtyard must be closed. Repeated exceedance of the maximum noise level will result in the power being automatically cut. There is to be no outdoor music with any Hall booking. So as not to cause noise nuisance to nearby residents, on Fridays and Saturdays, the hirer must close the courtyard at 9pm and there must be no noise by departing guests in Jubilee Square after 11pm.
41. **Departure.** The hirer is responsible for leaving the Centre and Square in an "as you found it" condition. If you did not find it clean and tidy then you must have brought this to the attention of staff during the event and/or have photo evidence. Cleaning materials are provided. Tables should be wiped clean and chairs brushed clean before being returned to the store cupboard. Floors must be clean and mopped if necessary. Any contents temporarily removed from their usual positions must be returned. Any cigarette ends discarded by guests in Jubilee Square must be collected. A departure checklist must be completed and signed by the hirer before departure.
42. **Penalties.** Any costs incurred by the Land Trust due to hirer negligence of or non-compliance with these terms will be charged directly and in full to the hirer. Persistent or extreme incidents may result in a temporary or permanent ban from making future bookings or attending events within the Hall. If not agreed in writing at the close of the event, photo evidence will be provided to support penalty charges applied. If penalty charges

exceed the deposited amount, an invoice will be issued by the Land Trust for the balance and payment is due within 28 days. If the penalty costs are less than the deposit paid, the balance due from the Land Trust will be repaid within 28 days to the same account from which it came. If no deposit has been paid, the hirer will be invoiced for the penalty costs accrued and payment will be due within 28 days.

APPENDIX A: Pricing details

Prices include VAT

BASIC COMMUNITY HALL HIRE RATES

| | | | |
|---------------------------|--------------|---|------------------|
| Private events | No entry fee | Birthday party, drum practice, badminton | £10 /hour |
| Community events | No entry fee | Playgroup, coffee morning, youth group, church, scouts and events held by schools, NHS, central or local government | |
| Ticketed events | Entry fee | Fundraising event, jumble sale | £20 /hour |
| Commercial classes | Entry fee | Ballet, yoga, drawing, karate, zumba, baby signing, slimming club | £30 /hour |
| Commercial event | No entry fee | Corporate away day, consultation event, craft fair, art gallery | £35 /hour |

DISCOUNTS ON BASIC RATE

| | | |
|------------------|------------------|------------------|
| Residents | First hour | –£5 /hour |
| | Subsequent hours | –£2 /hour |

A discount is offered to Marleigh residents who pay an annual service charge to the Land Trust Residential Services Ltd to manage the community facilities. The named hirer must be a Marleigh resident and pay the service charge, either directly or as a tenant. Proof of address may be required. The discount applies to all categories of hirer, including commercial. The discount applies to each discrete event so a regular weekly booking will receive the discount every week.

OPTIONAL ADD-ONS

| | | |
|----------------------------|---|-----------------------------|
| Jubilee Square | The Community Hall must be booked if your outdoor event in Jubilee Square requires: access to the toilets in the Community Centre; use of the kitchen; or the Community Hall as a wet weather alternative. Outdoor power is available. | Price on application |
| Kitchen | Fee applies if the kitchen is used to cater an event. Until the café opens next door, the kitchen can be used free of charge for light refreshments. A nominal fee will be charged if consumables are to be provided (tea, coffee, milk, etc) | +£15 /booking |
| Badminton equipment | Adult and child rackets and shuttlecocks are available to hire. Free for first use. | +£2 /booking |

STAFFING SURCHARGES

| | | |
|----------------|---|--|
| Weekend | Applies in addition to other staffing surcharges. Applies on Friday evenings, Saturdays, Sundays and Bank Holidays. Does not apply to bookings of 2 hours or less. Applies to bookings covering each of the following time slots: Fridays 6pm to close, Saturdays 11am to 2.30pm, 2.30pm to 6pm and 6pm to close, and Sundays and Bank Holidays 12-3pm and 3pm to close. | +£50 /time slot |
| Alcohol | Applies if alcohol is to be served or consumed. Applies at any time of day. Not applied in addition to the evening staffing surcharge. | +£25 /hour for second staff member. Excludes set up time. |
| Evening | Applies after 8pm Monday to Thursday and after 6pm Friday and Saturday. Not applied in addition to the alcohol staffing surcharge. | |

DAMAGE DEPOSIT

| | | |
|-------------------------|---|-----------------------|
| Weekend evenings | Applies along with the weekend surcharge after 6pm on Fridays and Saturdays. Payable per term for regular events. Repaid if no penalty charges are applied. If penalty exceeds £100 then the excess is charged to the hirer. If no deposit has been taken and damage occurs, the hirer will be invoiced for penalty charges. | +£100 /booking |
|-------------------------|---|-----------------------|

PENALTY CHARGES

| | | |
|----------------------------|---|----------------------|
| Damage | Cost of repairs to the fabric of the building, including accidental damage. | +£15 + cost |
| Equipment | Cost of repairing or replacing equipment and other items provided. | |
| Cleaning | Cost of undertaking a general clean or sorting specific issues such as cigarette butts in the Square, escaped balloons in the Hall, dirty oven, vomit etc. | +£15 to +£50 |
| Sorting waste | Cost of sorting waste into clean recyclables, landfill and compost. | |
| Smoking | Penalty if smoking occurs inside the Community Centre or courtyard, or within two metres of the front doors of the Centre or of the gates to the courtyard. | +£50 |
| Prohibited activity | Penalty for any other activity contrary to these terms. | +£15 to a ban |
| Late departure fee | Penalty for late departure, amount depends on the impact on others. | +£0 to +£50 |