



HOUGHTON REGIS TOWN COUNCIL VENUE TERMS AND CONDITIONS

Venue Hire – Terms & Conditions

1. Definitions

“Town Council” – Houghton Regis Town Council, its officers, employees, and authorised agents.

“Premises” – The venue, rooms, grounds, and facilities hired under this agreement.

“Hirer” – The individual, organisation, or group submitting the booking and assuming full responsibility for compliance with these Terms & Conditions.

“Event” – The activity, booking, meeting, or function for which the premises are hired.

2. Applications & Booking Requirements

2.1 All applications must be submitted using the official Town Council booking form.

2.2 Booking forms must be received at least 14 days prior to the date of hire.

2.3 Each application must include:

- Full hire fee
- Refundable £50 damage deposit
- Any required supporting documentation (e.g., insurance, licences)

2.4 An opening and closing fee of £45 + VAT applies to each booking.

2.5 The Town Council may request additional information to support an application.

2.6 The Town Council may refuse any application without stating a reason.

3. Payment, Deposits & Cancellations

3.1 All hire charges must be paid in full at the time of booking.

3.2 The refundable deposit may be retained in full or in part to cover:

- Damage
- Additional cleaning

- Unpaid fees
- Breach of conditions

3.3 Cancellation by Hirer

- Must be submitted in writing.
- Cancellations received less than 48 hours before the booking will incur a 50% charge.
- No-shows will be charged the full hire fee.

3.4 Cancellation by the Town Council. The Council accepts no liability for loss or expenses incurred if the booking is cancelled due to circumstances beyond its control (see Section 14 – Force Majeure).

4. Use of Premises

4.1 The premises may only be used for the purpose stated on the booking form.

4.2 Subletting or transferring the booking is strictly prohibited.

4.3 The hirer must ensure no nuisance or disturbance is caused to neighbours or other users.

4.4 The hirer must return all furniture and equipment to the original layout unless otherwise agreed.

5. Health, Safety & Fire Regulations

5.1 The hirer must comply with:

- Health & Safety at Work Act 1974
- Regulatory Reform (Fire Safety) Order 2005
- All Council safety instructions

5.2 Fire exits, corridors, and escape routes must remain clear at all times.

5.3 Firefighting equipment must only be used in an emergency.

5.4 The hirer must familiarise themselves and attendees with emergency procedures.

5.5 The hirer must ensure a working telephone is available for emergency calls.

5.6 Smoking and vaping are prohibited inside the premises.

6. Safeguarding, Supervision & Responsible Adults

6.1 No booking will be accepted without a responsible adult present.

6.2 Children must be supervised at all times.

6.3 Where an activity involves children or vulnerable adults, the hirer must ensure:

- Appropriate safeguarding measures
- DBS-checked staff where required
- Compliance with all safeguarding legislation and best practice

6.4 The Town Council may request evidence of safeguarding procedures.

7. Equipment, Electrical Safety & Prohibited Items

7.1 No alterations may be made to electrical installations.

7.2 Personal electrical equipment may not be used without prior permission and must be PAT-tested.

7.3 The following items/activities require written permission and may be refused:

- Smoke machines or haze
- Laser lighting
- Pyrotechnics or fireworks
- Portable gas equipment
- Inflatable play equipment (e.g., bouncy castles)
- Deep-fat fryers
- Candles or open flames

8. Damage, Loss & Liability

8.1 The hirer is responsible for all damage to the premises, fixtures, fittings, and equipment occurring during the hire period.

8.2 The Council's assessment of the extent and cost of damage is final.

8.3 The hirer indemnifies the Council against all claims, losses, damages, or accidents during the hire period except where caused by the Council's negligence.

8.4 All charges must be paid within 14 days of invoice.

9. Insurance

9.1 The Council may require evidence of public liability insurance prior to the event.

9.2 Activities outside the Council's insurance cover may be prohibited or subject to additional conditions or charges.

9.3 The hirer must not undertake any activity that may increase the Council's insurance premium without approval.

10. Licensing, Gambling & Copyright

10.1 The hirer must comply with the Licensing Act 2003 requirements for:

- Alcohol sales
- Live and recorded music
- Dancing
- Film screenings
- Late-night refreshment

10.2 Gambling, raffles, lotteries, and sweepstakes require:

- Written Council permission
- Any relevant legal licences

10.3 Copyrighted works may not be publicly performed without the appropriate licence.

10.4 Filming, broadcasting, or sound recording requires written permission from the Council, which may share any income generated.

11. Accessibility & Equality

11.1 The hirer must ensure events comply with the Equality Act 2010, including reasonable adjustments for accessibility.

11.2 The hirer must not obstruct accessible routes or facilities.

12. Cleaning & Waste

12.1 The premises must be left clean and tidy.

12.2 Waste must be placed in the correct bins or removed by the hirer.

12.3 Additional cleaning charges may apply if standards are not met.

13. Vehicles & Parking

13.1 Vehicles and personal property are left entirely at the owner's risk.

13.2 Parking must be in marked bays only.

13.3 Spaces cannot be reserved; hirers are encouraged to promote car sharing or early arrival.

14. Force Majeure

The Council is not liable for failure to provide the premises due to circumstances beyond its control, including but not limited to:

- Severe weather
- Power failure
- Industrial action
- Staff shortages
- Emergency closures
- Government restrictions or public health directives

In such cases, the Council may cancel or postpone a booking without liability.

15. Lost Property

15.1 Valuable items (phones, money, jewellery) will be kept for 1 month.

15.2 Non-valuable items (clothes, bags) will be kept for 2 weeks

15.3 Enquiries must be made via info@houghtonregis-tc.gov.uk.

16. Data Protection & Privacy

16.1 The Town Council complies with the UK GDPR and Data Protection Act 2018.

16.2 Personal data provided for bookings will be processed in accordance with the Council's Privacy Notice (available on the website).

16.3 Data will only be used for:

- Managing bookings
- Safety and compliance
- Legal or regulatory requirements

17. Termination of Hire

17.1 The Council may terminate any hire immediately if the hirer:

- Breaches these conditions
- Causes unsafe conditions
- Causes damage
- Engages in unlawful activity

17.2 No refund will be given where the hire is terminated due to breach.

18. Complaints

18.1 All complaints must be submitted in writing within 7 days of the booking.

19. Amendments

19.1 The Town Council reserves the right to amend these Terms & Conditions at any time.

20. Agreement

I agree to the Terms and Conditions:

Signed:

Date: