



FREEDOM CENTRE ROOM HIRE

TERMS AND CONDITIONS

The Freedom Centre offers the community access to facilities to ensure fair and equitable use, encourage social cohesion, celebrate diversity, and promote a safe environment for all.

The Freedom Centre Management reserves the right to refuse any bookings that do not align with Freedom Church Mereside's vision, values and policies.

APPLICATION FOR HIRE

Each application for use must be made on the required application form, signed by the applicant, stating the purpose and hours required, and containing the applicant's undertaking to comply with these conditions of hire.

The person signing the agreement must be over 18 years of age (photo ID may be requested). Where functions are attended by minors the hirer will be the person responsible for actively supervising.

Where the application is made on behalf of an organisation or body of persons, the applicant shall state the name of the organisation or body and the authority of the applicant for making such application, together with private and business telephone numbers of the applicant. The person applying on behalf of an organisation or body will be liable to ensure compliance with these conditions of hire.

BOOKING CONDITIONS

FEES AND CHARGES

Fees and charges for facilities are set annually by Centre Manager. The fee will be that which applies at the date of the function, notwithstanding that the charge may have altered since the date on which the booking was made.

CONFIRMED BOOKINGS

A booking will be confirmed only upon receipt of:

- a completed application form including required supporting documentation
- evidence of satisfactory insurance and or risk assessment if requested
- full payment of hire or at minimum a deposit agreed by the hirer and the centre manager

The Centre Manager at their discretion and where appropriate may cancel an approved booking before or after payment is received by the due date. Where possible The centre manager will provide the Hirer with adequate notice period of cancellation.

HIRE TIMES

Under no circumstances is the hirer to access the facility other than for the approved use and time. The times booked must include set up time, including caterer's time, and last person out. Any use of the facility after the engaged time will be charged at the commercial rate and per half hour. Such charges must be paid within 5 business days from the invoice date.

HIRE FEE

The full hire fee as determined by Council shall be paid within 14 days from the invoice date. Bookings with less than 7 days lead time must pay the invoice immediately. If the full amount is not paid within 14 days, the booking will be automatically cancelled.

DISCOUNTED HIRE FEE

Only approved non-profit community groups and senior citizen groups may be eligible for discounted hire at the community rate.

Discounted bookings that exceed agreed time limits will be charged at the commercial rate.

DEPOSIT

The Deposit (If required) as determined by Centre Manager shall be paid within 5 days from the invoice date and bookings with less than 7 days lead time must pay the invoice immediately. If the full amount is not paid within 5 days, the booking will be cancelled.

Please visit the Freedom Centre website for a list of hire fees

www.freedomcentremereside.org

Payment options are listed on the invoice.

CANCELLATION BY HIRER

The hirer may cancel a booking. Written notification of cancellations must be received 14 days prior to the booking date or full fees shall apply.

CANCELLATION - FORCE MAJEURE (INCLUDING COVID)

Neither Party will be liable for any cancellation under this agreement that is due to any of the following causes, to the extent beyond its reasonable control: acts of God, damage rendering the facility unavailable, terrorist act, epidemic, pandemic, quarantine, civil commotion, natural catastrophes, governmental acts or omissions, changes in laws or regulations,

CANCELLATION BY THE FREEDOM CENTRE

The management may cancel any multiple use bookings on certain days when the facility is required for Religious festivals, local or national elections (If the hall is used for this purpose) or due to a national or regional emergency even when these conditions of hire may have been accepted and signed and the hire fee paid. It is a condition of hire that the hirer

agrees to accept the Freedom Centre's right to cancel any booking and the hirer will be held to have consented to such cancellation and to have no claim at law or in equity for any loss or damage in consequence of such cancellation. Where the Freedom Centre Management make a cancellation, a full refund will be issued.

AMENDMENT OF CONDITIONS OF HIRE

Hirers are advised that the management may amend these conditions of hire without notice at any time. When conditions are amended every effort will be made to inform hirers.

FACILITY CONDITIONS

HOURS OF USE

From Monday to Friday the Main Hall will not be available to hire as it is open to the public for Martha's Kitchen and for access to the charity shop Second Chance. Mary's quiet room and the Lighthouse conference room is available to hire when the main hall is open. Generally, no rooms will be available before 9.00am and after 10.00pm unless specific permission has been granted.

NOISE LEVELS

The Freedom Centre is near neighbouring properties. Amplified music and public-address systems must be kept to a reasonable level in accordance with the Environmental Protection act 1990 and are not permitted for use under any circumstance before 9am or after 10pm.

ALCOHOL

Please note that the law states that a Temporary Events License must be held if alcohol is provided or served at an event. The Centre Manager will need to see a copy of this license.

Information on applying for a Temporary Events License can be found here:

<https://www.blackpool.gov.uk/Business/Licensing-and-permits/Alcohol-entertainment-and-food-licences/Temporary-event-notice.aspx>

SMOKING

Smoking (Including Vaping) is not permitted inside the centre. The hirer must advise their guests about the No Smoking Policy and ensure that designated smoking areas are identified and used. There is to be no smoking directly outside the entrance doorways of the building.

DISORDERLY BEHAVIOUR AND DAMAGE

No obscene or insulting language, or disorderly behaviour or damage to property shall be permitted in any part of the Freedom Centre. In the event of anti-social behaviour, the police will be called by the centre staff.

NOT PERMITTED AT THE FREEDOM CENTRE

The following Items are not permitted in the centre or its grounds: smoke machines, disposable BBQs, open flames, gas bottles, pyrotechnics, animals (with the exception of Guide Dogs.)

The Freedom Centre shall not be used or hired out to any other religious organisation for the period of 12 months from the opening of the centre to permit the Parish Church to ground itself into the new facility. In the event of any dispute or differences arising from the interpretation of this condition the decision of the Parochial Church Council shall be final

LECTURE/ENTERTAINMENT CONTENT

Where the hire of the centre is for lectures or entertainment, hirers must provide details of the subject and a programme for the lecture or entertainment. No lewd, offensive, or disturbing content is permitted. The management reserve the right to refuse certain activities on moral and ethical grounds.

ADDITIONAL EQUIPMENT

Hirers must seek written approval for any additional equipment which they are intending to bring into the centre. Any electrical items must be Portable Appliance Tested (PAT).

DECORATIONS, FITTINGS AND EQUIPMENT

It is strictly forbidden for any person to use screws, nails, tacks, adhesive fasteners, tapes (including sticky and masking tape) or other attachments in/on any part of the floors, walls or ceiling in the centre. Wall decorations must only be put up using blue-tack or white-tack. All property, decorations, catering appliances or fittings belonging to the hirer must be removed by the end of your booking time.

All furniture and equipment remain the property of Freedom Church Mereside and will not be rented out, removed, or relocated outside of the building.

If damaged, the hirer will be liable for the full cost of cleaning and/or repairs to the centre or any furniture, fittings and equipment.

KITCHEN FACILITIES & APPLIANCES

The hirer, or caterer, must not bring to the centre any gas or electrical appliances without prior approval. The hirer must ensure that when leaving the centre all appliances are turned off, including the boiling water heater, (With the exception of the fridge freezer) the kitchen is clean, and all utensils / crockery are in clean and returned to the correct place. If the kitchen is not left in good order, the hirer could lose the opportunity to use the centre in the future.

KITCHEN FOOD AND DRINK

A hirer using the kitchen must comply with all legal requirements, including without limitation the Food Safety Act 1990 when preparing and serving food on the premises. Details can be found here: <https://www.legislation.gov.uk/ukpga/1990/16/contents>

Under no circumstances are hirers to use any food or drink found in Martha's kitchen. If you wish to have food provided, please ask for a menu and price list.

FIRST AID KITS AND DEFIBRILLATOR

The hirer is responsible for ensuring a trained first aider is present during any group activities that are deemed a risk. The centre manager can provide a first aider for your event at a reasonable cost. The first aid kits are provided for your use. If there are any accidents during your activity the accident report book must be completed, and a list of any first aid equipment used is to be given to the key holder when leaving the premises. Groups are allowed to bring their own first aid kits if they wish.

POST FUNCTION CLEANING

The hirer must leave all areas of the centre in a clean and tidy condition, all rubbish is to be removed from the premises by the hirer. If the centre is not left in a satisfactory condition ie: in the condition it was handed over to you, the hirer will be liable for the full cost of cleaning and/or repairs to any furniture, fittings and equipment.

SUB-LETTING AND ASSIGNMENT

The hirer shall only be entitled to use the part or parts of the centre hired. No portion of the centre hired may be sub-let or any booking transferred or assigned without the prior consent of the Centre Manager. The management reserves the right to hire any other portion of the centre for any other purpose or purposes at the same time.

RIGHT OF FREE ACCESS

The right of free access to any part of the centre is reserved to members of the Freedom Centre staff at all times.

SECURITY

All lighting and appliances are to be switched off and all windows and doors are to be locked securely before leaving premises. Do not at any point leave the centre unattended. In the event that you finish your activity early please phone the keyholder who will give the hirer a contact number at the point of hire.

LEGAL AND OTHER CONDITIONS

PUBLIC LIABILITY INSURANCE

The hirer MUST ensure that they obtain public liability insurance for their activities. The Parochial Church Council of Freedom Church Mereside hold public liability insurance for their own activities and the building, this does not cover any outside user groups. The management reserve the right to request proof of liability insurance by user groups.

RELEASE & INDEMNITY

The hirer is responsible for any accident, loss, damage sustained to any person or property or any injury sustained by any person using any part of the facility during the occupancy of the hiring, notwithstanding that such event arose from or by reason of any defect in the

furniture, fittings or other accessories of any kind, and the hirer hereby forever releases, discharges, indemnifies, and holds harmless Freedom Church Mereside, its staff and contractors against all claims and demands made or the costs or expenses incurred in connection therewith. Without limiting the former that includes:

- any legal liability whatsoever arising from the participation or use by the hirer and/or any other persons associated with the hirer, and in the activity of conducting the business operation at, and / or occupying the centre and in all activities in connection therewith, due to any cause;
- all loss, damage, expenses, claims, demands, actions and causes whatsoever which might be made or instituted or suffered or incurred or sustained by any person or body for injury, loss or damage arising in any manner for the said participation or use;
- all loss or damage to any property, buildings, equipment, or materials of the Freedom Centre and/or any other persons on or outside the location caused by the hirer and/or any persons associated with the hirer due to the said participation or use; and
- all loss, damage, injury or illness, including death, sustained or incurred by the and/or any person associated with the hirer arising in any manner from the said participation or use/hire or occupation.
- In addition, the hirer must not do or neglect to do or permit to be done or leave undone anything, which will affect Freedom Church Mereside's insurance policy or policies relative to fire or public risk in connection with the Freedom Centre. The hirer hereby indemnifies Freedom Church Mereside to the extent that such policies are affected through any such act of commission or omission.

EMERGENCY CALL OUTS

In case of an emergency, call 999, then contact the duty keyholder on: 07796721882 / 07415047843. The Centre Manager will provide an incident report which must be returned to management completed within 24 hours.

DISPUTES

The management reserves the right to refuse applications for hire that do not align with Freedom Church Mereside's community vision, values and policies. In the event of any dispute or differences arising from the interpretation of these conditions, or of any other matter contained therein, the decision of the Parochial Church Council shall be final.

PRIVACY

Council collects information for registering the booking. The personal information collected will only be used to communicate with the applicant for hire or for regulatory, safety or other lawful purposes information will be held in accordance with GDPR and the UK Data Protection legislation. Further Information can be found here: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr>

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