

COMMUNITY CENTRE SPECIAL CONDITIONS

These Special Conditions are in addition to the Council's general Term and Conditions of Hire.

1. ADMINISTRATION

All administration for community centre bookings is carried out at: Community Relations, Gedling Borough Council, Arnot Hill Park, Arnold, Nottingham NG5 6LU, communitycentres@gedling.gov.uk or 0115 9013901

2. BOOKING TIMES FOR PRIVATE PARTIES

One-off bookings must be for a minimum period of 3 hours and a maximum period of 6 hours (which includes time for setting up and clearing away).

All community centres must be completely vacated by the Hirer by 9pm.

3. CANCELLATION BY THE HIRER

The booking may only be cancelled by the Hirer, without charge, if 7 days notification in writing is given to the Council.

4. LIQUOR

Alcohol is not permitted to be taken onto, sold from or consumed in any community centres.

5. STORAGE OF EQUIPMENT AND OTHER ITEMS

Where a Hirer has been allocated a storage space by the Council, the Hirer shall ensure that there is safe and appropriate storage space identified (such as cages, boxes, hooks, shelves or other storage equipment as appropriate) within the community centre. The Hirer shall ensure that all equipment or items are stored safely and securely and storage areas are kept in a clean and tidy condition.

No equipment shall be left in communal areas (such as corridors, shower areas, doorways, loft spaces, changing rooms, etc) and spot checks to be carried out by caretaker on behalf of property services to address housekeeping issues.

At the end of the booking or when the allocated storage space is no longer required (as appropriate) all equipment must be removed, and any equipment left in the community centre will be disposed of.

All items stored by the Hirer at the community centre are stored at the sole risk and responsibility of the Hirer who shall be responsible for and bear the risk of any and all theft, damage to, and deterioration of the items caused by any reason.

6. MECHANICAL FAIRGROUND RIDES

Use of Mechanical fairground rides of any size is not permitted at any community centre.

7. INFLATABLES/BOUNCY CASTLES

Use of bouncy castles and other inflatable play equipment is only permitted at the following sites – Pond Hills Lane, Killisick and Westdale Lane Community Centres.

The Hirer must specify at the time of booking that they intend to bring a bouncy castle or other inflatable play equipment onto the Venue.

No bouncy castle or other inflatable play equipment will be erected and used at the Venue unless provided by a registered company. It is the responsibility of the Hirer to ensure that the registered company providing the bouncy castle or inflatable equipment is able to produce, on request, evidence that:

- a) the operator of the equipment is registered with PIPA (Professional Inflatable Play Association) or ADIPS (Amusement Device Inspection Procedures Scheme);
- b) a risk assessment has been completed prior to the booking, together with details of who will inspect the siting and suitability of the inflatable equipment on the day, including the pump equipment. Where the inflatable/bouncy castle will be sited outdoors, details should be provided as to the siting and suitability of ground anchors and who will monitor wind speeds throughout the use of the equipment;

- c) an annual safety inspection certificate is in place for the inflatable being used at the Venue; and
- d) the operator of the equipment has a certificate of public liability insurance for the operation of the equipment to the value of no less than £5 million.