

Community Hall Use – Terms & Conditions

Booking Details:

Name:

Date of event:

Slot Requested:

Organisation:

Acknowledgement:

Please read the Terms and Conditions below relating to the Community spaces uses in conjunction with our standard Terms & Conditions.

- Food is not permitted to be consumed in the space, unless previously agreed with centre management.
- Only closed lid drinks are permitted in the space.
- The Community Hall kitchen is only permitted to be used if agreed with centre management, prior to the booking date. This will be maintained and kept in a clean, tidy manner.
- All consumable items will not be left and disposed of appropriately in waste collection bins.
- All equipment must be returned to its rightful place and the facility left clean and tidy.
- External equipment or resources will not be stored or left in community spaces, unless prior agreement has been made with the community space management team, prior to the event date.
- Setting up and tidying away is the responsibility of the user, unless a specific agreement has been made with the community space management team, prior to the event date.
- Activities must not take place, unless strictly approved by centre management, outside of normal operating hours. Operating hours are set between 9am and 8pm.
- All bookings must strictly adhere to the slots allocated to each session, unless otherwise agreed with centre management.
- The booking must adhere to at least one of the set criteria outlined below:
 - The group's activities fall within the following categories of use:
 - Promote health and wellbeing initiatives.
 - Provide educational events that contribute to the development and learning of the local community.
 - Provide mental health & wellbeing support.
 - Promote Milton Keynes cultural heritage.
 - Provide cultural and arts engagement in line with unity places arts strategy.
 - Provide local networking opportunities for businesses in the area.
 - Provide public education on local culture.
 - Form part of Unity Place placemaking activities.
 - Provide opportunity to foster entrepreneurship.

I have read and understood the above Terms and Conditions, the standard terms of use below and agree to comply with these fully. I understand that I am fully responsible for the conduct of all persons attending the centre in connection with the above event I have requested it for.

Signed:

Date :

Terms of use:

Unity Place is on a mission to provide great wellbeing offers to not just a thriving working community, but to the wider city landscape in the public domain. Please fill in the events details below, to aid us in understanding the vision and intended use of the community space in Unity Place.

1. Eligibility

The community hall may be used free of charge by individuals or organizations that meet the following criteria:

- The event or activity is non-commercial in nature.
- The event or activity meets all requirements laid out in the Community Hall approval criteria.
- The event or activity does not involve the sale of alcohol or any other illegal substance.

2. Arrangements for Community Use

The Community Hall booker, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when a user group is present and for ensuring that all conditions, in these terms are met.

Booking Arrangements

To use the Community Hall, you must submit a request for booking at least 14 days in advance of the event or activity.

- The booking will be confirmed in writing, and you will be provided with information on how to access the community hall.
- The community hall must be left in the same condition as it was found. Any damage to the community hall or its contents will be the responsibility of the individual or organization that booked the community hall.
- The community hall must be vacated at the time specified in the email booking confirmation.
- The individual or organisation booking the community hall will be responsible for ensuring that all attendees comply with these terms and conditions.
- The individual or organisation booking the community hall will be responsible for the behaviour of all persons using the community hall, whatever their capacity.
- The individual or organisation booking the community hall shall not use the premises for any purpose other than that described in the booking agreement 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 same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.
- The individual or organisation booking the community hall shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting, and lotteries.
- The Centre Management Team hold the right to cancel the booking at any time if circumstances require it, or compliance of these terms and conditions are not kept.

Hours of Access

Access to the community hall is determined by the time slots booked with the centre management team. Operating hours are from 9am – 12pm, 1pm - 4pm and 5pm – 8pm.

Parking Arrangements

Access to exterior parking is found outside of the community hall, on the Grafton Street side and surrounding corners. These are run by Milton Keynes Council parking officers. These are priced at standard rates, like other areas of central Milton Keynes.

3. Deposit requirements

For selected bookings that fall under a set of criteria or are deemed appropriate by the community hall owners, a deposit of £250 may be required. The purpose of this deposit is to ensure that the community hall is left in a suitable condition following the event.

- The deposit will be collected by Colliers on behalf of Unity Place's owners.
- The deposit will be refunded in full if the community hall is left in a clean, undamaged, and satisfactory condition after use.
- Any necessary deductions from the deposit for damages, cleaning, or other costs will be assessed and communicated to the booker within 7 days of the event.
- Refunds for deposits will be processed within 30 days after the event, provided the community hall is returned in a suitable manner.
- In the event that the costs of damages or cleaning exceed the deposit amount, the individual or organization booking the community hall will be responsible for covering the additional costs.

4. Management

The centre management team is responsible for the overall management and administration of the community hall. The team is composed of experienced professionals who are dedicated to ensuring that the community hall is maintained to the highest standards and that all users have a positive and enjoyable experience.

The team is responsible for a range of tasks, including but not limited to:

- **Facility management:** The centre management team is responsible for the day-to-day management of the community hall. This includes ensuring that the facility is properly maintained, all equipment is in good working order, and that the building is clean and well-presented.
- **Event management:** The centre management team is responsible for coordinating and managing events held in the community hall. This includes liaising with event organizers, providing support and advice, and ensuring that events run smoothly and safely.
- **Marketing and promotion:** The centre management team is responsible for promoting the community hall to potential users. This includes developing marketing materials, managing social media and other online channels, and building relationships with community groups and organizations.
- **Health and safety:** The team is responsible for ensuring that the community hall is a safe and secure environment for users. This includes developing and implementing health and safety policies, carrying out risk assessments, and ensuring that all legal requirements are met.

In short, the centre management team is responsible for all aspects of the community hall's management and administration. They work hard to ensure that the community hall is a welcoming, safe, and enjoyable place for all users, and are committed to continuously improving the facility and the services provided.

5. Liability and Insurance

The individual or organization booking the community hall is responsible for obtaining any necessary insurance coverage for the event or activity.

The individual or organization booking the community hall agrees to indemnify and hold harmless the owners of the community hall against any claims, damages, or expenses arising from the use of the community hall.

The owners of the community hall are not liable for any loss or damage to any property or injury to any person that occurs during the use of the community hall.

6. No alterations

No alterations or additions may be made to the community hall, nor may any fixtures be installed, or placards, decorations or other articles be attached in any way to any part of the hall without the prior written approval of the centre management team. The individual or organisation booking the community hall must remove all such articles at the end of the booking. Any unauthorised articles left on the premises will be disposed of by the centre management as it thinks fit. The individual or organisation booking the community hall will make good to the satisfaction of the centre management that any damage caused by such installation and removal.

7. Outbreaks of fire

The Fire Service shall be called to any outbreak of fire, however slight, and details thereof shall be given to the centre management team and on-site security team.

The individual or organisation booking the community hall shall ensure that

- (a) Highly flammable substances are not brought into, or used in any part of, the hall and that,
- (b) No internal decorations or wall displays of any type shall be erected without the consent of the Centre Management Team. No decorations are to be put up near light fittings or heaters.

8. Health and hygiene

The individual or organisation booking the community hall shall, if agreed prior to centre management, ensure food preparation or service, observe all relevant food health and hygiene legislation and regulations.

9. Animals

The individual or organisation booking the community hall shall ensure that no animals except support dogs are brought into the premises. No animals whatsoever are to enter the kitchen at any time.

10. Accidents and dangerous occurrences

The individual or organisation booking the community hall must report all accidents involving injury to the public to the centre management or, failing that, to a member of Unity Place security team as soon as possible. Any failure of equipment belonging to Unity Place or brought in by the user must also be reported as soon as possible.

11. Cancellation and No-show Policy:

The individual or organisation booking the community hall must notify the centre management team of any cancellations or changes to their event at least 48 hours in advance.

Building management reserves the right to cancel any event that does not meet the established booking criteria, even on the day of the event, without prior notice. This includes, but is not limited to, events that violate community hall guidelines, exceed the agreed capacity, or pose safety concerns. In such cases, the booking party may not be entitled to a deposit refund or compensation.

12. Amendments

These terms may be amended by the owners of the community hall at any time. It is the responsibility of the individual or organization booking the community hall to review these terms and conditions periodically for any changes