

**Conditions of Hire for Eaglestone Activity Centre**  
**7 CLEAR WORKING DAYS ARE REQUIRED BEFORE A BOOKING IS MADE**  
**3 CLEAR WORKING DAYS ARE REQUIRED TO CANCEL A BOOKING**

1. All hire charges and deposits must be paid at least 7 days in advance, PRIOR to hire.
2. Organisations that are working with children and young people must ensure they are REGISTERED under the Council's Youth Registration Scheme.
3. Please note the keyholder will wait for 15 mins only from the start time of your booking. If you do not turn up you will not be entitled to a refund.
4. The hirer will indemnify Eaglestone Activity Centre (EAC) against any loss, damage, claim or expense howsoever arising, caused or occasioned during the hirer's use of the premises. It shall also be the responsibility of the hirer to effect adequate Public Liability Insurance to cover risks arising out of the use of the premises by the group/organization and its or the hirer's invitees and visitors. These can be purchased through EAC (see overleaf). **N.B The keyholder will unlock the building at the commencement of hire and the building will remain unlocked until the end of the hire period. The hirer should ensure that someone is present within the building throughout this period.** The keyholder will also unlock exit gates from the garden area which are used as fire exits. They will also explain to the hirer the fire procedures in place in the building.
5. The hirer shall not sublet or transfer this booking to any other person or organisation.
6. No betting, gaming or lotteries shall take place on the premises except that allowed by law and the hirer shall obtain any licence or certificate required, prior to booking the premises for such use.
7. The hirers shall ensure compliance with all the relevant legislation, orders and regulations, in particular, that relating to music, singing and dancing and the sale and supply of liquor. All liquor Licences must be displayed at all times during the event and a copy of the Licence must be forwarded to EAC booking office BEFORE the date of the booking. Failure to do so will result in the event being cancelled. All hirers must inform EAC Management if music is to be played on the premises, so an appropriate license may be purchased.
8. FIRE EXITS MUST NOT BE OBSTRUCTED IN ANY MANNER AT ALL. The hirer must ensure that all the users present are aware of the fire procedures, which are displayed in the building.
9. Hirers must NOT cause annoyance or nuisance to local residents or adjoining occupiers by the playing of loud music, parking in front of driveways etc.  
Please Note- ALL WINDOWS AND DOORS MUST REMAIN CLOSED WHILST MUSIC/SINGING IS TAKING PLACE.
10. With the exception of guide dogs, no animals will be allowed on the premises.
11. EAC has a policy of *NO SMOKING* in all their buildings and this MUST be adhered to at all times. This regulation has been extended to include the enclosed outside areas. Failure to comply could put future bookings in jeopardy.
12. For events covered by the Indoor Entertainment's Licence, the numbers must not exceed those stipulated by EAC management.
13. All music and/or dancing MUST STOP at 11.00pm in order to comply with the Indoor Entertainment's Licence.
14. All equipment hired can only be used within the facility and must not be removed. Hirers must leave the premises clean and tidy and all equipment and furniture should be stored away or placed tidily as required. Cleaning and tidying up must be carried out DURING THE HIRE PERIOD. Users A deposit of £100 must be paid with the hirer fee of the booking and will roll on to future bookings. The hirer is liable for the costs of any additional cleaning and overstays should this be necessary, the charge will be the rate of £5 per 15minutes, together with damage and breakage, which may occur during the hire period. REFUND OF ANY DEPOSIT IS AT THE DISCRETION OF EAC management.
15. IN CASES OF BLOCK BOOKINGS, the user must not leave their own belongings or equipment on the premises without the written consent of EAC management and any items left in the building with EAC's approval, are left at the owners risk and the responsibility for insuring such belongings firmly lies with the user. Any belongings left in the premises without prior agreement from EAC management will be treated as abandoned and may be disposed of by EAC management. Storage of items requires the prior permission of EAC management. Users must NOT use unallocated storage space or overfill allocated space. Bookings requiring storage will be charged a fee of £1 per day.
16. Approval for the use of Council premises by political parties shall be determined by the nature of the occasion. Public meetings such as rallies will not be permitted.
17. The premises shall be used for community purposes only and shall not be used as the hirer's postal address.
18. No alterations or additions shall be made to the premises without the written consent of EAC and any such work shall be completed at the hirer's cost and to EAC's satisfaction.
19. No advertising or publicity material will be displayed inside or outside the building without the prior approval of EAC management and MKC.
20. EAC reserves the right to cancel the hiring if the hirer breaks any of the above conditions.
21. EAC reserves the right to cancel any booking at its discretion and to change or amend the terms and conditions of hire at any time without prior notice.
22. EAC reserves the right to close the premises at any time for emergency or periodic maintenance and also when the premises are required for public elections or similar events.
23. The hirer shall not make use of the back garden, without prior permission, as this area does not form part of the booked area.
24. This application is not a confirmation of booking. A letter to this effect will be forwarded to you when your application is agreed.
25. Applications are only accepted from persons over 25 years.
26. ALL RUBBISH must be removed from the site by the User.
27. DEFINITELY NO ALCOHOL IS ALLOWED OUTSIDE OF AREA BOOKED FOR PARTY FUNCTIONS, THIS RESTRICTION ALSO INCLUDES THE SOFT PLAY AREA.
28. Any hirer booking EAC for a meeting at the Charity rate, and then decides to use it for other functions, for example a party, a wedding etc, will be charged at the standard rate and may jeopardize any future bookings.
29. It is the responsibility of each user group to provide FIRST AID for their group.