



Cranfield
Community Centre
bringing people together

Event Hire Agreement
&
Conditions Of Use

Prepared for: _____

Date: _____

Document Control and Revision Log

Document title: Event Hire Agreement & Conditions Of Use

Organisation: Cranfield Community Centre

Document owner: Cranfield Community Centre Trustees

Applies to: Hirers, event organisers, group leaders, volunteers, contractors and visitors

Review frequency: Annually, or sooner following an incident, drill, significant change to the building, change in use, updated fire risk assessment, or change in relevant guidance.

Version	Date	Summary of changes	Updated by	Approved by	Next review due
1.0	2/7/26	First approved version of Event Hire Agreement & Conditions Of Use	Louise Boniface	Trustees	2/7/27
1.1					
1.2					

Current version: 1.0

Location of master copy: CCC Google Drive

Related documents: Emergency Evacuation and Incident Procedure for Hirers

HIRE RULES – PLEASE READ

To ensure the Centre remains clean, safe and ready for all, the following standards apply:

You are responsible

The named Hirer (or Keyholder) is responsible for:

- The building during your booking
- All attendees and behaviour
- The condition and security of the premises

 Responsibility remains with the Hirer regardless of who attends or assists.

Leave it ready for cleaning

Before leaving, you must ensure:

- All areas are cleared free of debris and spills are cleaned
- Tables, chairs & equipment are wiped and returned to storage
- Kitchen (if used) is cleared, washing up is done and put away, and spills are cleaned
- Toilets are left in a reasonable condition
- All rubbish is removed from site - rubbish compound is not for event use and incurs a penalty charge

 The hall must be left cleared and ready for cleaning.

Lock up properly (critical)

If you are responsible for closing the building, before leaving, you must:

- Ensure all attendees have left
- Switch off lights and appliances
- Close and lock all doors and windows
- Set the alarm
- Lock the main entrance
- Return the keys to the external post box

 Failure to secure the building may result in:

- Financial charges
- Suspension of future bookings
- Liability for any loss, damage or insurance costs

Charges may apply

Additional costs may be charged for:

- Emergency / specialist cleaning / additional cleaning hours required
 - Furniture not wiped & stored correctly / rubbish left
 - Failure to secure the building
 - Alarm not set
 - Damage or misuse
 - Additional time over the time booked
-

Problems or damage?

Please report issues as soon as possible.

TERMS & CONDITIONS

1. Hirer Responsibility

The Hirer is responsible for:

- All attendees and activities
- Safe and appropriate use of the premises
- Leaving the building secure and in good condition

The Hirer must be present for the duration of the event.

2. Use of the Premises

The premises may only be used for the agreed purpose. The Hirer agrees to:

- Not exceed safe capacity limits
 - Follow all health & safety requirements
 - Respect other users and neighbours
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3. Care of the Building

The Hirer must:

- Take reasonable care of all areas used
 - Use equipment correctly and report damage or issues promptly
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4. Cleaning & Resetting

If there is no pre-paid clean included in the booking, Hireers must ensure that the premises are left in a condition **suitable for immediate use**.

In all bookings, the Hirers must ensure:

- Floors and kitchen are free of debris or spills
- Furniture is wiped and returned correctly
- Equipment is returned to original position
- Toilets are left in reasonable condition
- All rubbish is removed from site
- **Additional charges will apply where this standard is not met.**

5. Noise & Behaviour

The Hirer must:

- Keep noise at a reasonable level
 - Ensure music is turned off by **10.00pm**
 - Ensure respectful behaviour, preventing nuisance to neighbours or other users
-

6. SECURITY & LOCK-UP

The Hirer MUST:

- Lock all external doors and close windows
- Switch off lights and appliances
- Ensure all attendees have left
- Lock the main entrance & set the alarm
- Return keys to the external mail box in leaving the building (if issued)

 Failure may result in charges and liability for losses.

7. Damage

- All damage must be reported
 - The Hirer is responsible for repair or replacement costs
-

8. HIRE CHARGES & PENALTIES

Item	Charge	Payment schedule
Space hire	As per pricing structure	30 days+ before event
Post-event cleaning (events over 4 hours or ending after 9pm*)	£80 (2 hours*)	30 days+ before event
Deposit	£200 / £300**	Within 14 days of booking confirmation

**Post event cleaning requiring more than hours pre-paid will be deducted from the deposit.*

***CCC reserves the right to increase the deposit required according to the nature of the event*

Failure to pay within the timescale may put your booking at risk of cancellation.

Penalty charges	Charge
Overstaying past booking time (part hours charged as whole)	2x hourly rate
Emergency cleaner call-out	£80 per hour
Additional cleaning (part hours charged as whole)	£40 per hour
Bathroom mess (specialist clean required)	£60–£100 per hour
Damage	Full cost
Furniture not reset correctly	£25–£50
Rubbish removal	£10 per bag
Failure to properly close building	£100 minimum
Alarm not set	£100 minimum
Fire alarm activation (unauthorised equipment)	Full call-out cost

This list is non-exhaustive and other elements may be charged if appropriate

Charges exceeding the deposit will be invoiced and payable within 14 days.

9. Cancellations

- 30+ days: Full refund
- 14–30 days: 50% refund
- <14 days: No refund

Deposits may be retained where costs have been incurred.

10. Insurance & Liability

- The Centre accepts no liability for loss, theft, or injury
- The Hirer is responsible for appropriate insurance where required

11. Safeguarding

Where applicable, the Hirer must:

- Ensure appropriate supervision
 - Have safeguarding measures in place
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12. Fire Safety

The Hirer must:

- Familiarise themselves with fire exits and procedures
 - Ensure safe evacuation if required
 - Not obstruct exits
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13. Electrical Equipment

Any equipment brought on site must:

- PAT tested as appropriate
 - Be safe and in good working order
 - Not pose a fire or safety risk
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14. Prohibited Items

The following are not permitted:

- Smoke machines
 - Open flames (except small cake candles)
 - Hazardous or flammable materials
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15. Agreement

I confirm I have read and agree to these conditions.

Name: _____

Signature: _____

Contact: _____

Date: _____