



## GREAT BADDOW MILLENNIUM CENTRE

Recreation Ground, Baddow Road, Great Baddow, Chelmsford CM2 9RL

### HALL HIRE REGULATIONS

In these regulations the Great Baddow Millennium Centre Community Trust are referred to as the 'Trust' and the person hiring the said premises are referred to as the 'Hirers'.

1. Persons desiring to hire rooms must complete and lodge, with the Trusts booking office, the appropriate form of application. The Trust reserve the right to accept or decline any application. Bookings cannot be accepted unless the Hirer is over 21 years of age. Hire of the main function rooms will be for a minimum of 2 hours unless otherwise agreed & all bookings must include any setting up and clearing away time. Bookings are only officially confirmed once the form has been returned & the deposit paid.
2. Where the hiring is for a 13<sup>th</sup> Birthday Party or a function where the majority of the guests will be over the age of 18 and under the age of 22, please see the Guidance for Teenage/Young Adult Parties. We would like to bring to your attention that, regrettably, 14<sup>th</sup> to 18<sup>th</sup> birthday parties are not permitted at the centre.
3. At no time during the hiring are rooms to be left unattended by the Hirers without the Managers agreement. The Hirers shall accept full responsibility for the preservation of good and orderly conduct during the period of hire. The Hirers shall bear the cost of making good any damage to the premises or to the contents thereof, during the period of hire or time incidental thereto. The Trust have the right to terminate the hire if orderly conduct is not maintained on the premises. The Hirers are requested to leave the room in a clean and tidy condition and ensure all tables and chairs used have been stored back correctly in the cupboard as per the photographs on the inside of the cupboard doors. Please see the 'Disposal of Rubbish Regulations' regarding waste. We please ask you to respect our neighbours and if leaving the centre late, to do so quietly. For Friday & Saturday evening hire all hirers/guests must leave the premises by 12.30am at the latest or 11pm on a Sunday.
4. A Damages Deposit will be paid on Millennium Suite & Park View Room hires for **ALL** Parties & Events and/or at Managers discretion and held against any damage, extra cleaning & loss of income. The Deposit must be paid 28 days prior to the date of the hire if paying by cheque or 7 days prior if paying by card or Bacs. Assuming there have been no issues, the Deposit will be returned in the same way it was paid within 10 working days of hire.
5. **Please be aware that strictly no alcohol, other than that purchased on the premises, can be consumed on the premises at any time.** When hiring the bar all drinks, including soft drinks, with the exception of tea & coffee, have to be purchased from the bar. The bar shall close no later than 11.30pm or 10.30pm on Sundays. Regrettably, we cannot offer a bar service with the Park View Room, so if a bar is required you will need to hire the Millennium Suite.  
**Please be aware that if you or your guests are seen to bring your own alcohol into the room or the perimeter of the building, then as a consequence, your damages deposit will be retained.**
6. The Millennium Centre is licenced for the playing of both live & recorded music. Music must finish by 11.30pm Monday to Saturday and 10.30pm on Sundays.
7. Hirers are not permitted to attach any decoration that may cause marks or damage to the walls or fabric of the rooms. Paper or plastic confetti is not to be used inside the building. Footwear of any description which is likely to cause damage to floors must not be worn on the Trusts premises.
8. The Trust reserves the right to limit the numbers of people allowed to use any of the rooms at any one time. The maximum capacity for the Millennium Suite is 200 (120 seated with tables/150 seated theatre style) and for the Park View Room is 60 (40 seated).



## GREAT BADDOW MILLENNIUM CENTRE

Recreation Ground, Baddow Road, Great Baddow, Chelmsford CM2 9RL

### HALL HIRE REGULATIONS

9. Cancellations. In the event of any hire being cancelled by the Hirers 28 days prior to the date of hire, the deposit will be retained but no further charge will be made. If less than 28 days' notice is given, then the Trust reserves the right to full payment of hall hire. A full refund will be given if the room has been re-hired. In the unlikely event that the Trust, for any reason, cancels a previously confirmed booking, the total hire fee will be returned to the hirer. No compensation for losses arising from such a cancellation will be payable by the Trust.
10. COVID 19 – All bookings will be subject to any Covid -19 restrictions, or alike, that may be enforced by the Government. If we have to cancel your booking due to Covid-19 restrictions, then you will be entitled to transfer your booking to an alternative date or a full refund. No compensation for losses arising from such a cancellation will be payable by the Trust.
11. No alterations or additions to the electrical or other equipment shall be made by the Hirers, except with written consent of the Trust. It is the responsibility of the Hirers to ensure that any electrical equipment connected to the supply by themselves, or any third party used during their hire, will be compatible with the 13 amp sockets provided and have been P.A.T tested accordingly. Should this condition be ignored, the Trust will not be held responsible for any resulting failure in supply and the Hirers become liable for any resulting cost or damage.
12. **Insurance** – All non-profit making clubs, groups & associations are strongly advised to take out Public Liability Insurance to cover their specific risks. All Commercial hirers are requested to have their own Public Liability Insurance in place with proof of the Insurance lodged with the Trust. Commercial hirers are deemed to be any group, class, business or other organisation where an owner, partner, organiser, director, investor or any other person takes, or would wish to take, a profit or other personal financial benefit. **ALL** Hirers are responsible for ensuring that any third parties they use during their hire carries the relevant Insurance(s).
13. The Trust will not be held responsible for any hygiene or allergen related issues arising from food brought on to the premises by Hirers or Caterers employed by the Hirers.
14. Fire procedures: Hire is subject to the Hirers familiarising themselves with the evacuation procedure on the walls at the premises when they arrive.
15. The hirer may have a standard sized bouncy castle in the Millennium Suite but we do not allow bouncy castles in the Park View Room. If the Hirer wishes to erect a bouncy castle or other recreational equipment on the Recreation Ground during their hire then this **MUST** be done with the permission of the Great Baddow Parish Council. The use of sky lanterns, fireworks or any other pyrotechnics is strictly prohibited both in the halls and on the Recreation Ground. Smoke, Dry Ice & Foam machines are NOT to be used in our halls. Please ensure you advise your DJ of this.

**Please be aware that whilst we are very lucky to have a car park on site for our hall hirers to use, it is not owned or operated by us and falls under the responsibility of the Great Baddow Parish Council. It is available for all users of the recreation ground and consequently, at times, can get very busy, especially when sporting events are taking place.**

**Please also be aware CCTV operates in all rooms within the Millennium Centre and around the perimeter of the building for the safety of our staff, members & guests**



## GREAT BADDOW MILLENNIUM CENTRE

Recreation Ground, Baddow Road, Great Baddow, Chelmsford CM2 9RL

### HALL HIRE REGULATIONS

#### DISPOSAL OF RUBBISH REGULATIONS

As a Community Centre we need to lead by example when it comes to waste & recycling and in a bid to do our bit for the environmental issues that we are all facing, the Great Baddow Millennium Centre now operates a strict waste and recycling process.

All hirer's are required to separate their waste and place it in the appropriate containers. You will find all the Recycling Bins in the overflow carpark behind the decking area. The General Waste bins can be found near the entrance to the main carpark. Please bring your own black bags for disposal of general waste. If any of the bins are locked please ask the Duty Manager to unlock them for you.

- **Food waste must be separated and put in the food waste container either with no bags or using the bio-degradable bags provided with the caddy bins.**
- **Glass must be separated and put in the glass container (no bags).**
- **Cardboard, paper, plastic & cans must be separated and put in the mixed recycling container (no bags).**
- **Any other waste can go in a black sacks and put in our general waste container.**

If your waste is not separated and disposed of in the correct container or you would prefer not to separate your waste then you will be asked to take it all away with you. Your security deposit may be at risk if you do not follow the above guidelines.

**We thank you for your co-operation in this matter and please speak to a member of staff on the day of your hire if you have any queries.**



## GREAT BADDOW MILLENNIUM CENTRE

Recreation Ground, Baddow Road, Great Baddow, Chelmsford CM2 9RL

### HALL HIRE REGULATIONS

#### KITCHEN & KITCHENETTE HIRE REGULATIONS:

If Kitchen/Kitchenette hire is included in room hire then the following regulations apply:

1. The kitchen hire is for the room only. The Park View kitchenette includes a kettle, fridge and microwave for the Hirers use. The Millennium Suite kitchen includes a large oven and hob, fridge, kettle and microwave for the Hirers use. Hire does not include any cooking utensils, crockery, cutlery, glass wear, mugs or cups. The Hirers will need to supply their own if required.
2. The Hirer is to leave the kitchen in a clean and tidy condition and free of any rubbish. Please dispose of rubbish in the bins provided as per the Rubbish Disposal Regulations .
3. Under no circumstances are the dishwasher or the deep fat fryers to be used by the Hirers. Use may result in a deduction from the damages deposit paid to recover any losses the Trust may have as a result of these appliances being used.
4. The kitchen is not to be accessed by anyone under the age of 16 years.
5. Please ensure that no glassware is bought into the kitchen
6. Under no circumstances is alcohol to be consumed whilst in the kitchen.
7. The Trust will not be held responsible for any hygiene or allergen related issues arising from food brought on to the premises by Hirers or Caterers employed by the Hirers.



## GREAT BADDOW MILLENNIUM CENTRE

Recreation Ground, Baddow Road, Great Baddow, Chelmsford CM2 9RL

### HALL HIRE REGULATIONS

#### GUIDANCE FOR TEENAGE/YOUNG ADULT PARTIES

Further to Condition 2 of the Hall Hire Regulations, the following rules apply to 13<sup>th</sup> Birthday parties or where the majority of guests will be over the age of 18 but under the age of 22.

**Regretfully, 14<sup>th</sup> to 18<sup>th</sup> birthday parties are not permitted.**

In order to ensure that parties at the Great Baddow Millennium Centre are run in an orderly fashion, we insist on certain pre-conditions that the hirer must satisfy, before the event can take place.

These conditions are:

- 1) No more than 100 guests at the party.  
(This does not include any supervising adults)
- 2) A ratio of at least one adult for each 10 guests under 22  
An adult in this case is somebody over 25, but we obviously prefer parents or relatives of guests at the party. For example, ten 26 year old friends would not be satisfactory.
- 3) For 13<sup>th</sup> Birthday Parties the party itself can finish no later than 10pm and will be subject to a £100 refundable damages deposit
- 4) Any other party that fall into this categories will be subject to the full £250 refundable damages deposit.

Please ensure that these conditions are carried out as we may have to cancel the event if the conditions are not met. These conditions may appear strict, but we have found that they are necessary to prevent problems occurring.

If you have any problems complying with these conditions, please contact the Centre Manager.

**Thank you for your co-operation**