Final Version 23 January 2014

Review Date: November 2014

**Families First Children’s Centre Room Hire Charging Policy**

**1. Hirer**

The hirer must be 18 years of age and shall be the person by whom the application form for the hiring is signed. Such person shall be responsible for the payment of the fees payable in respect of the hiring and for the observance and performance in all respects of the conditions and stipulations contained in the hire agreement.

As part of the policy and to comply with Staffordshire County Council’s health & safety regulations ‘hirers’ will share any attendance register’s produced.

**2. Fees and Charges**

The hire fees and charges shall be paid in full on receipt of invoice. Signing the Hire Agreement confirms the charges to be made including cancellation costs determined by Staffordshire County Council.

Fees and charges are reviewed annually.

**3. Booking Process**

If you wish to make a booking please contact the District Business Hub (DBH) of Staffordshire County Council’s Children’s Centres in the Staffordshire Moorlands, **Staffordshire Moorlands Children’s Centre(Page** 9), where a member of the team will check for availability and then take your booking, the booking will remain provisional until a fully completed booking Hire Agreement and Booking Form has been returned to the DBH.

For internal bookings a cost centre and GL code will be required at all times and the booking will remain provisional until these details have been received.

All Families First bookings will **not** be charged for unless there has been no notification that the booking is cancelled giving the required 48 hours’ notice period.

There will be **no** room hire charges for any service users i.e. child/family accessing targeted support.

**4. Cancellations by the Hirer**

Cancellations must be received by the District Business Hub (DBH) at least 14 days prior to the event, cancellations less than 14 days before the event will incur the full charge.

## 4a Cancelling of hiring by the Centre

The Centre reserves the right to refuse any application without stating reasons for so doing.

The right is reserved to cancel any hiring, without notice, where the Centre considers it necessary for any cause outside their control. Any refunds will be at the Centre’s discretion.

**5. Hired Areas**

Access is strictly restricted to the hired area and any toilet facilities, entrances, exists and corridors as directed by the District Business Hub.

**6. Refreshments and Food**

 If required please order at the time of booking stating your requirements and giving approximate numbers. Final numbers for refreshments and food must be arranged with the Hub at least 14 days before date of the booking.

Cancellations for food and refreshments must be received by the DBH at least 7 days prior to the event. Cancellations less than 7 days before the event will incur full charge.

It is the hirer’s responsibility to accept and sign for any buffet orders from external organisations. There are strict legal requirements for the storage of food and it is the Hirers responsibility to ensure that they follow these legal requirements.

**7. Use of Equipment**

 The hired area does not include the use of equipment except where specifically agreed and subject to any fees deemed appropriate by DBH . Centre furniture shall not be moved except by arrangement. The Hirer must do everything reasonable to avoid loss, damage or breakage to the premise’s property whilst under the hirer’s control. Any loss, damage or breakage must be reported as soon as practicable to the DBH. The Business Hub will be entitled to charge the hirer for any such loss, damage or breakage.

 Equipment which is not owned and supplied by the Council should not be

 attached to the Council network. Devices which are not owned and

supplied by the Council should not be attached to Council ICT equipment, however should you require any presentations/training materials to be loaded onto the county council network please contact the hub who will arrange this on your behalf.

 All users must leave all equipment as it was found and all rooms must be left tidy.

**8. Mobile Phone Usage**

In the interests of all children who use the Centre, mobile phones with or without a camera and/or video function are prohibited from use within the Centre except in designated areas …

 To eliminate the risk of a security breach the following conditions of use must be adhered to at all times. Users should:

* Make sure they know where the mobile device is at all times.
* At all times and at all locations, when using the mobile device, adhere to the contents of Staffordshire County Council\'s ICT Acceptable Use Policy.

 Users should not:

* Leave their mobile device unattended or unsecured at any time.
* Allow anyone else to use the mobile device.
* Access personal information if anybody else is able to see the mobile device screen.

**9. Variation to Conditions**

There shall be no variation to the conditions of hire without the express consent of an authorised person from the Centre.

**10. Care of Premises**

 The Hirer is responsible for everyone who is on the premises for the activities they are organising and, generally for everyone who comes on to the parts of the premises which are under the Hirer’s control at the stated times. The Hirer is responsible for ensuring that they comply with all the terms of the Hire Agreement and of this Policy.

No notices or placards shall be affixed to, lean upon or be suspended from any part of the premises.

No bolts, nails, tacks, screws, pins, blue tack or other similar objects shall be driven into any of the walls, floors, ceilings, furniture or fittings. The hirer shall ensure that no persons are using the permitted area to use shoes with stiletto heels or other footwear which may in the opinion of the District Business Hub be damaging to the floor surfaces of the hired area.

**11. Intoxicating Liquor**

 Intoxicating liquor shall not be brought into nor consumed on the premises.

**12. Smoking**

Staffordshire County Council works to a no smoking policy, however there is a designated smoking area at each of the County Council.

**13. Insurance**

 The hirer will be required to indemnify the premises against any liability at law in respect of any accident involving death or bodily injury to any person or damage to or loss of any property real or personal and happening consequent upon or in connection with the use of the premises unless due to the negligence/default of the hired premises, its servants or its agents. The Authority has a special insurance policy which will provide cover for the hirer in certain cases. Full policy details including conditions and exclusions can be found on the Third Hirer’s Policy – Summary of Cover document (append xxx). Where the hirer is a political organisation, a professional entertainment promoter, or uses the premises on a commercial/business basis or is unable to satisfy the requirements of the Third Party’s Hirer policy then they will be required to obtain separate third party insurance cover.

**14. Parking of Vehicles**

 The parking of vehicles is very limited on the hired premises. If designated parking areas are available and used by the Hirer or their visitors, they do so at their own risk. The DBH will be able to advise on the nearest local pay and display car parks.

**Families First Room Hire Booking Form**

|  |  |
| --- | --- |
| **Title of Event** |  |
| **Date(s) of Event** |  |
| **Start Time** |  | **End Time** |  |
| **Set Up Time** |  | **Clear Away Time** |  |
| **Number of Attendees** |  |
| **Room Required** |  |
| **Room Layout Required** *(Please tick required option)* | Theatre | Board Room | Cabaret | U Shape |
| **Equipment Required** *(Please tick items required)* | **Flipchart** | **Projector** | **TV/DVD** | **Laptop(s) (one off charge £25.50)** |
| **Refreshments Required** *(tea/coffee/water)**(x1, x2, x3, x4) Please specify frequency and times* | **Yes** |  |
| **No** |  |
| **Lunch Required** *(Please tick preferred option)* **- N.B. available on request. Please contact the Centre for further information.** | **12:00pm** | **12:30pm** | **13:00pm** |
| *Special Dietary requirements:* |
| **Name of Organisation** |  |
| **Address** |  |
| **Contact Name** |  |
| **Contact Telephone Number** |  |
| **Name & Address of Payee** *(if different from above)* |  |
| **I hereby make an application for the hire of the room/s and facilities stated above and agree to abide by the Families First Room Hire Charging Policy and the Hire Agreement.** |
| Signature of Applicant |  | Date: |  |
| Full Name in block capitals |  |

**Office Use:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Cost Centre** *(internal bookings only)* |  | **GL Code** *(internal bookings only)* |  | **Order No** |  |
| **For Office Use Only:** |
| ***Booking Confirmed*** | *Admin Signature:* | ***Added to Diary*** | *Admin Signature:* | ***Refreshments/Lunch Ordered*** | *Admin Signature:* |

## AGREEMENT FOR HIRE OF \*\**name of room in Centre*\*\*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **AN AGREEMENT**  |  | (date) | made between |  |
| Staffordshire County Council’s Staffordshire Moorlands Children’s Centre |  |
| *and* | *(Name of hirer/organisation)* |

**In consideration** of the Centre permitting the Hirer to use the accommodation listed on the dates and times shown in the schedule below, the Hirer shall observe the following conditions:

* The person in charge of your activity being shown the fire escape routes before the start of the letting.
* The Conditions of Use prevailing at the time of the letting in the form of the Families First Room Hire Charging Policy and any other associated conditions relating to the hire; and
* the Hirer familiarising themselves with the cancellation criteria

**Public Liability *(please tick which option applies)***

**🞎** Public Liability insurance is being provided by the County Council’s Third Party Hirers’ Insurance policy. I can confirm that I have read the Summary of Cover and fully understand the insurance being provided including the policy conditions and exclusions which apply.

**🞎** Public Liability insurance is not being provided by the County Council’s Third Party Hirers’ Insurance Policy. Therefore I can confirm that I have arranged Public Liability insurance in the name of the individual/organisation hiring the Centre premises for a limit of indemnity of at least £2,000,000

**THIRD PARTY HIRER'S INSURANCE POLICY**

**SUMMARY OF COVER**

The policy will indemnify the insured (the Hirer) against all sums, which the insured shall become legally liable to pay as compensation arising out of:

(a) Accidental bodily injury or illness (fatal or otherwise) to any person and/or

(b) Accidental loss of or accidental damage caused to third party property.

Details of the policy cover is set out below:

1. Persons/Organisations Insured

Individuals and organisations which would not normally be expected to have their own Public Liability Insurance hiring premises owned by Staffordshire County Council.

2. Occupations & Activities

The activities of the insured (see above) at the premises owned by Staffordshire County Council.

3. The intention of this policy is to protect the hirer where a claim of negligence is made against them by a third party.

4. The Insurer will indemnify the Hirer in respect of all sums which the Hirer may become legally liable to pay as damages and claimants' costs and expenses for:-

(a) accidental injury to any person (other than an employee of the Hirer if such injury arises out of and in the course of employment by the Hirer)

(b) accidental damage to the premises or the contents of the premises subject to the liability of the insurer not exceeding £100,000 in any one claim in respect of legal liability which attaches to the Hirer solely by reason of the agreement that would have not attached in the absence of such agreement.

(c) accidental damage occurring during the period of insurance arising out of the activities of the Hirer at the premises, to other property not belonging to nor in the custody or control of the Hirer or of any person in the Hirer's service.

5. The policy will not apply in respect of the use of the premises for the following:

(a) meetings organised by political parties

(b) professional entertainment promotion

(c) commercial or business use

(d) hire of play grounds and playing fields **unless** as part of a hiring for the school buildings. Where only the playground or playing fields are hired separate Public Liability Insurance must be in place to protect any legal liability attaching to the hirer.

6. The limit of indemnity under the policy is currently £5,000,000.

7. The policy **only** applies whilst the individual/organisation is using Council premises.

8. If any other insurance covers the same loss, damage or liability this insurance will not pay any amount covered by such insurance.

**Families First Room Booking Charge Criteria for Children’s Centres:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Charge** | **25% Discount** | **50% Discount** | **Families First** |
| Private Sector, including Entrust | SCC – Training events, staff meetings, internal meetings | Voluntary/charity | No charge unless no show then a 100% recharge |

* Discounts offered to businesses making block bookings of 10 weeks or more = 10% discount.
* Liquid Refreshments i.e. Tea and Coffee

* + charged on all bookings or
	+ be completely self-sufficient (we will provide hot water in flasks)

Charges for Liquid Refreshments:

* + £1.00 Tea/Coffee/Water per head per serving

Food/Buffets **– N.B. available on request. Please contact the Centre for further information.**

* Buffets: Will be charged on behalf of the hirer, please ask for further details at time of booking

Charges \*\*\*locally determined rates\*\*\*

Rooms are available to hire throughout the week with available time slots shown below;

* a full day, 8.30am – 5.00pm or
* a half day 8.30am – 12.30pm or 1.00pm – 5.00pm
* an evening 6.00pm – 9.30pm
* a Saturday/Sunday - 9.00am – 1.00pm or 1.00pm – 5.00pm
* **ALL** requests must have a fully completed and signed booking form, the request remains provisional otherwise. This must give clear room guidance – including clearing away, ICT rules etc.
* A cancellation charge for any “no show” bookings will be for the cost of the room and any buffet order.
* Internal bookings to Families First will not be charged unless the person hiring the room does not honour the booking. A full recharge will be incurred if this should happen. Bookings are not final until a fully completed booking form is received that shows the cost centre and GL code.

STAFFORDSHIRE MOORLANDS CHILDREN’S CENTRE

|  |
| --- |
|  |
| **Room Title** |  | **Cost** |  | **Room Layout Options & Occupancy \*\*** |
| Full Day | Half Day/ Evening | Hourly |
| Training Suite |  |  | **£123.00\*** | **£61.50\*** | **£30.50\* (2 hrs)** |  | Theatre (70) | Cabaret (36) | Boardroom (28) | U Shape (22) |
|  |
| Multi-Purpose Suite |  |  | **£50.00\*** | **£30.00\*** | **£20.50\* (2 hrs)** |  | Theatre (18) | Cabaret (15) | Boardroom (14) |  |
|  |
| Family Suite (kitchen facilities) |  |  | **£72.00\*** | **~** | **£15.50\*** |  | Theatre (14) |  | Boardroom (12) |   |
|  |  |
| Multi-Use Room |  |  | **£80.00\*** | **£45\*** | **~** |   | Theatre (25) | Cabaret (25) | Boardroom (18) |  |
|  | \*We also have a *small* meeting room available at £10 per hour. |  |
| Sensory Room |  |  | **~** | **£10.00** | **£4\*** |
|  |  |

|  |  |
| --- | --- |
| **Refreshments*****\*Bookings outside of office hours (Mon – Fri, 7.30am – 6.00pm)will be charged the above rates plus 20%******& a lock up fee*** | Tea/Coffee/Water £1.00 per head per serving |
| **Buffets** | N.B. available on request. Please contact the Centre for further information. |
| **Meal Deals for training attendees** | N.B. available on request. Please contact the Centre for further information. |

**Contact:**

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Staffordshire

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