

Terms and Conditions of Building Hire

1. APPLICATIONS

All applications for hire of the Bridgwater Sea Cadets building must be made by completing our online Bridgwater Sea Cadets Building Hire Booking Form, a link to which will be emailed to you. If you are unable to access a computer to complete our online booking form, please contact us and a copy will be posted to you. A booking will only be accepted on receipt of the completed booking form and at least 50% of the total hire fee.

2. FACILITIES

Included in hire cost of main hall: -

Main entrance foyer
 Male, female, and accessible toilets
 Secure parking compound
 Wi-Fi
 Ceiling-mounted projector and 4m screen
 Basic use of kitchen as a beverage and cold food preparation/serving area
 Bar (if required) – staffed by Bridgwater Sea Cadets volunteers.

Available at additional cost: -

Use of kitchen appliances for preparation of hot food – 2 large ovens, griddle, 4-ring hob
 3 large classrooms
 2 classrooms

Hire of kitchen appliances and classrooms *must* be requested at the time of booking as they are locked when not in use.

The premises must be used only for the purpose specified on the booking form. In the event of use by the hirer for other purposes, or if these conditions or any other reasonable requests are not complied with, Bridgwater Sea Cadets may immediately terminate hire and the booking fee will not be returnable.

Bridgwater Sea Cadets reserves the right to continue to access the compound, as well as to use the office spaces within the building, for the purpose of Sea Cadet activities whilst the unit is hired; this will always be done in the least obtrusive and most considerate manner.

3. BOOKING TIMES & HIRE COSTS

When considering how long to hire the building for, please be aware that the building will be opened - or where the hirer has been provided with access codes, the hirer must only enter - at the agreed time. Any time needed to either 'set up' at the start (e.g., to lay out chairs or put decorations up) or to pack away at the end (to put chairs away and/or to clean up) **MUST** take place during the agreed hire period. Please ensure that this is taken into account when deciding on how long to book the building for; if the venue is used for longer than the specified hire period, the hirer will be charged an additional £50 for every hour, or part of, until the venue is vacated.

- a. Day Bookings - The unit building is bookable during the day between 0800 and 1800 (8am – 6pm) with a minimum booking duration of two hours.

Area	Local resident hourly rate*	General booking hourly rate
Main hall (inc. basic use of kitchen)	£19	£22
Kitchen (use of additional appliances)	£5	£8
Large Classrooms <ul style="list-style-type: none"> • Trevor Crick • Range • RMCD Barracks 	£9 (per room)	£11 (per room)

Classrooms	£6 (per room)	£8 (per room)
<ul style="list-style-type: none"> • Campbelltown classroom • Aft classroom • Junior classroom • RMCD classroom • Seamanship classroom 		

*A local resident is deemed to be an individual person (the named hirer) whose primary address postcode is within 2 miles of the building's post code.

- b. Evening Bookings - Evening booking of the venue is from 1800 – 0000 (6pm – Midnight) at a cost of £120 regardless of the number of attendees, up to the maximum capacity of 150 people. The bar can be opened at no extra cost and will be staffed by Bridgwater Sea Cadets volunteers, but this must be requested at the time of booking; if opened, last orders are called at 2340 and regardless of whether or not the bar is opened, all participants must have departed the venue by midnight.
- c. If you believe that your event will require the venue to be open earlier than 1800 to allow for complicated or involved set up, then this is possible for the additional price of £7.50 per 30 minutes (or part of); please include this on your booking form when making the booking. All participants must have vacated the unit by midnight and the venue returned to an acceptable state in accordance with Bridgwater Sea Cadets Terms & Conditions of Building Hire.
- d. Security Deposit – In addition to the hire cost, a security deposit of £150 must also be paid at the time of booking, which will be retained by Bridgwater Sea Cadets until after the hall hire period. This security deposit will be returned to the hirer if the Bridgwater Sea Cadets Terms & Conditions of Building Hire have been fully adhered to.

Overview of Costs				
Booking	Security Deposit	Cost	Extras	Set Charges
Day Booking	£150 (returnable, subject to t's & c's)	See day rates above. (Minimum 2 hours)	£9.50 per extra half hour	*£50 charge for every hour, or part of, used over agreed hire period.
Evening Booking	£150 (returnable, subject to t's & c's)	£120 (1800 - 0000)	Additional kitchen appliances - £30	*£50 charged for every hour, or part of used over agreed hire period.
Multiple Booking	£150 (returnable, subject to t's & c's)	One month's cost in advance	Hire period / extras as agreed at time of booking	*£50 charged for every hour, or part of used over agreed hire period.

4. ENTRY/ EXIT OF BUILDING

'One off' hirers of the Sea Cadet building will have the building opened and closed by a Bridgwater Sea Cadet representative at the specified hire times.

Regular hirers of the hall will be provided with exclusive access codes for the exterior gate and main entrance, which will be the responsibility of the person named on the Bridgwater Sea Cadets Building Hire Booking Form. Additional codes can be requested by the person named on the Bridgwater Sea Cadets Building Hire Booking Form upon provision of a rationale for the request, and the name and address of the additional person/s who will hold the code(s); this will then be considered by Bridgwater Sea Cadets. If the request is approved, the additional code(s) will be issued to the person named on the Bridgwater Sea Cadets Building Hire Booking Form to pass on to the person(s) in question, or directly to the individual(s) at the named person's request; these codes must not be passed to any other person without the explicit consent of Bridgwater Sea Cadets; sharing and/or transfer of codes at any time during the hire period without prior agreement of Bridgwater Sea Cadets will result in the codes being withdrawn and access to the venue denied. All codes issued to any person in connection to the booking (regardless of the person who actually holds the codes) will be the responsibility of the person named on the Bridgwater Sea Cadets Building Hire Booking Form.

5. DISCOUNTS

- a. Private Bookings

A 10% discount is given when the person booking the building is:

- i. a cadet force adult volunteer of the Sea Cadets, Army Cadets, Air Cadets, or Combined Cadet Force
- ii. a parent of an enrolled cadet at Bridgwater Sea Cadet unit

- iii. a serving member of the Armed forces
- iv. a member of an official military and/or local association which is supported by Bridgwater Sea Cadets and the booking is in support of this association; if you are a member of such an organisation and would like to enquire as to whether you are eligible for this discount, please email bookings@bridgwaterscc.org.uk before making a booking.

A further 10% discount will be applied for cadet force adult volunteers of the Sea Cadets who are attached to Bridgwater unit in thanks for their many hours of volunteering which they undertake for the benefit of the young people who attend.

b. Commercial Bookings

If you wish to book the building on a regular basis, a 10% discount will be applied if booking at least once a week for 3 months, and a 20% discount if booking at least once a week for more than 3 months.

6. PAYMENT

a) Single/one off bookings

- If the booking is more than 1 month in the future, please confirm booking by completing the online booking form and making the minimum payment of the security deposit. The booking fee can either be paid at the same time, or at any point up until 30 days before the hire date. If the balance is not received 30 days before the hire period, the booking will be cancelled.
- If the booking is less than 1 month in the future, please confirm booking by completing the online booking form and making payment for both the security deposit and the full booking fee.

On all occasions, the security deposit and full payment must be received before the date of hire.

a) b) Block/ multiple bookings

- Please confirm booking by completing the online booking form and making payment of the security deposit plus either the entire cost of the hire period/s, or one month's hire fee in advance.

If paying monthly, the hirer must pay one month in advance of using the building. Failure to pay for the use of the building at least one month in advance will result in a failure to pay notice being sent to the email address of the person specified on the booking form; if no payment has been received within 2 weeks (14 days) of the date on the notice, further bookings will be suspended until outstanding payments are settled. If no payment has been received within 4 weeks (28 days) of the date on the notice, all future booking will be cancelled, and recovery of any outstanding debt will begin through legal proceedings.

7. METHODS OF PAYMENT

The security deposit must be paid at the time of booking through the online booking form using PayPal; you do not require an account to use this function. If you do not have a credit or debit card, please contact the unit's bookings officer on bookings@bridgwaterscc.org.uk

The balance can then be paid using one of the below methods; a receipt can be provided upon request:

- Cash – this must be paid to the Bridgwater Sea Cadets Booking Officer at an agreed time.
- Cheque – made payable to “Bridgwater Sea Cadets” can either be given to the Bridgwater Sea Cadets Booking Officer at an agreed time or posted to the unit marked for the attention of the bookings officer. Cheques must have shown as ‘cleared’ before the date required under these Terms & Conditions.
- Bank Transfer – if paying by bank transfer, please quote hirer's surname and date of event as the reference:

Account Name: Bridgwater Sea Cadets

8. CANCELLATION/ TERMINATION OF HIRE –

a. Cancellation (one off bookings)

- i. By Hirer – if a one-off booking or part of a block booking is cancelled, charges may apply dependent on the notice given as detailed below:
 - Cancellation more than 28 days before date of hire - no charge
 - Cancellation 14 – 28 days before date of hire - 50% of hire charge applied.
 - Cancellation less than 14 days before date of hire - full charge applied.
- ii. By the unit - Bridgwater Sea Cadets reserve the right to cancel a booking or close the unit at its discretion. If this occurs the hirer will be given as much notice as possible and in the first instance will be offered an alternative date; if no suitable alternative date can be found, then a full refund will be given.

b. Termination of hire (for regular bookings)

- i. If a regular hirer wishes to terminate their hire of the Bridgwater Sea Cadet Building, one month's written notice must be given clearly stating the final date of hire. This letter must be addressed to the Unit Management Team and passed to either a member of the Unit Management Team or the Bridgwater Sea Cadets Bookings Officer; this can be done by emailing the letter to bookings@bridgwaterscc.org.uk. Failure to provide at least one month's notice, will result in the following month's hire fee being forfeited.
- ii. Bridgwater Sea Cadets reserves the right to terminate the booking of any regular hirer of the Bridgwater Sea Cadets building for any reason. In the case of a regular booking being terminated, at least one month's notice will be given in writing by the Unit Management Team.
- iii. In case of a breach of any of the terms and conditions of hire as specified with the Bridgwater Sea Cadets Terms and Conditions of Hire, Bridgwater Sea Cadets reserves the right to terminate a regular booking with immediate effect; in this case, any fees paid for future months will be returned, unless required to pay for damage/repairs etc.

9. Transfer

Should you wish to transfer to another date, you will be charged the following fees:

- More than 28 days before the booking date - £0
- Between 14 and 28 days before the booking date - 25% of hire charge applied
- Less than 14 days before the booking date - 50% of hire charge applied

If a booking is transferred to another date at the customer's request and is subsequently cancelled, a refund cannot be provided.

10. LOSS, DAMAGE & CLEANLINESS

During the hire period, the hirer shall be liable for any and all loss or damage to any property arising out of the hire, or any loss, damage or injury to any person or persons using the facilities during the hire, and the hirer indemnifies Bridgwater Sea Cadets against any such loss damage or injury.

The hirer should check their home insurance to make sure that they are covered for any damages occurred or separate insurance taken out; no insurance is provided by Bridgwater Sea Cadets. A 'walk-through' inspection prior to the hire period will take place and the hirer will be asked to sign a pre-hire checklist to confirm that the facilities are in good condition as well as several other key areas of cleanliness. After the hire period, a post-hire check will take place which we would ask the hirer to be present for; however, as the hire period may run until late into the evening and/or should hirers be understandably intoxicated, this check might be conducted without them being present.

The hirer must leave all areas used by them in a clean, tidy, and damage-free condition and ensure that all items within the area before the hire period are still present at the end of the hire period; failure to comply with this will result in the £150 security deposit being forfeited. If the cost of cleaning, specialist cleaning, repair, or replacement is more than the cost of the security deposit, Bridgwater Sea Cadets will assess the cost and, within two weeks, provide an invoice for the necessary work/repairs/replacement which must be paid within 5 working days of receipt.

By law, the building is smoke-free, and hirers must ensure that no person smokes or vapes inside the venue at any time. There is a designated undercover smoking area approximately 10 metres to the right-hand side (when facing the building from outside) of the main foyer, which can be highlighted upon the venue being opened, if requested; it is also signposted. Smoking/vaping in any area other than the area designated for smoking will result in the security deposit being forfeited - IT IS YOUR RESPONSIBILITY TO ENSURE ATTENDEES OF YOUR EVENT SMOKE/VAPE ONLY IN THE DESIGNATED AREA AND THAT ALL CIGARETTES ARE DISPOSED OF IN THE DESIGNATED BIN.

In particular, the covered area with wooden tables/benches (beside the ramped entrance at the far end of the building) is an outdoor classroom and smoking is prohibited in this area. If cigarette butts are found in this area following the hire, the security deposit will be forfeited as above.

11. CONTROL

The Hirer is responsible for the conduct of all persons and parties who are admitted to the building during the period of their booking. The hirer shall, during the hiring of the Bridgwater Sea Cadet building, be responsible for:

- a) The efficient supervision of the facility including the safe and effective management of children.
- b) The orderly and safe admission and departure of persons to and from the facility.
- c) The safety of the facility and the preservation of good order and decency within.
- d) Ensuring that all doors giving egress from the facility are kept unfastened, unobstructed, and immediately available for exit during the entire time the facility is in use and that no obstructions shall be placed or allowed to remain in any corridor giving egress from any room.
- e) Ensure that noise is maintained at a reasonable level so as not to cause disturbance or nuisance to others in the nearby area.
- f) Ensuring that no more than **150 people** are within the venue at any one time to ensure the venue remains within its legal capacity.
- g) Ensuring that all fire exits are kept clear AT ALL TIMES.
- h) Ensure that any item of furniture or equipment used, is returned to its original position.
- i) No alcohol shall be brought into, sold, or consumed on the premises without the express permission of Bridgwater Sea Cadets. If alcohol is required to be served at the event, the unit's bar can be opened if requested at the time of booking.

12. WASTE

Internal bins are provided to assist hirers in the collection of rubbish; however, hirers must ensure that ALL WASTE is removed from the building, or the security deposit will be forfeited. Bins are checked to ensure that they are empty after a hire period, however, it is the responsibility of the hirer to ensure that the bins are empty on entering the property and bring to the attention of the Bridgwater Sea Cadets representative any bins that are not empty and have been left by previous hirers; once the hire period has begun, if the Bridgwater Sea Cadets representative has not been made aware of existing rubbish, the hirer will be liable for its disposal as well as any waste created from their use of the Bridgwater Sea Cadets building.

Failure to dispose of all waste from the building will result in the security deposit being forfeited. If the cost of waste removal is more than the cost of the security deposit, Bridgwater Sea Cadets will assess the cost within two weeks (14 days) and provide an invoice for the necessary disposal which must be paid within 5 working days of issue.

Kitchen

After using the kitchen, all debris and food waste must be removed.

Please leave the kitchen in a clean, tidy, and hygienic condition.

There is a limited amount of crockery and utensils available. It is the responsibility of the hirer to ensure they have all the equipment needed for the purposes of the hire.

13. OTHER CONDITIONS

- a) **Temporary fixing of items to walls** – No ‘blue tac,’ Sellotape, or similar products are to be used on painted surfaces.
- b) **COLLECTIONS AND LOTTERIES** - No collections, bingos, games of chance, sweepstakes, lotteries, or betting of any form may be conducted on the premises without prior written consent from Bridgwater Sea Cadets.
- c) **CAR PARKING** - Bridgwater Sea Cadets is not responsible for any loss or damage to any vehicle of any person when parked within the building’s compound. It is the hirer’s responsibility to advise people who are not parking within the building’s compound that they must park in accordance with the law and in a considerate manner. The building’s compound will be locked 30 mins after the end of the hire period; any further access to the unit or compound to recover vehicles after this time will be at the convenience of Bridgwater Sea Cadets and a charge of £15 will be made to facilitate this.
- d) **USE OF PORTABLE ELECTRICAL EQUIPMENT** - Use of any portable electrical equipment on the premises will be permitted if the equipment has had and passed a Portable Appliance Test (PAT) within the last twelve months; a copy of the PAT testing report may be requested at any time to confirm this.
- e) **USE OF OTHER EQUIPMENT** - The use of other equipment such as bouncy castles/trampolines or any other types of play equipment is allowed, however must be stated at the time of booking, and authorised by Bridgwater Sea Cadets.
- f) **ADMISSION** - Bridgwater Sea Cadets reserves the right at its absolute discretion to refuse admission to, or to evict, any person from the premises.
- g) **USE OF HAZARDOUS MATERIALS** - No exhibitions or other performances will be allowed which involve the use of chemicals, fire, or fireworks.
- h) **VACATION OF PREMISES** - No hire period shall continue beyond 12pm (midnight) without written permission from Bridgwater Sea Cadets.
- i) **ALTERATIONS OF CONDITIONS** - Bridgwater Sea Cadets will review all conditions, including prices, on the 1st of January every year and reserves the right to vary any of these conditions without notice and at any time.
- j) **Licenses** - It is the responsibility of the hirer to ensure that all relevant licenses have been applied for and granted prior to the event taking place, e.g., Temporary Events Notice.

By completing a booking form and proceeding with the booking, the hirer is confirming that they have read, understood, and will abide by the terms and conditions as laid out above, and further agrees to pay any additional charges as outlined within these terms.

Hirers are not permitted to supply alcohol at any event through their own licence or Temporary Event Notice without specific written consent from Bridgwater Sea Cadets.

All hirers must have a designated responsible person in the building for the duration of the hire. The responsible person must make themselves known to the Bridgwater Sea Cadets representative at the start of the hire.

While Bridgwater Sea Cadets will take every care to ensure that the facilities are available as booked, it reserves the right to amend or cancel bookings because of unforeseen circumstances or due to the suitability of the hirer.

The behaviour of all persons attending is the responsibility of the Hirer. Children must always be supervised.

Hirers should consider and obtain any insurance cover deemed necessary for risks not covered herein. As a minimum, Public Liability Insurance should be obtained for all events which are open to the public. A certificate demonstrating sufficient cover may be requested prior to the event.

Fire exits must always be kept clear. It is the responsibility of the hirer to ensure that fire exits are clear for the duration of the event. If a fire breaks out, the written instructions posted in each venue should be strictly adhered to.

Naked flames, including (but not limited to) candles, tea lights, etc., are NOT permitted anywhere in the building.

In the event of a breach of these conditions Bridgwater Sea Cadets reserves the right to cancel bookings and curtail or close events in progress.