



THE HUB @ PROJECT 24

CONDITIONS OF HIRE

1. INTERPRETATION

In the conditions set out below the following expressions shall have the meanings hereby assigned except where the context requires:

- I. 'The Council' means North Down Borough Council.
- II. 'User' means any person using The Hub, whether as a participant or spectator and whether or not a charge has been paid for entry to The Hub.
- III. 'The Hirer' means the person, club or group hiring The Hub.
- IV. 'Booking Period' means the period or periods of any day reserved for the hirer.
- V. 'Club' includes any group or organisation approved for booking The Hub.

2. APPLICATION FOR HIRE AND CHARGES

The Hub shall not be used for a period in excess of the period for which a booking has been accepted. In the event of this regulation being contravened the hirer will be charged for the excess period at such rates as considered appropriate for the use of The Hub but in any event not less than the normal hiring rate for The Hub. The hire period will be inclusive of the time required to set up and take down equipment and also any cleaning that might be necessary before there is any further use of The Hub. No application for hire will be accepted less than 7 days before the date required.

All persons hiring The Hub for one off bookings will be required to complete, sign and submit the application form, along with full payment before a booking is accepted.

The hire charge for a one off booking must be paid in full at least 7 days before the date of hire. Payment for one off bookings must be made at the Town Hall, Bangor, with a due receipt issued.

An invoice for long term bookings will be issued monthly in arrears. The hirer shall pay to the Council the appropriate fee set out in the scale of charges approved by the Council and in force at the date on which The Hub is used by the hirer. The hire charge for a long term booking must be paid in full within 14 days

of the date of the invoice. Customers who repeatedly do not pay for the hire of The Hub within the specified timeframe will be denied access.

The purpose for which The Hub is required is to be clearly stated at the time of application, and hirers shall not assign or sub-let the area or any part thereof or alter such purpose without the consent in writing of the Council.

A club shall not levy any charge in connection with any period without obtaining the prior consent from the Council.

The Council reserves the right to require the hirer to lodge, before the letting takes place, a sum considered sufficient to cover any anticipated damages. Full details on how to pay can be downloaded from the Project 24 website (www.project24ni.co.uk)

3. CANCELLATIONS/BOOKING AMENDMENTS

All bookings must be paid in full, unless a cancellation/ booking amendment is received within 3 days in advance of the booking date. Booking cancellations/amendments must be made by completing a Cancellation/Amendment form (Appendix 2).

4. REFUSAL OR CANCELLATION BY THE MANAGER

The Council reserves the right to refuse any application or to cancel or to terminate any booking for any reason whatsoever without being bound to give any reason for doing so.

All money paid in respect of a booking cancelled in accordance with this condition will be refunded provided that these conditions and the general rules and conditions of use of The Hub have been complied with by the hirer, but North Down Borough Council shall not be liable for any expenditure incurred or loss sustained whether directly or indirectly by the hirer arising from the cancellation.

5. RESPONSIBILITY OF THE HIRER FOR GOOD ORDER AND SAFETY

- I. The hirer must ensure that during each period of hire all statutory provisions or bye-laws concerning the management and control of The Hub are strictly observed and that those participating in or spectating at each event or activity do not act in a manner which will contravene these conditions of hiring, any licensing or insurance provision and the general rules of The Hub. The hirer shall be liable for any breach thereof as if such a breach had been committed by the hirer.
- II. The hirer shall employ sufficient stewards to maintain good order during the hiring and shall expel any person acting in a disorderly manner or disobeying an instruction.
- III. The hirer will bear sole responsibility for the administration, organisation and running of each event or activity included in the application and no responsibility whatsoever will devolve on the Council in respect of any assistance given by special agreement.
- IV. At the conclusion of each period of hire the hirer will ensure that the premises are vacated in an orderly fashion and that the area is left in a

- clean and tidy state. Any damage caused to any fixtures and fittings must be reported immediately to the staff on duty.
- V. The hire arrangement is not transferable unless approved in writing by the Council and any transfer may be made subject to special conditions as considered appropriate. No person under the age of 18 years may book the covered area.
 - VI. The hirer will pay to the Council on demand the cost of repairing any damage caused to any part of the fixtures or fittings therein during the period of hire. Failure to tender payment for such repairs within 14 days of the date of the invoice may result in future bookings being refused.
 - VII. The hirer will indemnify the Council against all claims for death, injury or loss due to negligence or default of himself or any other participants in the event either competitors or spectators and for this purpose will effect a policy of insurance in a reputable insurance company, a copy of which at each renewal thereof where appropriate will be submitted.
 - VIII. The Council reserve the right to refuse entry to The Hub to any person suspected of having partaken of an excess of alcohol. The judgement of the member of North Down Borough Council staff on duty in this regard will be final.

6. ALTERATIONS OF RULES AND CONDITIONS

North Down Borough Council reserves the right without prior notice at any time to alter or amend the whole or any of these rules and conditions.

7. USE OF COUNCIL OWNED COVERED SPACE FOR CONCERTS

- I. A bond of £50 is to be paid, in advance prior to The Hub being booked for concerts.
- II. Adequate insurance cover is to be taken out by the hirers to indemnify the Council against any damage which may be caused. Evidence of same is to be submitted at the time of booking.
- III. Bookings will only be accepted from residents of the Borough.
- IV. A minimum of 3 residents aged 18 or over will be required to complete the necessary documentation for the hire of The Hub.

8. INTOXICATING LIQUORS

- I. The sale, service or consumption of intoxicating liquors is strictly prohibited.

9. OTHER CONDITIONS

- I. It is expressly forbidden for any additional heating equipment to be used in The Hub without the prior written permission from the Council.
- II. Gambling and/or unlawful games are strictly prohibited in The Hub.
- III. Hirers shall remove all musical instruments, scenery and other similar belongings not later than 10.00am on the day following the function.
- IV. Hirers must ensure they employ security if leaving belongings in place overnight. The Council do not accept responsibility for any equipment, instruments, scenery and other similar belongings.
- V. Authorised officers and agents of the Council shall at all times have the right to access all parts of The Hub for the purpose of inspection and supervision.

- VI. The Council has the right, without notice, to amend the charges and conditions and to fix charges and conditions of any lettings not accounted for.
- VII. Smoking is not permitted in any area of The Hub.
- VIII. The Council reserves the right to decline any application for the letting of the area.

10. BREACH OF CONDITIONS

- I. If any booked period or periods of hire is cancelled or terminated by the Council as a result of a breach of any of these conditions of hiring and general conditions of use of The Hub, the hirer shall remain liable for the charges due for the hire periods, but without prejudice to any claim which North Down Borough Council may have against him/her arising out of such breach.
- II. The decision of North Down Borough Council as to whether any action or omission is a breach of any of these conditions shall be final.
- III. In the event of any breach of these rules and conditions the user may be required to leave The Hub and will forfeit the charge paid by him/her for entry or use of The Hub, but without prejudice to any claim which North Down Borough Council may have against him/her by virtue of these rules and conditions or any other legal rights or remedies whatsoever.

Hire Rates

(minimum 2 Hour Charge)

Standard Rate 8.00am – 10.00pm = £10 per hour

Public Holidays	Standard Rate, plus £12/hr (or part of)
Commerical Rate	Standard Rate
Community Groups/Voluntary Organisations/Charities	No charge

Definitions

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| <ul style="list-style-type: none">• Community Groups: a social group of any size, whose members reside in a specific locality, share government, and often have a common cultural and historical heritage. Only appropriately constituted community groups will be eligible for the discounted rate. |
| <ul style="list-style-type: none">• Voluntary Organisations: an organization that is composed of, or functions with, the aid of volunteers and which provides aid or services to individuals, groups or countries. Only appropriate constituted voluntary groups will be eligible for the discounted rate. |
| <ul style="list-style-type: none">• Charities: a non-profit making organization which has philanthropic goals as well as social well-being (e.g. Charitable, educational, religious or other activities, serving the public interest or common good.) Only appropriately registered charities will be eligible for the discounted rate. |

For any further enquiries please visit the website www.project24ni.co.uk or contact Carly McMullan via email developmentadmin@northdown.gov.uk or via telephone 028 9127 0371 Ext 8121.