



Brizen Young People's Centre

Booking Terms & Conditions (July 2026)

The person or organisation using the Centre does so at their own risk, with the appropriate statutory arrangements for the activity they are undertaking.

1. Supervision – The hirer will be responsible for supervision of the premises, the fabric and the contents and the behaviour of all persons using the premises at all times whatever their capacity, including proper supervision of car parking arrangements to avoid obstruction of other users of the area.

2. Fire Instructions – The hirer must know where the fire equipment and fire exits are located, and keep all exits clear at all times. If there is a fire, no matter how small, everyone must leave the building calmly and the fire brigade must be called. The hirer must report all details to the Brizen Trustees after the hire.

3. Capacity – The maximum number of users in the Centre is 50.

4. Use of Premises – The hirer shall not use the premises for any purpose other than that described in the hiring agreement form, shall not sub-hire or allow the premises to be used for any unlawful purpose or bring onto the premises anything (e.g. fireworks) which may endanger the same or render invalid any insurance policies in respect thereof. Bouncy castles are not permitted inside the Centre. All bookings must end by 8pm unless prior agreement with the Brizen Trustees.

5. Use of Whiteboard & Projector - Whiteboard and projector facilities may be available for use; however, availability cannot always be guaranteed. Users must follow all guidance and instructions provided regarding their use.

6. Public Safety Compliance – The hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, The Brizen Trustees or otherwise, particularly in connection with any event which includes public dancing, sale of alcohol, music or other similar public entertainment. Copies of the Risk Assessment, Health & Safety Policy and Fire Safety Policy for the premises are available on the BYPC website and hardcopies in folder in Centre's kitchen.

7. Indemnity – The hirer shall indemnify The Brizen Trustees for the cost of any repair or any damage done to any part of the property, including the curtilage thereof or the contents of the building, which may occur during the period of the hiring as a result of the hiring. The hirer shall be responsible for making arrangements to insure against any third-party claims, which may lie against him or her (or organisation if acting as a representative) whilst using the premises.

8. Accidents & Dangerous Occurrences - The hirer must report all accidents involving injury to The Brizen Trustees as soon as practicable. Any such accident must be entered into a sheet from the accident & incident logbook kept in the Centre's Kitchen. The

completed sheet must be returned promptly to Brizen Trustees or emailed to brizencentre@gmail.com. Any failure of equipment either that belonging to the premises or brought in by the hirer must also be reported as soon as possible.

9. Safeguarding Compliance – The hirer is fully responsible for the safety, supervision, and safeguarding of all children and vulnerable adults during the hire period. The hirer must ensure that any regulated activities comply with current UK safeguarding legislation and that only safe and suitably vetted individuals have access to these groups. The hirer confirms they have their own safeguarding policies and procedures in place (or accept full parental/custodial responsibility for private parties) and agree to indemnify the Trustees against any safeguarding claims arising from their booking.

10. Unfit for use – In the event of the premises or any part thereof being rendered unfit for the use for which it has been hired, The Brizen Trustees shall not be liable to the hirer for any consequential loss or damage whatsoever.

11. Refusal of Booking – The Brizen Trustees reserves the right to refuse a booking without notice or to cancel this hiring agreement upon giving 7 days' notice in writing to the hirer. The hirer shall be entitled upon such notice to reimbursement of any payment already made.

12. End of Hire – The hirer shall be responsible for leaving the premises secure, and in a clean and tidy condition, with all contents replaced and any damage reported. The Brizen Trustees reserves the right to make an additional charge for replacement items and/or cleaning/repair. Keys and Fobs to be returned as instructed at end of hire. Keys and Fobs not returned will be deemed lost and an invoice will be raised for immediate payment for cost of replacement Key and deactivation of Fob.

13. Regular Hire – Repeat bookings of more than three hire periods will be recognised as a regular hirer and if required invoices can be raised for payment. Payment for first three hire periods must be paid in advance. Failure of payment will result in future bookings being cancelled.

14. Noise – The hirer shall be responsible to keep noise to a minimum especially when leaving the premises at night. Undue disturbance to neighbours will be viewed as misuse of the facilities.

15. Access – Arrangements for opening up and setting up the premises, together with clearing and locking up, will be agreed between the Brizen Trustees and the hirer(s).

16. Cancellation – Payment must be made in full at the time of booking. In the event of cancellation up to 14 days in advance of the booking date full refunds will be considered if the slot is rebooked by another hirer, if not a 50% refund will be issued after the booking date. No refund will be given in the event of cancellation within 14 days of the booking date.