



Rode Heath YPCC

Terms and Conditions of Hire



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Approvals

Date	Name	Role
05/06/2025	Board Meeting Approval	Trustee Board Members (All present are listed below)
----- -----	Clare Hughes	Trustee, Secretary
----- -----	David Ellis	Trustee
----- -----	Samuel Barber	Trustee
----- -----	Stephen Cosgrove	Trustee, Treasurer
----- -----	Stephen Worrall	Trustee
----- -----	Stuart Moseley	Trustee

Version History

Version No.	Date	Name	Description
0.01	02/04/2025	Guy Cooke	Initial Draft
0.02	21/04/2025	Guy Cooke	Updated Draft with Feedback
0.03	30/05/2025	Guy Cooke	Updated Draft with Feedback
1.00	13/06/2025	Guy Cooke	Published with Approvals



Terms and Conditions

1. Definitions

1.1. Young People's Community Centre Ltd

(Hereafter referred to as "the YPCC")

Company No. 06629957

Registered Charity No. 1125908 (Charity Commission for England and Wales)

Address – Young People's Community Centre, Chapel Lane, Rode Heath, Cheshire, ST7 3SD

1.2. The Hirer

(Hereafter referred to as "the Hirer" or "the Customer")

Refers to the person or entity hiring the YPCC venue in accordance to the terms and conditions laid out in this document.

1.3. Regular Customers

Defined as a customer of the building where a booking occurs on a regular basis where rates and alternative agreements or contracts for hire have been agreed.

1.4. Non-Regular Customers

Defined as a customer of the building where the bookings made are irregular in cadence and are booked on an as-required basis with no prior alternative agreement or contract.

2. Bookings

2.1. All bookings are subject to the approval of the YPCC and are to be assumed unapproved until explicit notice of approval has been provided by the YPCC.

2.2. The venue is bookable by members of the public at the following times:

- Days - Monday to Sunday
- Times - 08:00 to 22:00

2.3. All bookings should be made via one of the designated channels:

- HallMaster Booking System (<https://rodeheathypcc.co.uk/bookings>)
- Email (Info@rodeheathypcc.co.uk)

2.4. All bookings should be made inclusive of any required setup time, the YPCC does not provide any "free" setup time outside of what is booked and explicitly approved.

2.5. All bookings are for the exclusive use of the venue during the approved booking period.



3. Fees

3.1. Regular Customers

Regular customers shall be entitled to use any pre-agreed rates for regular bookings and for ad-hoc bookings also. Fees will be charged at the agreed rate at the point in time which the booking takes place. All fees are payable at the time of booking.

3.2. Non-Regular Customers

Fees will be charged at the published hire rates for the YPCC at the point in time which the booking is approved by the YPCC.

3.3. Discounts and Remuneration

Any concessions, remuneration, or discounts applied are entirely at the discretion of the YPCC.

3.4. Overstay Fees

If the customer does not vacate the premises by the end of their approved booking period then they will be subject to additional fees in increments of one hour at the rate of £20 per hour for each hour (or part thereof) that the customer remains. The customer shall also be liable for any costs or losses incurred by the YPCC as a direct result of overstaying the approved booking period, including booking fees for any other bookings which could not take place due to overstaying.



4. Venue Access

4.1. Regular Customer Access

Regular customers are permitted to use keys and access codes provided by the YPCC to unlock and access the venue from the start of their booking period. Regular customers are required to use keys and access codes provided to secure the venue at the end of the booking period. Regular customers are not permitted to use any keys or access details provided for any bookings other than their own without the explicit permission of the YPCC. Access outside of approved bookings is not permitted without the explicit permission of the YPCC. When unlocking or locking the building, customers are required to record the details of this in the building's access logbook.

4.2. Non-Regular Customer Access

Customers will be allowed access to the venue from the start of their booking period. Customers are required to vacate the venue by the end of their booking period. Designated keyholders will be appointed by the YPCC to provide access to the venue and to secure the venue at the end of the booking period.

4.3. Key and Access Provision

Keys shall be provided to customers entirely at the discretion of the YPCC, all keys provided remain the property of the YPCC. Keys shall not be replicated or copied without the explicit permission of the YPCC. Keys and access codes shall not be distributed to anyone without the express permission of the YPCC. Should keys or access codes be misplaced or lost, the YPCC should be notified at the earliest opportunity.

4.4. Deliveries and Collections

Where deliveries or collections are required to facilitate a booking, the booking secretary must be contacted at the earliest opportunity to notify the YPCC of the delivery or collection. If the delivery or collection time is outside of the approved booking period then an additional booking or an extension to the existing booking may be required subject to the relevant fees detailed in section 3 of this document.



5. Facilities

5.1. Utilities

All gas, electricity, water, and internet usage is included in the booking fees.

5.2. Toiletries

All toiletries consumption is included in the booking fees.

5.3. Waste Disposal

Customers may use designated rubbish and waste disposal containers at the venue to dispose of any waste produced during the booking period. Any excess waste that cannot be placed in the designated disposal containers is the responsibility of the customer to dispose of, waste must not be left at the venue outside of the designated disposal containers.

5.4. Internet Access

Free Internet access via Wi-Fi is provided by the YPCC at the venue as a discretionary service. It is strictly prohibited for the internet connection to be used for anything of an illegal nature and any discoveries as such will be reported to police authorities. It is strictly prohibited for the internet connection to be used for botnets, cryptocurrency mining or similar processes. Access to YPCC Wi-Fi and internet access is only authorised during an approved booking period.

5.5. Car Park

Customers may use the car park on the YPCC premises for the duration of the booking period. All users of the car park do so at their own risk. Overnight parking or camping is not permitted without the express permission of the YPCC.

5.6. Storage Areas

Regular customers may request the use of storage areas to facilitate their activities, storage space may be allocated at the discretion of the YPCC. Allocated storage areas must not be exceeded without approval from the YPCC. Non-regular customer are not entitled to the use of storage areas, nor are they provided with access unless on prior agreement with the YPCC.



6. Responsibilities of the Hirer

- 6.1. The hirer agrees to take responsibility for any damages or loss caused during usage, excluding fair wear and tear.
- 6.2. The hirer agrees to maintain good conduct and ensure that all users adhere to the venue's rules and regulations.
- 6.3. The hirer will ensure the venue is left in the same condition as found and will take care of the cleanup and removal of all items. No lasting changes to the venue may be made without the express approval of the YPCC.
- 6.4. The hirer agrees to advise the YPCC of any damage or potential risks to users immediately when they are identified.
- 6.5. The hirer is responsible for obtaining any necessary licenses and adhering to health and safety and statutory regulations.

7. Responsibilities of the YPCC

- 7.1. The YPCC agree to provide the venue and any listed facilities for the hire period described.
- 7.2. The YPCC agree to ensure that the venue is clean, safe (complies with HSE requirements under the Village/Community Halls Legal Responsibilities), and accessible as agreed upon.
- 7.3. The YPCC agree to make best endeavours to ensure any potential risks to users are removed and to advise all other users of this responsibility.

8. Indemnity

- 8.1. The hirer agrees to indemnify and hold harmless the YPCC against any claims, losses, or damages arising from their hire.



9. Data Protection and Privacy

9.1. GDPR

The YPCC operates in accordance with General Data Protection Regulation (GDPR) or any superseding legal acts or legislation.

9.2. Data Usage

Personal data collected by the YPCC may be used to contact customers with information about their booking and to collect feedback and further information about their booking. Personal data will not be shared to external entities by the YPCC for uses other than the resolution of legal matters.

9.3. Internet Usage Data

Internet use at the venue may be monitored by the YPCC or third party suppliers to the YPCC.

9.4. CCTV

Closed Circuit Television (CCTV) is used on the premises of the YPCC venue for security and monitoring purposes. If required CCTV footage and images may be disclosed to police authorities or other entities to aid in the resolution of legal matters.

10. Superseding Agreements

- 10.1. Where an alternative agreement or contract is in place, all terms and conditions specified within these terms and conditions are valid unless otherwise specified in the alternative agreement or contract.

11. Cancellations and Alterations

- 11.1. For unconfirmed bookings, cancellations may be made at any time without incurring penalties.
- 11.2. For confirmed bookings, the hirer must notify the YPCC of the cancellation of a booking a minimum of 14 days prior to the commencement of the booking period exclusive of the day. Any refunds for cancellations made in the 14-day period immediately before the commencement of the booking period are provided at the discretion of the YPCC.
- 11.3. For confirmed bookings, the hirer must notify the YPCC of any proposed alterations to a booking a minimum of 14 days prior to the commencement of the booking period exclusive of the day. The YPCC reserves the right to reject any booking alterations and alterations are not valid until confirmed by the YPCC.



12. Other

12.1. **Alcohol**

Consumption of and the sale of alcohol are not permitted on the premises of the YPCC at any time without express written approval from the YPCC. If approved, the customer is responsible for obtaining the necessary licenses for the sale of alcohol on the premises.

12.2. **Smoking**

Smoking is prohibited on the premises of the YPCC.

12.3. **Vaping and E-Cigarettes**

Vaping and the use of E-Cigarettes is prohibited inside the YPCC building.

12.4. **Smoke Machines and Sparkler Candles**

The use of Smoke Machines and Sparkler Candles is prohibited inside the YPCC building due to the risk of setting off the fire alarm system.