

**BANGOR CITY COUNCIL**  
**COMMUNITY VENUE HIRE TERMS AND CONDITIONS**

## **1. Introduction**

These Terms and Conditions apply to the hire of any room, hall, meeting space, community facility, outdoor area, or venue managed by Bangor City Council ("the Council").

By submitting a booking form and accepting a booking, the Hirer agrees to comply with these Terms and Conditions.

## **Definitions**

**The Council** means Bangor City Council and its authorised officers.

**The Hirer** means the individual, organisation, club, society, charity, business, or group making the booking and accepting these Terms and Conditions.

**The Venue** means the Council-owned or Council-managed premises being hired.

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## **1. Applications and Bookings**

- 1.1** Bookings will only be confirmed following receipt of a completed booking form and any required payment or deposit.
- 1.2** The person signing the booking form shall be deemed to be the Hirer and shall be responsible for ensuring compliance with these Terms and Conditions.
- 1.3** Bookings may not be transferred, assigned, or sub-let without the prior written consent of the Council.
- 1.4** The Council reserves the right to refuse any booking without providing a reason.
- 1.5** The Venue may only be used for the purpose stated on the booking form unless prior written approval has been obtained from the Council.
- 1.6** Long-term or recurring bookings may be reviewed periodically and may be subject to separate agreements.

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## **2. Access, Keys and Security**

- 2.1** Where keys, access fobs, alarm codes, or other access arrangements are provided, the Hirer shall be responsible for their safekeeping.
- 2.2** The Hirer shall nominate a responsible person who will be present throughout the period of hire.
- 2.3** The responsible person shall ensure the Venue is securely locked and vacated at the end of the hire period where applicable.
- 2.4** Any loss of keys, fobs, or security devices may result in charges to cover replacement costs, lock changes, security updates, and associated administration costs.

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### **3. Charges and Payments**

- 3.1** Venue hire charges shall be determined by the Council's approved schedule of fees and charges.
- 3.2** The Council reserves the right to amend charges at any time.
- 3.3** Payment shall be made in accordance with the booking confirmation and invoice terms.
- 3.4** Failure to pay charges when due may result in cancellation of future bookings.
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### **4. Cancellation Policy**

- 4.1** Hirers wishing to cancel a booking must notify the Council in writing as soon as possible.
- 4.2** Cancellations made less than seven days before the booking date may incur the full hire charge.
- 4.3** The Council reserves the right to cancel bookings due to emergencies, operational requirements, maintenance works, adverse weather, elections, or circumstances beyond its control.
- 4.4** In such circumstances, the Council's liability shall be limited to refunding any fees already paid.
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### **5. Capacity and Use of Premises**

- 5.1** The maximum occupancy for each venue must not be exceeded.
- 5.2** The Hirer shall ensure compliance with all occupancy limits, fire regulations, licensing conditions, and safety requirements.
- 5.3** Emergency exits, fire equipment, and access routes must remain unobstructed at all times.
- 5.4** The Council reserves the right to terminate an event if occupancy limits or safety requirements are breached.
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### **6. Insurance and Risk**

- 6.1** Hirers are strongly advised to obtain appropriate Public Liability Insurance.
- 6.2** Commercial organisations, event organisers, and certain activities may be required to provide evidence of insurance before the booking is confirmed.
- 6.3** The Hirer shall not undertake any activity that may invalidate the Council's insurance arrangements.
- 6.4** The Council reserves the right to impose additional conditions where activities present a higher level of risk.
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### **7. Damage, Loss and Cleaning**

- 7.1** The Hirer shall be responsible for any loss or damage caused to:
- Buildings

- Fixtures and fittings
- Furniture
- Equipment
- Grounds
- Any Council property

during the period of hire.

**7.2** The Hirer shall be responsible for any loss or damage caused to:

**7.3** The cost of repairs, replacement, cleaning, or reinstatement shall be recoverable from the Hirer.

**7.4** The Hirer shall be responsible for any loss or damage caused to the venue.

**7.5** No nails, screws, drawing pins, adhesives, Blu Tack, tape, or fixings may be attached to walls, ceilings, floors, furniture, or fixtures without prior approval.

**7.6** No naked flames, candles, fireworks, pyrotechnics, smoke machines, or similar items may be used without written consent.

**7.7** The Venue must be left in a clean, tidy, and safe condition.

**7.8** Additional cleaning charges may be applied where necessary.

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## **8. Health and Safety**

**8.1** The Hirer shall take reasonable steps to ensure the health, safety, and welfare of all attendees.

**8.2** The Hirer shall comply with all relevant health and safety legislation.

**8.3** Any accident, injury, dangerous occurrence, or near miss must be reported to the Council as soon as reasonably practicable.

**8.4** The Council reserves the right to stop any activity considered unsafe.

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## **9. Injury to Persons and Damage to Property**

**9.1** The Council shall not be liable for:

- Loss or theft of personal property
- Damage to personal property
- Injury to persons except where caused by the negligence of the Council.

**9.2** The Hirer shall indemnify the Council against claims arising from the Hirer's use of the Venue except where such claims arise from the Council's negligence.

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## **10. Behaviour and Conduct**

**10.1** The Hirer shall be responsible for the conduct of all attendees.

**10.2** Disorderly, abusive, threatening, illegal, or dangerous behaviour will not be tolerated.

**10.3** Activities likely to cause nuisance, disturbance, or offence to neighbouring properties or other users of the Venue are prohibited.

**10.4** The Council reserves the right to terminate a booking immediately where conduct is considered unacceptable.

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## **11. Copyright, Licensing and Entertainment**

- 11.1** The Hirer shall obtain any licences, permissions, permits, or consents required for activities taking place during the hire period.
- 11.2** The Hirer shall comply with all copyright legislation relating to music, performances, broadcasts, recordings, and other protected works.
- 11.3** Any fees payable to licensing or copyright organisations shall be the responsibility of the Hirer unless otherwise agreed.

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## **12. Complaints**

- 12.1** Any complaint relating to the Venue or booking should be submitted in writing to Bangor City Council within fourteen days of the event.
- 12.2** The Council reserves the right to amend these Terms and Conditions from time to time.

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### **Contact Details**

**Bangor City Council  
Ffordd Gwynedd,  
Bangor, LL57 1DT  
Tel: (01248) 352421**

**Email: [bookings@bangorcitycouncil.gov.uk](mailto:bookings@bangorcitycouncil.gov.uk)  
Website: [www.bangorcitycouncil.com](http://www.bangorcitycouncil.com)**