



Terms and Conditions

1) Interpretation

- "*Venue hire*" or "*venue bookings*" means any use of the Belleek Hub facilities for community or business activity
- "*Belleek Hub*" means the former Belleek Community Centre, run by Belleek CIC from September 2024
- "*Director*" means any Belleek CIC Director, or person with delegated authority authorised to execute those powers and functions under these conditions

2) Hire

- Venue bookings can be made online at belleekhub.org.uk or in-person at the main reception
- All bookings will be confirmed by email, including an electronic receipt
- The person making the booking will be responsible for all aspects of the Terms and Conditions and will adhere to Belleek Hub's policies, procedures and guidelines, including health and safety, and fire precautions / evacuations

3) Payment

- All bookings must be settled in advance of the requested hire date
- Payment can be made online at the point of booking or by invoice and bank transfer

4) Charges

- Charges for Belleek Hub venue hire are set annually by Belleek CIC and are publicly available on our booking platform as well as on our main website and at the main reception

5) Cancellation

- By the Hirer: in the event of cancellation of a booking, five working days' notice is required. Cancellation of a booking after this time will result in the full charge being payable
- By Belleek Hub: the Directors reserve the right to withdraw the facility or facilities should they deem it necessary to do so – for example if improper use is made of the facilities - and will not be responsible for any loss to the Hirer arising from such withdrawal

6) Use of facilities

- Belleek Hub spaces should be left in good repair/condition, clean and tidy
- Breakages and damage to furniture, fixtures, fittings or other part of Belleek Hub must be paid for
- Public passages and emergency exits must remain free from obstruction
- No equipment should be left at Belleek Hub without prior arrangement
- Belleek Hub shall not be liable for any loss or damage to clothing or other property deposited in the cloakrooms or any other space within the building

7) Transfer of Right of Use

- The right to use of the facilities or equipment at Belleek Hub is not transferable

8) Emergency Evacuation

- Belleek Hub will supply evacuation procedures as well as the location of fire alarms, the route to the nearest fire exit and external assembly point
- It is the responsibility of the hirer to evacuate their group to the assembly point outside the building, conduct a roll call to ensure everyone is accounted for, and confirm with a Director or Appointed Person that all their users are out of the building and present
- It is the responsibility of the hirer to inform Belleek Hub if a person with reduced mobility, a disability, or a wheelchair user is part of a booking
- The hirer is responsible for evacuating the person in the event of an emergency. If assistance is required in the event of emergency, the hirer must inform a Director in advance of the booking so that support can be put in place

8) Safeguarding

- The hirer must comply and adhere to Belleek Hub's Child and Adult Safeguarding Policies and Codes of Practice

9) Smoking / Alcohol

- Smoking / vaping is prohibited throughout all Belleek Hub spaces and directly outside the front entrance
- The sale of intoxicating liquors within the Centre is strictly prohibited

10) Gambling

- Games of chance, sweepstakes, lotteries or other forms of betting may not be conducted at Belleek hub without the prior consent.

11) Publicity Material

- Publicity and advertising material shall not be displayed at Belleek Hub without prior approval

12) Broadcasting, Film Facilities and Photographs

Photographic, recording, broadcasting / filming equipment of any kind is strictly prohibited without prior authorisation from Belleek Hub

22) Performing Rights Society

- No literary, dramatic or musical work which is the subject of copyright shall be performed in Belleek Hub unless a licence from the appropriate licensing authority or copyright owner has been first obtained by the Hirer

24) Public Holidays

Belleek Hub reserves the right to restrict or prohibit use of the building on Public Holidays.

25) Variation of Conditions

Belleek Hub reserves the right to vary or add to any of these conditions at any time.

26) Admission

The Directors reserve the right to:

refuse any person admission to or evict any person from the Centre.

restrict at any time the number of persons using Belleek Hub; at no time shall such number exceed any limit stated in the Council's acceptance of the booking.

Updated: September 2024

For review: September 2025