



Terms & Conditions for Hire of Newport by External Organisations

The Northern Ireland Boys's Brigade (BBNI) is blessed to have excellent facilities at Newport. To ensure that all users benefit from these facilities, we ask that you observe some simple guidelines as detailed.

The Hirer shall not use the Premises for any purpose other than that described on the Premises/Room Hire Booking Form and shall not sub-hire or use the Premises or allow the Premises to be used for any unlawful purpose or in any unlawful way, nor do anything or bring onto the Premises anything which may endanger the same or render invalid any insurance policies in respect thereof.

- 1 Please take care of the facilities and clean up after any activity.
- 2 Use of the car park is at your own risk. We will not accept any responsibility for any loss of, or damage to, any vehicle or its contents while it is parked on the premises.
- 3 Please ensure parking is in a responsible manner and does not block any entrances/exits both on the property and the road outside.
- 4 Please report any breakages, damage or loss to Newport staff following your visit.
- 5 Be mindful of rising energy costs and turn off appliances, lights etc when not in use.
- 6 Consumption of alcohol, smoking and vaping are not permitted at Newport. This includes the outdoor space.
- 7 The Hirer must observe all relevant food and hygiene legislation and regulations.
- 8 No animals (except guide dogs) are permitted on site without prior consent from Newport staff.
- 9 Please respect the neighbours and keep noise to a minimum between 11pm and 7am.
- 10 Campfires are only permitted at campfire area – please familiarise yourself with the risk assessment.
- 11 Please ensure any activities comply with safeguarding and health & safety policies. We recommend risk assessments are prepared in advance of the event.
- 12 On arrival, please familiarise yourself with fire alarm points and evacuation procedures.
- 13 Please ensure you have sufficient trained, competent staff and or volunteers to run an event safely.
- 14 Please look after keys during your visit and return as agreed.
- 15 RESIDENTIAL/ CAMPING - Please lock gates **from the inside** at night and ensure that a leader keeps the gate key with them at all times.
- 16 The Hirer must ensure that the appropriate licences for the premises are in place (eg PRS, PPS, CCLI, Entertainment's licences), for any planned activities. The Hirer shall indemnify BBNI against the consequences of the Hirer's failure to do so.
- 17 Where the Hirer wishes to use the Premises for a purpose which involves a regulated activity as described by the Safeguarding of Vulnerable Groups Act 2006 BBNI will require the Hirer to provide evidence that the necessary Access NI or any other appropriate checks have been carried out on all persons. BBNI reserves that right to review the Hirer's child protection policies and procedures and to impose any



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additional requirement they consider appropriate in connection with the hiring. If for any reason BBNI is not satisfied then they reserve the right to cancel any hiring and there shall be no liability to the Hirer other than to refund any of the Total Amount due (including any deposit paid).

18 In the event of a fire

- Raise the alarm immediately by pressing on the break glass points
- Ring the emergency services on 999
- Evacuate immediately by the nearest safe exit route, move quickly but do not run
- Report to the designated assembly point - the grass area near the boundary fence
- The fire warden should check that everyone has exited the building
- Everyone must stay outside the building and await the arrival of the NIFRS, only returning to the building when advised by NIFRS
- Advise Lisa Keys, Chief Officer NI of the situation: 07496 671818

19 The details of the Total Amount Due are set out on the Booking Form. The Hirer shall pay a 25% non-refundable deposit on making the booking. On receipt of the deposit and the signed relevant Booking Form, Insurance Certificate and relevant Risk Assessments, confirmation of the booking will be made by Newport staff. **The Hirer must confirm final numbers 72 hours in advance** and final invoice will be emailed for the balance. Final payment can be made by Bank Transfer, PayPal or Cheque. Cheques should be made payable to 'The Boys' Brigade Northern Ireland' and sent to: Newport, 117 Culcavy Road, Hillsborough, BT26 6HH. If payment is not made or if any other terms of this Agreement are not complied with then the Newport staff reserve the right to cancel the booking. Any amount paid by the Hirer will not be refunded. BBNI is not VAT registered and so a vat receipt will not be issued. The Hirer must give BBNI at least 7 days' notice of its wish to cancel the booking.

20 During the period of hiring, the Hirer shall be responsible for all damages, losses, claims and costs arising out of their use of the Premises and shall indemnify BBNI from and against any expense, liability, loss claim or proceedings including claims for personal injury to or the death of any person, arising out of the course of or caused as a result of the hiring; except where due to the negligence of the BBNI or their respective servants or agents. The Hirer is required to have adequate Public Liability Insurance in place for the use the Premises. The Hirer must produce details of their Public Liability Insurance and provide sufficient evidence that the policy is in force prior to the commencement of the hire.

Electrical Appliance Safety - The Hirer shall ensure that any electrical appliances brought by him/her to the Premises and used there shall be safe and in good working order, and used in a safe manner and have been tested in accordance with current safety testing requirements. BBNI may insist on production of testing certificates.



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Accident/Incident Book

Details of accidents which result in an injury must be entered in the accident book. The accident book and first aid kit will be given to the Hirer's nominated person.

Risk Assessments: Risk assessments have been completed for the premises and will be given to the Hirer. Please note it is the Hirer's responsibility to carry out their own Risk Assessment for all activities. These should be given to the Centre Manager at least 2 weeks prior to the activity taking place.

Further Information and Advice: For further details regarding the use of Newport please contact Newport staff on 028 9268 8444.

Hiring of the facilities is subject to the Terms and Conditions outlined in the document.

- I confirm that I have read and will abide by the Terms and Conditions outlined.
- I attach a copy of our Public Liability Insurance (with a minimum limit of indemnity £5,000,000)

Signed: _____

Print Name: _____

(On behalf of The Hirer)

Role: _____

Date: _____