

Terms of Hire

Blofield Court House

Revision 4, October 2025

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1. Definitions

- **The Committee:** The Blofield Court House Management Committee, acting as the operator of the Building.
- **The Building:** Blofield Court House, including any part thereof, such as gardens and car park.
- **The Hirer:** The individual or group applying for or granted use of the Building.
- **The Event:** The purpose or activity for which the Hirer books the Building.

2. Hirer Obligations and Responsibilities

The Hirer must be at least 21 years of age and is responsible for the following during the hire period:

- Ensuring the behavior and safety of all persons using the Building, including their actions in and around the premises.
- Keeping fire exits and emergency access clear at all times.

- Managing the evacuation of the Building in the event of a fire alarm.
- Complying with all regulations and procedures stipulated by the Committee, as displayed in the Building.
- Supervising car parking to prevent obstruction of access to the Building or surrounding properties.
- Ensuring the proper use and care of the Building, including all fixtures, fittings, equipment, and furniture (e.g., lighting, heating systems, kitchen appliances).
- Prohibiting dogs or other domestic animals (except guide dogs) inside the Building or in the garden.
- Adhering to the conditions of the Building's entertainment licence, as displayed in the entrance.
- Obtaining Committee approval before installing any decorations or other items in the Building.
- Maintaining moderate noise levels for music or other audible entertainment, with all doors and windows closed once such activities begin, to avoid disturbing neighbours. All entertainment must cease by 11:00 PM unless otherwise agreed with the Committee, and noise must be minimized after 10:00 PM. The Hirer is liable for any nuisance claims.
- Keeping the Building's keys secure and returning them to the Booking Secretary (or another Committee member) at the end of the hire period.
- Ensuring all users and attendees leave the Building quietly to avoid disturbing residents.
- Prohibiting stiletto heels in the Building to prevent floor damage (guests must be informed accordingly).

The Hirer Shall:

- Be solely responsible for and indemnify the Committee against all liabilities, claims, expenses, and costs (including repairs) arising from damage to the Building or its contents.
- Review the Building's fire procedure, displayed in the entrance.
- Ensure that any portable electrical appliances brought into the Building have a current Portable Appliance Testing (PAT) certificate.
- Permit alcohol consumption within the Building, provided it is lawful and sensible. The sale of alcohol is prohibited unless supervised by a Committee member and approved by the Booking Secretary.
- Maintain a current child protection policy if the hire involves working directly with children or young people.
- Access the garden during the hire period, weather permitting.
- Inflate helium balloons outside the Building.

The Hirer Shall Not:

- Sub-hire the Building.
- Use the Building for any unlawful purpose or in an unlawful manner.
- Bring into the Building any items that may endanger persons during or after the hire period.
- Use candles or naked lights (except for candles on a celebration cake).
- Use chocolate fountains.
- Bring smoke generators, laser lights, paints, spirits, fireworks, or flammable materials/liquids into the Building.
- Use gas bottles in or around the Building or its premises.
- Provide or sell illegal substances.
- Provide or serve alcohol to persons under the age of 18.
- Permit smoking (tobacco, other substances, or e-cigarettes) inside the Building or in the garden.
- Use pins, Sellotape, or similar materials to affix items to walls, ceilings, doors, or windows. Blu-tac may be used carefully.
- Display banners, advertising boards, or freestanding A-frame boards on the premises or adjacent public highway without Committee consent. Unauthorized advertising may be removed without notice.

3. Charges

- A deposit, where applicable, must be paid 48 hours before the Event.
- The hire charge must be paid at least 48 hours before the Event.
- If the Building is left in a satisfactory condition, the deposit will be refunded as soon as possible.
- Any damage or breakages must be reported to the Booking Secretary immediately at the end of the hire period.
- The Committee will inspect the Building after the hire period. Any costs for repairs or restoration to pre-hire condition will be deducted from the deposit. The Committee reserves the right to pursue additional costs, including legal fees, exceeding the deposit amount.

4. Booking Procedure

- A 'Contract of Hire' is formed upon the Committee's agreement to hire the Building and receipt of the full hire fee from the Hirer.
- The Terms of Hire are contractually binding and must be adhered to by both parties.

5. Building Availability and Access

- The Hirer and Booking Secretary will arrange access to the Building at an agreed time.

- If the hire follows another booking, the Hirer may not enter the Building until the previous hire concludes, unless different parts of the Building are hired (e.g., Courtroom and Judges Room).
- The Booking Secretary (or an authorized agent) will provide a tour of the Building if the Hirer is unfamiliar with it.

6. End of Hire Period

The Hirer is responsible for:

- Leaving the Building and surrounding areas clean and tidy.
- Restoring any furniture or items moved during the hire to their original positions, both inside and in the garden.
- Removing all food items and refuse, disposing of them in the provided outside bin.
- Turning off all lights, electrical items, and taps as per the displayed procedures.
- Closing all doors and windows.
- Locking and securing the Building, unless otherwise instructed by the Booking Secretary or an authorized agent.
- An additional charge may apply if the Hirer remains in the Building beyond the agreed hire period (available only by the hour).

7. Committee Rights

The Committee reserves the right to:

- Charge the Hirer for damages, breakages, negligence, or additional cleaning requirements.
- Enter the premises during the Event to ensure security, safety, and compliance with the Terms of Hire.

8. Music Licence

- The Court House holds a PPL licence for non-commercial public playing of sound recordings. Commercial hirers must have their own licence for recorded music.

9. During the Hire Period

- Fire escapes (clearly marked) must remain unobstructed at all times.
- Music must stop by 11:00 PM, with all efforts to minimize noise after 10:00 PM. The Hirer is liable for any nuisance claims resulting from non-compliance.
- The Hirer is responsible for compliance with food hygiene regulations.
- Keep a copy of the Booking Form during the hire period, as it contains opening/closing instructions and emergency contact numbers.

Emergency Contact Numbers:

1. Mike Coley: 01603 713 067 / Mobile: 07826 288 234
2. Robin Bunce: 01603 712 306
3. Dez Bruce: 07969 267 400

10. Heating

- The Court House is programmed to heat the Courtroom and ancillary rooms from October 1 to April 30. Heating may be adjusted based on external temperatures.
- Electrical heater switches, located on the wall to the left of the rear fire exit, control the left or right pair of overhead heaters in the Courtroom. Press the switches as needed for the desired duration.
- For heating issues, contact Mike Coley at 07826 288 234.
- Ensure emergency doors and the garden area door (with two bolts) are locked when vacating the Building.

11. Tariffs

Inclusive Use of the Court House

(Minimum hire: 2 hours)

- **Occasional Hirers** (<10 hires/year): £22.00 per hour
- **Frequent Hirers** (≥10 hires/year): £15.00 per hour
- **Registered Charities** (≥10 hires/year, non-profit social meetings): £7.00 per hour
- **Children's Party Rate:** £40.00 (max 4 hours)

Courtroom Only

(Size: 6m x 9m, max 50 seated; Minimum hire: 2 hours)

- **Occasional Hirers** (<10 hires/year): £13.00 per hour
- **Frequent Hirers** (≥10 hires/year): £9.00 per hour
- **Registered Charities** (≥10 hires/year, non-profit social meetings): £8.00 per hour

The Judges Room

(Size: 4m x 4m, max 20 seated; Minimum hire: 2 hours)

- **Occasional Hirers** (<10 hires/year): £9 per hour
- **Frequent Hirers** (≥10 hires/year): £6.00 per hour

12. Deposits

- **Court House Hire (Inclusive):** £50.00
- **Courtroom Only:** £50.00

- **Judges Room:** £25.00
- A refundable deposit must be paid before the hire period commences.

13. Payment

- The hire fee and deposit are due upon booking acceptance and must be paid in full on terms agreed with the Committee.

14. Booking Information

- Providing false information on the Booking Form may result in cancellation of the booking, with no refund of monies paid.

15. Cancellations

- Cancellations made more than 7 days before the hire period will receive a full refund of the hire fee.
- Cancellations made less than 7 days before the hire period will receive a 50% refund of the hire fee, accounting for administrative costs and lost revenue.
- Deposits will be refunded in full for all cancellations.

Note: This document supersedes all previous versions of the 'Terms of Hire' or 'Terms & Conditions of Hire'.