

GREENACRE CENTRE LETTING POLICY

1. The Greenacre Centre is available to hire seven days a week, except Christmas Eve, Christmas Day, Near Year's Eve and New Years Day. Bookings for Bank Holidays will only be accepted if one of the key holders is willing to work that day.
2. The hireable rooms within the Greenacre Centre may be hired between the hours of 8.30am and midnight (except if required as a polling station when it will be from 6.30am).
3. Music events shall only take place between the hours of 9am and 11pm. Live music events will be held on not more than 12 days per calendar year and there shall be a maximum of two events per calendar month. Such events shall not be held on consecutive days. Letter-drops will be carried out in the immediate vicinity of the building to give notice of forthcoming outdoor events and indoor events with live music. A minimum of 2 weeks' notice will be given. The contact details for the building key holders will be included in case of queries or complaints.
4. Areas for hire are: Oak Hall (main hall), Maple Room (small meeting room), Council Chamber.
5. The Council Chamber may be hired for meetings when not required by the Town Council, but not for exercise groups or parties.
6. Maple Room may be hired for meetings and small exercise groups such as yoga/pilates. Other types of use will be permitted at the discretion of Town Council staff.
7. Although the Oak Hall may be divided in half by use of the central curtain, hirers wishing to use one half only will still be charged the full main hall charge. Use of the kitchen is included in the hire charge.
8. There are two types of hirers – one-off bookings and regular 'contract' bookings. A regular booking will become regular after one month of hiring sessions, paid in advance, after which time they will be invoiced in arrears and receive a 10% discount on their hiring fees.
9. All hirers must sign the Letting Agreement form and observe all the conditions of that agreement. Hirers will be given a copy of the Conditions of Hire booklet and must agree to abide by those conditions. A cheque/cash/card pre-authorisation is taken as a deposit against possible damage when booked for parties, dances or weddings.
10. The charges will be those in force at the time of the booking, as set out in the annually updated sheets of charges. Updated charges come into force in April of each year.
11. The minimum letting time for any booking will be one hour. If the hirer requires less than one hour, they will still be charged at the hour or session rate (as applicable for each hired space). The key holders will arrive no more than ten minutes before or after a booking to unlock and lock up. This is to be used to give instruction on conditions, etc only and not as extra hiring time.
12. Regular bookings may be cancelled from time to time, with as much notice being given as possible, to enable the premises to be used for elections, essential public meetings which impact on the local community, use as an emergency accommodation centre, and for some Community events. Regular bookings from one hirer will not be cancelled to accommodate extra dates from another regular hirer, unless the Town Council staff are able to negotiate an amicable agreement.
13. If a one-off hirer wishes to cancel a booking more than one month before the hire date, 50% of the deposit will be refunded. If the booking is cancelled within one month and more than two weeks, the whole deposit will be retained. If the booking is cancelled within two weeks or less before the hire date, the whole fee is retained.
14. Regular bookings may be cancelled by the hirer, giving 24 hours' notice with no charge. Where less notice is given, the hirer may still be charged. No notice will be given if the hall is to be used as an Emergency Evacuation Centre.
15. Free lets will only be granted for non-commercial, educational, cultural or charitable purposes where no compulsory admission charge is made and where all profits from the event benefit the community of Stotfold. Requests for free lets must be made in writing to the Buildings Management Committee in good time before the booking.
16. Bookings for party political purposes will not be considered.
17. Bouncy castles are permitted to be used in the main hall only, subject to suitable insurance cover being held, and evidence of such being provided at the time of booking.
18. Use of Council equipment such as projector & screen (where available), crockery and urn is permitted, but must be notified at time of booking. Access to the kitchen will be for hirers of the main hall only, hirers of the Council Chamber or small meeting room may book the use of an urn and crockery which will be made available at the start of the booking. Use of a projector & screen will be chargeable.
19. Please note that upon exit of the carpark to the rear of the building you will be exiting onto a ONE-WAY street and as such you must turn LEFT onto Buttercup road and follow the road round.