



COMMUNITY FACILITIES AND PAVILIONS TERMS AND CONDITIONS OF HIRE

Revised June 2025

Definitions

Facility: The building, grounds, and equipment you are allowed to use, as specified in your booking confirmation.

Council: Antrim and Newtownabbey Borough Council.

User: The person or group booking and using the facility.

Hire/Hiring: Paying the Council (by cash, cheque, or any other accepted method) to use the facilities that the Council assigns to you.

1. Purpose of Use

- You can only use the facility for the purpose stated in your booking form.
- The Council can refuse or cancel bookings if the purpose is not suitable or could harm the Council's reputation.

2. Booking and Using the Facility

- The Council always controls the facility.
- The Council will keep indoor spaces lit and heated unless something outside their control prevents this.
- You must fill in a booking form. The facility is only booked once you receive written confirmation.
- You can only use the areas and times agreed in your booking. Extra time may cost more.
- You must not sub-let the facility or change the purpose without written Council consent.
- Some meeting rooms are available for non-party political use by elected members, but party political use is not allowed.
- Local groups managing facilities may set their own rules for political or religious events, but these are only permitted on an occasional basis and should not become a permanent feature.
- The Council can refuse any booking and you can appeal in writing if refused.

3. Your Responsibilities

- Only use the facility for the agreed purpose.
- Run your event responsibly and lawfully, without damaging the Council's reputation.
- Supervise your event and everyone attending.
- Do not transfer your booking to someone else without Council approval.
- No animals allowed except guide/assistance dogs.
- Pay for any damage or lost items.
- Provide a list of attendees if asked.
- Pay all hire charges on time.

- Do not make changes to the facility or bring in structures (like marquees) without written permission.
- Alcohol is only allowed with Council approval.
- Do not disturb other users or neighbours.
- Follow all Council staff instructions.
- Supervise children properly and keep them safe.
- Wear appropriate footwear as required.
- Do not put up posters or decorations without permission, and do not use nails or adhesives that could damage surfaces.
- Get approval before bringing in electrical equipment.
- Remove all your property at the end of your hire.
- Keep noise at a reasonable level.
- Do not block exits or passageways.
- Do not record audio or video without permission.
- If selling goods, get Council approval.
- Have a safeguarding policy if your group works with children or adults at risk.

4. Use of facilities for Childcare

- Only registered childcare providers (like pre-schools, nurseries, and afterschool clubs) can use the facilities.
- All childcare providers must:
 - (a) Be registered with the correct regulatory body.
 - (b) Follow the minimum standards set by the Northern Health and Social Care Trust (NHSCT) and any updated laws or rules about childcare.
 - (c) Give the Council proof of registration when signing the agreement.
 - (d) Meet these standards at all times.
 - (e) Inform the Council if the NHSCT raises any issues or sends any notices about their childcare.
- If there is a serious safeguarding issue (such as a child protection concern):
 - (a) The childcare provider must report it quickly to the right authority and keep clear records, following their safeguarding policy.
 - (b) The childcare provider must tell the Council immediately and make sure all correct steps are taken, including sending required forms and joining any reviews or investigations.
- Not following safeguarding rules can lead to suspension or ending of the booking.
- A copy of the NHSCT minimum standards for Childminding and Day Care for children under 12 can be provided upon request.

5. Reporting Serious Safeguarding Issues

- If you become aware of a serious safeguarding issue (such as a child protection concern):
 - (a) Report it quickly to the correct authority.

- (b) Keep a clear record of what you do, following your safeguarding policy and the law.
- (c) Tell the Council immediately.
- (d) Follow all required steps, including:
 - Filling in any necessary forms.
 - Taking part in any follow-up checks or investigations.
 - If you do not follow these rules, further action may be taken against you.

6. After Your Hire

- Leave the facility clean, tidy, and safe.
- Report any faults, damages or hazards to Council staff.
- Return all equipment as directed.

7. Cancelling a Booking

- The Council can cancel your booking at any time and will refund any charges paid, but is not responsible for any other losses.
- If you misrepresent your event, your booking can be cancelled and you may be refused future bookings.
- If you need to cancel, give at least 72 hours' notice or you may have to pay the full charge.

8. Publicity and Media

- Get Council permission before allowing professional photography or filming.
- Do not use the Council's logo or name in advertising without permission.
- Tell the Council about any event publicity that might cause offence.
- You are responsible for any social media content from your event that could harm the Council's reputation.

9. Loss or Damage

- You are responsible for any loss or damage during your hire.
- The Council is not responsible for lost or stolen items.
- Any items left behind may be disposed of after 30 days.

10. Insurance and Liability

- You may need to provide proof of insurance covering injury and damage.
- External instructors must show their qualifications and insurance.
- The Council is not responsible for injury or loss unless caused by its own negligence.
- You must not do anything that could void the Council's insurance.

- You must get permission from the Council before storing any items at the facility. If allowed, you store them at your own risk. The Council may also require you to have contents insurance for any items stored.

11. Legal Compliance

- You must comply with equality laws and not use the facility for anything unlawful.
- Council staff can enter the facility at any time.
- Gambling is not allowed.
- You must protect children and vulnerable adults and follow safeguarding policies.
- Your personal data will be handled according to data protection laws.

12. Health & Safety

- Follow all health and safety and fire regulations.
- Report all accidents to Council staff.
- Council have a smoke and vape free policy, which applies to all facilities. Smoking and/or vaping are only allowed in designated outdoor areas.
- First aid materials are available, but after 5pm, there may not be trained staff.
- No pets except assistance dogs.
- If you hire someone for your event, they need to have their own insurance that matches the level of risk for the activity. For bouncy castles, fun fair rides and inflatables, etc. the provider must have £10 million public liability insurance. You must also supervise the activity and let the Council know who you've hired.
- Dependant on the activity and the associated risk, you may be asked for a risk assessment.

13. Catering

- Only Council-approved food and drink can be sold or served unless you get special permission.
- Outside caterers must be registered and provide proof if requested.

14. Copyright and Licences

- Do not perform or play copyrighted works without the right licences.
- Do not show films or TV unless you have the correct licence.

15. Payment

- Charges are set by the Council and may change.
- Pay all charges when due. If you do not, your booking can be cancelled.

- The Council will require advance payment.
- If you have an outstanding debt, the Council can use debt collection if needed.

16. General

- If you break any rules, the Council can cancel your booking and keep any deposit.
- The Council can enforce these rules at your expense.
- For specific situations or detailed requirements, contact the Council directly.