COMMUNITY FACILITIES AND PAVILIONS
TERMS AND CONDITIONS OF HIRE

Revised March 2026

Community Facility Booking Terms & Conditions

These terms and conditions help make sure our community facilities are safe, welcoming and fair for everyone. By making a booking, you agree to follow them.

Definitions

Facility: The building, outdoor space, grounds and equipment you are allowed to use, as confirmed in your booking.

Council: Antrim and Newtownabbey Borough Council.

You, the User: The person, group or organisation making the booking and using the facility.

Hire/Hiring: Paying the Council to use a facility for an agreed time and purpose.

Section A: Indoor Spaces and Outdoor Pitches

1. Purpose of Use

Facilities may only be used for the purpose agreed in your booking.

We may refuse or cancel a booking if:

- the proposed use is not suitable for the facility;
- it could damage the Council's reputation; or
- you have not complied with previous booking terms.

If a booking is refused, you may appeal in writing.

2. Making and Using a Booking

The Council always remains in overall control of all facilities.

- A booking is only confirmed once you have completed and submitted the relevant booking form and you receive written confirmation from the Council of your booking
- You may only use the areas and times stated in your confirmation. Extra time may incur additional charges.
- Facilities will normally be heated and lit for indoor bookings, unless circumstances beyond our control prevent this.
- You must not sub-let the facility or change the purpose of use without written Council approval.
- Some meeting rooms are available for non-party political use by elected members. Party political activity is not permitted.
- 'Out of Hours' bookings will not extend past 11pm without Council approval.

3. Your Responsibilities

You are responsible for:

- Using the facility safely, lawfully and for the agreed purpose.
- Supervising your event and everyone in attendance.
- Following instructions given by Council staff.
- Paying all hire charges on time.
- Ensuring children are properly supervised at all times.
- Keeping noise at a reasonable level and not disturbing neighbours or other users.
- Making good, or paying for, any damage or loss caused during your hire.
- Removing all your property at the end of the booking.
- Not blocking exits or walkways.
- Wearing appropriate footwear where required.
- Not bringing animals into the facility, except assistance dogs.

You must not:

- Transfer your booking to another person or group without approval.
- Make changes to the facility or bring in structures (such as marquees) without written permission.
- Put up posters or decorations without permission or use fixings that could damage surfaces.
- Record audio or video without permission.
- Sell goods or services without Council approval.

4. Equipment and Electrical Safety

You are responsible for ensuring your own equipment is safe and suitable.

- Large electrical equipment (including hired items) must be PAT tested. We may ask for evidence.
- Third-party suppliers remain responsible for the safety of their own equipment.
- Council staff may remove any equipment that appears unsafe or damaged.

5. Alcohol, Wi-Fi and E-Mobility

- Alcohol may only be sold or consumed with the correct licence and written Council approval.
- Public Wi-Fi is provided "as is" and should not be relied upon for essential use.
- E-scooters and e-bikes are not permitted inside community facility buildings.

6. Childcare Use

Only registered childcare providers may use Council facilities for childcare activities.

All providers must:

- 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.

Failure to meet safeguarding requirements may result in suspension or cancellation of bookings.

Anyone with childcare provision should speak to a Council officer to discuss their booking in the first instance and obtain further information. A copy of the NHSCT minimum standards for Childminding and Day Care for children under 12 can also be provided upon request

7. Safeguarding Responsibilities

If you become aware of a serious safeguarding concern:

- Report it promptly to the appropriate authority.
- Keep clear records in line with your safeguarding policy and the law
- Inform the Council immediately.
- Cooperate with any follow-up checks or investigations.

8. After Your Hire

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

9. Cancellations

- The Council may cancel a booking at any time. Any hire charges paid will be refunded, but we are not responsible for other losses.
- If you cancel with less than 48 hours' notice, you may be charged the full hire fee.
- If a booking was made based on incorrect or misleading information, it may be cancelled and future bookings refused.

10. Publicity and Media

- Written permission is required for professional or commercial photography, filming or media activity.
- You must not use the Council's name or logo in publicity without permission.
- You are responsible for any event publicity or social media that could damage the Council's reputation.

11. Loss, Damage and Insurance

You are responsible for any loss or damage during your hire.

- The Council is not responsible for lost or stolen items.
- Items left behind may be disposed of after 30 days.
- You may be asked to provide proof of public liability insurance.
- Activity instructors may be asked to provide evidence of qualifications and insurance.
- Written permission is required for storage of any items and may require you to have appropriate insurances in place
- Items stored with permission are stored at your own risk.

12. Health, Safety and Legal Compliance

You must follow all health and safety, fire and equality legislation.

- Accidents must be reported to Council staff.
- All Council facilities operate a smoke- and vape-free policy (except designated outdoor areas).
- Gambling is not permitted.
- Council staff may enter facilities at any time.
- External providers being utilised for your booking need to have their own insurance policy that matches the risk level involved. You may be asked to provide evidence of this.
- Risk assessments may be required depending on the activity.

Inflatables and fairground equipment

- Providers must have £10 million public liability insurance.
- You must supervise the activity and notify the Council in advance.
- A risk assessment may also be requested

13. Catering

- External catering businesses must be registered with Environmental Health.
- Proof of registration and Food Hygiene Rating may be requested.

14. Copyright and Licensing

- You must hold the appropriate licences to play music, show films, or perform copyrighted works.

15. Charges and Payment

- Hire charges are set by the Council and may change. Any changes will be communicated in advance.
- The booking rate on the date the booking takes place is the rate that will be applied.
- Full payment may be required before your booking.
- Unpaid charges may result in cancellation or debt recovery action.

16. Breaches of These Terms

If these terms are not followed, we may:

- Cancel your booking.
- Require additional conditions for future bookings.
- Suspend or refuse future bookings.

We will consider each situation fairly, taking account of seriousness, previous history and any steps taken to resolve issues.

The Council reserves the right to take immediate action where there is a risk to safety or security.

Section B: Community Facility Outdoor Event Spaces

1. Scope

This section applies to outdoor event spaces managed by the Council and must be read alongside Section A.

2. Structures and Equipment

- All equipment must be safe, compliant and removed by the end of your booking.
- We may require inspection or certification.
- You are responsible for third-party suppliers as outlined in part 12 of Section A of this document.

3. Protecting the Grounds

- Take reasonable care to protect grass, plants and landscaping.
- Use protective matting if required.
- Do not alter permanent features without written permission.
- You may be responsible for repair costs if damage occurs.
- Remove all waste at the end of the event.

4. During Your Event

Council staff may inspect events.

- You must notify us of any changes to your event.
- Events may be stopped if there are safety concerns.
- You must supervise the event, including set up and clearing the space. You must ensure staff, volunteers and participants are supervised so that everyone behaves responsibly, treats others with respect and stays safe throughout the event.
- You must supervise setup, the event itself and pack-down.

5. Removal of Non-Compliant Items

- You may be charged for the removal, storage or disposal of items that breach these terms.
- Items may be collected within 28 days; after this, they may be disposed of or sold to recover costs in line with Council Assets Disposal policy.