

Houghton Hall Park - Terms and Conditions of Hire

If you need help or advice, please contact hhp@centralbedfordshire.gov.uk

1. Interpretation

- References to 'hirer', 'you', 'your' and 'yours' are references to the individual making the booking.
- With a group booking, the hirer is the person who has signed and agreed to the booking terms and conditions.
- References to 'we', 'us' and 'our' are references to Central Bedfordshire Council (CBC) and employees.
- References to 'the site' include all land at Houghton Hall Park, the visitor centre and its facilities including café, toilets and meeting rooms.
- References to 'hhp staff' are references to the Houghton Hall Park staff.

2. Facility Use

- Central Bedfordshire Council accepts no responsibility for any loss, damage, injury or costs incurred during attendance at the site or use of site facilities.
- Use of the facilities in any capacity is made subject to the hirer and all attending guests conforming to these Terms and Conditions.
- CBC employees reserve the right to refuse admission to facilities at Houghton Hall Park to any individual who breaches our terms and conditions.
- Foul and abusive language or behaviour by any group or individual will not be tolerated, resulting in being asked to leave immediately and may result in further action.
- Customers are expected to behave with due regard to the building, grounds, staff and other customers. Willful damage to the fixtures, fittings of the building or grounds will be charged to the visitor or hirers and could result in being referred to the police. No screws or nails shall be driven into walls, floors or ceilings of the premises, fixtures and fittings. The hirer shall leave the premises as they found them in a clean and tidy manner. In the event of damage, payment for costs of repair or replacement will be incurred by the
- The hirer will be held responsible for the conduct or behaviour of those participating in a booking made under the Hirers name.
- Central Bedfordshire Council reserves the right to close parts of the site should essential repairs/maintenance prove necessary or circumstances dictate that it is not viable to open. Under these circumstances every effort shall be made to forewarn all visitors and hirers.
- The furniture in the rooms will be set up in a standard format, we cannot accommodate bespoke requests for layouts. If you need to alter the layout of the furniture, please talk to a member of staff in advance to discuss this. It will be your responsibility to ensure the time needed for resetting the room has been factored into the length of the booking. No extra time before or after the agreed booked times can be given for access.

- We are unfortunately unable to provide flip chart paper or pens for bookings within either meeting rooms.

3. Bookings

- Bookings can be made in person, by telephone or via email.
- Repeat/recurring bookings will be considered for hirers who have upheld an adherence to the terms and conditions. CBC reserves the right to amend or reconsider repeat bookings at any time, and no guarantee of future arrangements will be made.

4. Hire Cancellation & Charges

- Cancellation of bookings can be made via telephone, in person, or via email.
- Cancellations initiated by us in the instance of unforeseeable events deemed to be a significant barrier to operations or health and safety will incur no cost to the hirer.
- Hire charges are those laid down by Central Bedfordshire Council and are payable in arrears of the booking or first session of a block booking or whenever agreed with a member of HHP staff.
- In the event of cancellation within 7 days of the booking date, 20% of the total cost of the booking for that day/period will be charged to the hirer and an invoice for this amount will be issued.
- If a cancellation is received less than 24 hours before a booking is due to commence, the full amount for that booking period (day/number of hours) will be charged to the hirer.

5. Facility Programming

- Central Bedfordshire Council remains committed to offering a wide and varied programme of activities and events at Houghton Hall Park and therefore reserves the right to update and amend the site programme to best reflect visitor demand and requirements of the locality.

6. Safeguarding, Children and Young People

- A responsible adult must accompany any person under 8 years of age for any visit to our facilities during opening hours.
- Within Council facilities the use of photographic and filming equipment (this includes mobile phones and tablets) will only be permitted with authorisation of CBC employees. This applies to all devices that can be used to take photographs.
- No bookings can be accepted for groups without a responsible adult present.

7. Smoking and Fire Safety

- Any smoking including E-cigarettes is prohibited inside the Houghton Hall Park visitor centre facility.
- Any persons using e-cigarettes or cigarettes inside the visitor centre will be asked to leave the visitor centre and re-entry will be at the discretion of CBC employees.
- The hirer shall ensure that there is no interference whatsoever during the period of hire with fire extinguishers or any other firefighting equipment except in the case of an emergency.
- The hirer must not interfere with fire doors and doors fitted with automatic closures.

- The hirer shall keep every corridor, passage and exit of the premises clear of obstruction and ready for use in an emergency.
- Please provide a copy of your attendance list to HHP staff in the event of a fire.

8. Electrical Equipment

- Personal electrical equipment, such as television screens or audio devices may not be used within the premises without prior permission of CBC employees. In order for permission to be granted any requirements need to be expressed at time of booking.
- No additions or alterations to the lighting, loud speakers, microphones or other electrical arrangements may be made without the written consent of the council.
- Pyrotechnics of any sort must not be used without the written consent of the council.
- If you are planning to use the projector or screen, please provide your own **HDMI** cable, this is the only cable output available at the site.

9. Licensing, Gambling & Gaming

- Gambling and Gaming may only take place subject to the prior written agreement of CBC employees as part of any appropriate or special event.
- No sweepstake, gambling, raffle or other form of lottery shall be promoted, conducted or held on the premises, except such lottery as is deemed lawful by virtue of any enactment relating to gambling, betting and lotteries, or any raffle for which CBC has given prior written approval and the relevant licence or permit has been obtained.
- The hirer shall strictly observe and comply with all conditions of music, singing and dancing and/or stage play licences issued by the Local Licensing Authority in respect of the premises.

10. Lost Property

- Valuables e.g. money, mobile phones, jewellery are held on the premises for a period of 3 months. After this period any unclaimed item will be donated to charity.
- Semi Valuables e.g. books, bags, sport equipment, clothing are held on the premises for a period of one month. After this period any unclaimed item will be donated to charity.
- Individuals must claim their lost property in person from the visitor centre at Houghton Hall Park but telephone and email enquiries about lost property are welcome.

11. Insurance

- The hirer may be required to provide evidence of appropriate public liability insurance. The hirer shall not do, or permit to be done, anything which, in the opinion of the CBC, is not covered by its policy or policies of insurance in relation to the use of the premises, or which will cause any increased or extra premium to be payable, without the written consent of the council. Fees may be increased and additional conditions imposed if required by the council's insurers in respect of additional risks.

12. Flyposting and Advertisements

- No advertising material shall be exhibited within the curtilage of the premises, car park or park without first being submitted to and approved by CBC. Flyposting is illegal. Anyone found distributing advertising posters and leaflets illegally will have their booking terminated immediately and all fees paid shall be retained.

13. Car Park

- All vehicles and property are left in the car park entirely at the owner's risk and CBC cannot accept responsibility for any loss or damage. The hirer shall ensure that all vehicles are parked responsibly in marked bays.
- Please be aware our car park is restricted to 32 parking spaces for the use of visitors to the park and facilities. We are unable to reserve parking spaces for delegates using the meeting rooms, please promote car share where possible or advise delegates to arrive promptly to ensure they find a space.

14. Infringement of Copyright and Broadcasting

- The hirer shall not use the premises for the performance in public of any dramatic musical work or for the delivery in public of any lecture in which copyright subsists without the consent of the owner of the said copyright, or in any other manner infringe any subsisting copyright. The hirer shall indemnify CBC against infringement of copyright occurring during the period of hire.
- The hirer shall not allow sound or television broadcasting or filming rights without the prior written consent of CBC. If such consent is given, the council reserves the right to be party to any negotiations as to the terms and conditions of any agreement to share any income and publicity derived there from.

15. General

- The above terms and conditions must be read, and an acknowledgement signature must be provided on the hiring booking form.
- Any complaint in connection with the hire of the facilities should be made to CBC within 7 days of the booking.
- We reserve the right to amend these terms and conditions at any time as appropriate.
- In the event of the refusal to comply with these conditions or any reasonable instructions given by the council and its authorised officers, the hirer and any persons attending the functions may be excluded from the premises. The hirer will remain liable in respect of the hire charges as herein contained.