



Springfield Centre

May 2026

Note: It is important to read the conditions as they form part of your contract with the Community Council and they will be enforced

1. Campbell Park Community Council will henceforth be referred to below as CPCC.
2. All bookings are made at the discretion of CPCC
3. All hire charges and refundable deposit must be paid one month prior to the booking, or at the time of booking if less than one month away.
Block bookings will be invoiced at the beginning of each month.
4. Written cancellation of any booking must be made at least 72 hours prior to hire or no refund will be given. (email: bookings@campbell-park.gov.uk)
5. The hirer will indemnify CPCC against any loss, damage, claim or expense howsoever arising, caused or occasioned during the hirer(s) use of the premises. It shall also be the responsibility of the hirer(s) to effect adequate Public Liability insurance to cover risks arising out of the use of the premises by the group/organisation and its or the hirer(s) invitees and visitors. The hirer will provide proof of insurance when requested by CPCC.
6. The key holder will unlock the building at the commencement of hire (If there is no one to take possession of the building within 15 minutes of the booking start time, the building will be locked and you will lose your time slot and hire fees, any return visits by our staff for lateness or other complaints will incur a minimum £50 deduction from the deposit paid).
7. The building will remain unlocked until the end of the hire period. The hirer(s) must ensure that someone is present within the building throughout this period. The key holder will also unlock exit gate from the garden areas which are used as fire exits. They will also explain to the hirer(s) the fire procedures in place in the buildings.
8. The hirer(s) should not sublet or transfer this booking to any other person or organisation.
9. No betting, gaming or lotteries shall take place on the premises except those allowed by law and the hirer(s) shall obtain any licence or certificate required, prior to booking the premises for such use.
10. The hirer(s) shall submit details of the planned activity to CPCC at the time of booking and ensure compliance with all the relevant legislation, orders and regulations, in particular that relating to music, singing and dancing and the sale and supply of alcohol. All alcohol licences must be displayed at all times during such events, and a copy passed to CPCC Administration before commencement of the event. It shall be the responsibility of the hirer to produce (and provide when requested) a risk assessment covering their activity and use of the premises. Failure to do so will result in the booking being cancelled.
11. Fire exits must not be obstructed in any manner at all. The hirer(s) must ensure that all the users present are aware of the fire procedures, which are displayed in the building.
12. The hirer(s) must not cause annoyance or nuisance to local residents or adjoining occupiers by the playing of loud music, parking in front of driveways etc.
13. With the exception of Assistance dogs, no animals will be allowed on the premises.
14. CPCC has a policy of no smoking in all of their buildings and associated grounds. This **MUST** be adhered to at all times. This includes electronic cigarettes.

15. For any hire the max capacity of the Centre is 70 persons, of which there should be no more than 15 persons in the Small Meeting Room.
16. All music / dancing and singing MUST **CEASE** at 11.00pm in order to comply with the Entertainments Licence. At no time must these activities be carried out on the outside areas of the Centre, and the noise level must not exceed 90 Decibels.
17. The use of fireworks is not permitted.
18. Barbecues cannot be used on the premises without written permission from CPCC. This must be requested at the time of booking.
19. All refuse must be sorted into the correct bins or taken with you at the end of the booking. Any contamination of waste in either the internal, or external bins will result in a £50 deduction from the deposit paid.
20. All CPCC equipment hired can only be used within the facility and must not be removed. The hirer(s) must leave the premises clean and tidy and all equipment and furniture should be stored away or placed tidily as required by CPCC. Cleaning and tidying up must be carried out DURING THE HIRE PERIOD. All users will be liable for a deposit for non-compliance of this clause and any other relevant clause. The hirer(s) is/are liable for the costs of any additional cleaning should this be necessary, together with damage and breakage, which may occur during the hire period. **REFUND OF ANY DEPOSITS IS AT THE DISCRETION OF CPCC.** Amounts for which the user is found liable will be deducted directly from the deposit held.
21. IN CASE OF BLOCK BOOKINGS, the hirer(s) must not leave hirer(s) or group belongings/equipment on the premises without the consent of CPCC. Any belongings left on the premises without prior agreement from CPCC will be treated as abandoned and may be disposed of by CPCC. Any items left in the building with CPCC's approval, are left at the owners risk and the responsibility for such belongings lies solely with the hirer(s). Storage is not part of the contract unless paid for separately. The provision of such storage is entirely at the discretion of CPCC.
22. If the building is not vacated promptly at the end of the hire period an additional charge of £50 will be deducted from the deposit taken, if the delay is considered too long, further deductions may be applied.
23. Prior approval is required for the use of CPCC premises by political parties.
24. The premises shall be used for community purposes only and shall not be used as the hirer(s) postal address.
25. No alterations or additions shall be made to the premises.
26. **At no time shall any item**, drawing, sketch, map etc be attached to any part of the interior or exterior of the building(s) and/or local street furniture.
27. No advertising or publicity material will be displayed inside or outside the building without the prior approval of CPCC.
28. CPCC reserves the right to cancel the booking if the hirer(s) breaks any of the above conditions.
29. CPCC reserves the right to cancel any booking at its discretion and to change or amend the terms and conditions of hire at any time without prior notice.

30. CPCC reserves the right to close the premises at any time for emergency or periodic maintenance, public elections or similar events.
31. Children must be supervised at all times whilst using the Centre. Safeguarding is of paramount importance.
32. Any deductions or penalties, or any misuse of the building, or complaints from neighbours or other users of the building may result in us refusing you further use of the building, this is solely at the discretion of CPCC
33. Any aggression, abuse or physical harassment directed towards our staff will not be tolerated. Aggressive or abusive behaviour includes language (whether verbal or written) that may cause staff to feel afraid, threatened or abused and may include threats, personal verbal abuse, derogatory remarks and rudeness – failure to comply with this condition may lead to further action by the Community Council or the appropriate authority.
34. **The Springfield Centre will be closed to all users on the following holiday periods, along with all statutory Bank Holidays:**
- Good Friday – through until Easter Monday.**
Xmas Eve – through until 2nd January, unless this falls on a weekend then the Centre will open on the first Monday of the new year.

Springfield Centre Hire Charges – 1st April 2026 Includes VAT

Rate	Large Hall	Small Hall	Deposit
Charity Status	£17.50 per hour	£16.00 per hour	£150.00
Standard Rate	£35.00 per hour	£32.00 per hour	£150.00
Children’s parties (under 12’s)	£95.00 (3 hours)	£87.50 (3 hours)	£150.00
Weddings, 18ths etc	£583.50 per day	Included	£300.00
Storage units	£73.00 per month (all 3)		

- 15% discount will apply to any group on the standard rate with a block booking of 10 weeks or more.
- 15% discount will apply to CPCC residents for any booking at the standard rate.

Any user group wishing to hire the small hall in addition to the large hall will have to pay the full amount for both halls. The small hall will not be available to users only paying for the use of the large hall.