



LETTINGS PACKAGE FOR CAMBOURNE COMMUNITY BUILDINGS. PRIMARILY FOR THE USE OF CAMBOURNE RESIDENTS.

Buildings Available for hire



The Hub Community Centre (Main Hall & Meeting Room)

High Street
Great Cambourne
Cambs
CB23 6GW



Great Cambourne Cricket Pavilion

(access from carpark)
Back Lane
Great Cambourne
Cambs
CB23 6FY



Lower Cambourne Cricket Pavilion

Woodfield Lane
Lower Cambourne
Cambs
CB23 6FD



Bowls Pavilion & Bowling Green

Back Lane
Great Cambourne
Cambs
CB23 6FY



Sports Pavilion

Back Lane
Great Cambourne
Cambs
CB23 6FY



CAMBOURNE TOWN COUNCIL
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How bookings should be made

Bookings should be made via the Town Office if possible.
(There is no online booking facility). Alternatively, you can:

1. **EMAIL:** e-mail the bookings clerk direct at: -
bookings@cambourneparishcouncil.gov.uk
2. **PHONE:** Contact the Town Office on **01954 714403**. If there is no answer, please leave a message and the bookings clerk will get back to you.
3. **WEBSITE:** Booking request can be made at:
www.cambourneparishcouncil.gov.uk

Town Office Opening times

Monday	09:00 – 17:00
Tuesday	09:00 – 17:00
Wednesday	09:00 – 17:00
Thursday	09:00 – 17:00
Friday	09:00 – 16:00 Closed 13:00 – 14:00
Saturday	Closed
Sunday	Closed



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Facility Information

The Hub

The Premises consists of two rooms, The Main Hall and the smaller Meeting Room.

- The Main Hall measures at 18.4 metres x 12.2 metres with polished wooden floor.
- This Hall holds a maximum capacity of 300 persons, however limited to 150 if closely seated.
- The Main Hall is marked for badminton for which nets and equipment is available.
- There is infrared hearing system in the Main Hall for which there are 10 receivers available in the Town Office.
- The Meeting Room, which measures at 9.5 metres x 7.7 metres with wooden laminate flooring.
- The Meeting Room has a maximum capacity of 50 persons.
- There is wheelchair access and wheelchair accessible toilets.
- There is a hearing loop in the meeting room.
- There are four assessable parking spaces in the car park.

The Sports Pavilion

The premises consist of one Clubroom which is available to book.

- The Clubroom measures at 13.9 metres x 5.9 metres with laminate flooring.
- This room has a maximum capacity of 60 persons.
- There is wheelchair access, including a lift and wheelchair accessible toilets.
- There are two accessible parking spaces.

The Great Cambourne Cricket Pavilion

The Great Cambourne Cricket Pavilion premise consists of one Clubroom which is available for hire.

- The Clubroom measures at 10.6 metres x 6 metres with laminate flooring.
- The room has a maximum capacity of 60 persons.
- There is wheelchair access and wheelchair accessible toilets.
- There are two accessible parking spaces.

The Lower Cambourne Cricket Pavilion

The Lower Cambourne Cricket Pavilion premise consists of one Clubroom which is available for hire.

- The Clubroom measures at 3.3 meters x 10.1 meters with laminate flooring.
- The room has a maximum capacity of 20-30 persons.
- There is wheelchair access and wheelchair accessible toilets.
- There are two accessible parking spaces.

The Bowls Pavilion

The Bowls Pavilion premise consists of one small room which is available for hire.

- The Clubroom measures at 3.35 meters x 4.75 meters with laminate flooring.
- The room has laminate flooring.
- The room has a maximum capacity of 10-20 persons
- There is wheelchair access and wheelchair accessible toilets.
- There are eleven accessible parking space



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Facility information

The premises are available for letting from 9am daily and our license states that the premises must be cleared and locked up by Midnight on Friday and Saturday and by 11:30pm Sunday to Thursday.

Each premise includes a fully equipped kitchen and toilets, including baby changing facilities as well as wheelchair access and wheelchair accessible toilets.

We operate a **£50** damage waiver per booking and **£100** damage waiver for bookings which are providing alcohol at the event. **Damage waivers are to be paid cash only.** This will be used to cover any damage or to make good any mess left behind. Your damage waiver will be returned to you within a 48-hour period once your event has taken place, the rooms you used have been checked over and the key fob returned. Bookings for birthdays or similar events the Parish Council reserve the right to request a **£200** damage waiver.

Deposit and damage waiver information

A deposit is required when making a booking. For bookings less than **£50** full payment is required. For bookings over **£50**, either 50% of the total hire charge can be placed or a deposit of up to **£50**. This is a non-refundable deposit if your booking is cancelled within 14 days of the booking, half of your deposit will be refunded if you cancel prior to the 14-day period.

Emergency details

In case of emergency when letting the facilities, such as anti-social behaviours, a fire or serious injury, please contact **999**.

For non-emergency issues when letting the facilities such as tables and chairs missing, or issues locking the building, call **Caretaker on: 07817719498**

In case of alarm activation or security issues call **Cambridge Security Services: 01223 312 123**

The Management and Operation of all facilities is by Cambourne Town Council



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Letting Conditions

1. All Users must act with courtesy to the Cambourne Community.
2. **When completing your ~~first~~ booking form for one of the Town Council facilities we will require to have evidence of your age, identity and address to ensure premises are being hired by appropriate people in accordance with the licence for the building. The facilities will only be let to those over the age of 21, who will be attending the event.**
3. Smoking is not permitted inside of any facilities. There are designated smoking areas outside the premises.
4. Insurance: Most activities should be covered by The Town Council's insurance. The Town Clerk however will check with the insurers in case of doubt and an additional premium may be requested from the Hirer unless they are covered by their own insurance policy.
5. Hirers must comply with any instruction of The Town Council relating to the security, maintenance, good order and Health and Safety of The Hub.
6. In case of accidents in the building please contact the Town Office immediately or on the next working day.
7. Hirers/Users will not, without the consent of The Town Clerk, introduce equipment, alter fixed installations, alter or remove fire and safety equipment, or otherwise take any action which may create a hazard for persons using the Premises.

It is the Hirer/User's responsibility to ensure that all equipment brought into the premises meets current safety regulations. The Town Council cannot be held responsible for any accident that involves any equipment the Hirer/User or his/her Agent has brought onto the premises. The Hirer/User must advise the Booking Clerk at the time of Booking of any equipment he/she or their Agent intends to bring onto the premises.

8. The Town Council reserves the right to refuse to hire or may cancel with or without notice any agreed hire if, in their opinion, such use could be detrimental to the fabric of the building or its fixtures, fittings, contents or be contrary to the principles of use for which the premises is intended.

No signage or posters are to be erected internally or externally to the building. Notices and decorations may only be affixed to designated notice boards. Only internal decorations approved by the prior consent of The Town Clerk may be used in conjunction with non-damaging fixings e.g. "White Tac" / "Blue Tac"

9. The Hirers shall not do, or permit, nor suffer to be done on the premises or within the curtilage of its boundaries including the car park, paths and surrounds anything which may invalidate the insurance of the premises or increase the premium of such insurance and/or which may cause a noise or be of annoyance to the general public or occupiers of surrounding properties.



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10. It is the responsibility of The Hirers to ensure that all lights and electrical appliances are switched off and **all equipment and kitchen facilities are properly cleaned prior to vacating the premises.**
11. The Hirer and group leaders should familiarise themselves with the security system and ensure that all external doors are bolted when locking up. **In the case of miss-set alarms and false alarm activation call outs, the hirer is liable for the cost of this service.**
12. All use of the facilities is subject to the users accepting responsibility, for returning furniture and equipment to their original placing and to leaving the **premises and grounds in a clean and tidy condition. This will include sweeping up and wiping surfaces as necessary including tables.** If the premises and grounds are not left in a satisfactory condition, regular user groups will be charged staff time to bring the premises up to the required standard or in the case of a single hirer the deposit will be forfeited, and all reasonable additional charges may be incurred. **Persons hiring the premises will be held liable for any damage to buildings, furniture or other property** that is caused due to this hiring, and a claim for repair or replacement of such buildings, furniture or other property will be made. Please report all damage in writing to the Booking Clerk.
13. Litter, rubbish and all waste must not be left in or about the premises and grounds; **all rubbish must be collected and taken away with you at the end of any function or event.** No perishable foods are to be left on the premises. If the premises are left in a condition where rubbish or litter needs to be cleared by staff, **the user group will be charged for the clearance or in the case of single hirers all or part of the deposit will be forfeited all reasonable additional charges may be incurred.**
14. **The Hirer must adhere to the cleaning guide (Appendix A). If the premises are left in an unsuitable condition, i.e. rubbish bags left, boxes, sticky floors, the hirer is responsible for any additional cleaning charges.**
15. **The Named Hirer on the booking form is responsible for all conditions of hire.**
16. The Hirer and group leaders must familiarise themselves with the Fire Proceedings on arrival at the premises. In case of fire all persons should leave the building and assemble at the fire assembly point.
17. The Hirer is responsible for First Aid, Fire Safety, including evacuation to designated areas, and the security of the premises. Fire exits must not be locked or obstructed. Regular user groups are to nominate a key holder who will take responsibility for all activities under the name of that group. That person will be given a key to keep and this will be signed for.
18. The Town Council do not accept any responsibility whatsoever for loss of personal belongings, money or articles of any description belonging to the hirer or any person attending. Cars and their contents are left at owner's risk in the Public Car Park. In all cases users of the facilities should avoid undue noise on arrival and departure.
19. No animals are allowed on the premises, except in the case of trained assistance dogs or by special agreement with the Town Office.



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20. Hirers and organisers of events in the facilities are responsible for ensuring that the noise level of their functions is such that it does not interfere with other activities within the building nor causes inconvenience for the occupiers of nearby houses and property.
21. All groups involving children must submit their Child Protection Policy to the Booking Clerk at the time of booking. They must ensure that the correct ratio of adult leaders to children is maintained at all times. Adults should be DBS checked as required. The Town Council reserve the right to see the Disclosure Documents at any time.
22. No group should exceed the numbers as laid down by the Fire Officer/Licensing Authority which are states on page 4 of this document. These numbers must NOT be exceeded. The responsible officer will terminate the booking if the numbers are exceeded. If so, there will be no refund.
23. All bookings must be made through the Booking Clerk designated by The Town Office.
- 24. The sale of alcoholic drinks requires a licence and The Town Council reserve the right to approve the Licence holder. Each booking where the provision of Alcoholic drinks is requested needs to be approved by The Town Council.**
25. No new patrons to be admitted on to the premises after 23.00 when licensable activities are taking place.
26. The Town Council reserves the right to terminate any arrangement where there is evidence of public nuisance.
27. All facilities adopt, where possible, a 30-minute cooling down period after functions have finished allowing the gradual dispersion of users.
- 28. The facilities have a policy of Challenge 25 "if you look under 25 years of age" you must ask them to prove they are over 18 years of age in relation to the sale and consumption of alcohol at your booking.**
29. The Town Council has a responsible officer who is on duty or is easily contactable in the event of any complaint arising from a licensed event.
30. Contact details will displayed to the front of the building.
31. Parents and Carers are responsible for the supervision of children during events **at all times**.
- 32. If any event is terminated due to breach of the above letting conditions, there will be no refund given and the damage waiver will be retained.**
- 33. If the booking overruns past the agreed time the Town Council reserve the right to charge for the additional time and the damage waiver will be retained.**



Letting Conditions specific to The Hub

1. There is limited storage facility available for users. Use of this storage facility is subject to separate negotiation with **The Town Clerk**.
2. If the Hirer chooses to hire only one room in The Hub, and the other room is let to another, then both Hirers must have a mutual agreement between them to share the use of the kitchen.
3. Hirers are advised that the lay-by on the High Street is for loading and unloading purposes only. It is not to be used for parking; Hirers should use the car park at the rear of the building.
4. **The Town Council has installed a noise breaker in the main hall and a sound system. All amplified music taking place as part of a licensable activity is subject to noise control of the installed electronic noise limiting device and must use the main hall power supply, and not be independently powered. If this is not complied with, the responsible officer will terminate the event and no refund will be given.**

NOTE: Opening of the fire exit doors to the main hall will cut the electricity supply to that room.

5. It is the responsibility of the Hirer to ensure that the blinds and curtains to the front and rear of the building are closed after 7pm and remain so during the period of the booking.
6. For popular events (such as festivals, discos and live music) where this is the anticipation that The Hub would be close to or reach capacity then tickets must be issued. A condition of hiring The Hub is that the Hirer adhere to the occupancy limits.
7. A risk assessment for any event should be supplied to the Town Clerk detailing the level of stewarding and how the safety and wellbeing of user is to be achieved. The document must be circulated a minimum of 14 days prior to the event. The event organiser is responsible for contacting the relevant authorities about the said event.
8. Hirers are requested that where possible, vehicles are encouraged to load and unload from the lay-by at the front of The Hub.



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The following times have been agreed by the Licensing Officer and must be strictly adhered to by all Hirers/Users.

**For all activities involving regulated entertainment: -
Indoors only**

Monday to Thursday	18:00 to 23:00
Fridays	18:00 to 23:30
Saturdays	18:00 to 23:30 (12:00 to 23:30 Sports Pavilion)
Sundays	12:00 to 23:00
Christmas Eve	12:00 to 00:30
New Year's Eve	12:00 to 01:30

Opening hours of the premises to the public: -

Monday to Thursday	18:00 to 23:00
Fridays	18:00 to 00:00
Saturdays	18:00 to 00:00 (12:00 to 00:00 Sports and New Cricket Pavilion)
Sundays	12:00 to 23:30
Christmas Eve	12:00 to 01:00
New Year's Eve	12:00 to 02:00

Sale of retail of alcohol for consumption on the premises: -

Monday to Thursdays	18:00 to 23:00
Fridays	18:00 to 23:30
Saturdays	18:00 to 23:30 (12:00 to 23:30 Sports Pavilion)
Sundays	12:00 to 23:00
Christmas Eve	12:00 to 00:30
New Year's Eve	12:00 to 01:30



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Weekdays (Sunday 00:01 -Friday 18:00)

	Hub Main Hall £/hour Capacity: 150 - 300	Hub Meeting Room £/hour Capacity: 50	LC Cricket Pavilion £/hour Capacity: 20 - 30	New Cricket Pavilion £/hour Capacity: 60	Sports Pavilion £/hour Capacity: 60	Bowls Pavilion £/hour Capacity: 10 - 20
Cambourne Residents, Cambourne Clubs, Cambourne Community Groups	£16.80 inc. VAT (£14.00 + VAT)	£8.40 inc. VAT (£7.00 + VAT)	£5.70 inc. VAT (£4.75 + VAT)	£8.40 inc. VAT (£7.00 + VAT)	£8.40 inc. VAT (£7.00 + VAT)	£5.70 inc. VAT (£4.75 + VAT)
Non Cambourne Residents, Not Commercial	£22.80 inc. VAT (£19.00 + VAT)	£11.40 inc. VAT (£9.50 + VAT)	£8.40 inc. VAT (£7.00 + VAT)	£11.40 inc. VAT (£9.50 + VAT)	£11.40 inc. VAT (£9.50 + VAT)	£8.40 inc. VAT (£7.00 + VAT)
Commercial Bodies	£42.00 inc. VAT (£35.00 + VAT)	£30.00 inc. VAT (£25.00 + VAT)	£18.00 inc. VAT (£15.00 + VAT)	£30.00 inc. VAT (£25.00 + VAT)	£30.00 inc. VAT (£25.00 + VAT)	£18.00 inc. VAT (£15.00 + VAT)

Weekends (Friday 18:01 to Saturday 00:00)

	Hub Main Hall £/hour Capacity: 150 - 300	Hub Meeting Room £/hour Capacity: 50	LC Cricket Pavilion £/hour Capacity: 20 - 30	New Cricket Pavilion £/hour Capacity: 60	Sports Pavilion £/hour Capacity: 60	Bowls Pavilion £/hour Capacity: 10 - 20
Cambourne Residents, Cambourne Clubs, Cambourne Community Groups	£22.80 inc. VAT (£19.00 + VAT)	£11.40 inc. VAT (£9.50 + VAT)	£5.70 inc. VAT (£4.75 + VAT)	£11.40 inc. VAT (£9.50 + VAT)	£11.40 inc. VAT (£9.50 + VAT)	£5.70 inc. VAT (£4.75 + VAT)
Non Cambourne Residents, Not Commercial	£46.20 inc. VAT (£38.50 + VAT)	£22.80 inc. VAT (£19.00 + VAT)	£8.40 inc. VAT (£7.00 + VAT)	£22.80 inc. VAT (£19.00 + VAT)	£22.80 inc. VAT (£19.00 + VAT)	£8.40 inc. VAT (£7.00 + VAT)
Commercial Bodies	£90.00 inc. VAT (£75.00 + VAT)	£60.00 inc. VAT (£50.00 + VAT)	£18.00 inc. VAT (£15.00 + VAT)	£60.00 inc. VAT (£50.00 + VAT)	£60.00 inc. VAT (£50.00 + VAT)	£18.00 inc. VAT (£15.00 + VAT)

Hub Whole Building Rates

Weekdays Sunday 00:01-Friday 18:00	£21 Inc. VAT (£17.50 + VAT)
Weekends Friday 18:01-Saturday 00:00	£28.50 Inc. VAT (£23.75 + VAT)

Wedding Hire Charges

	Whole Day & Whole Building
Cambourne Resident	£255.30 (Inc. VAT)
Non Cambourne Resident	£357.45 (Inc VAT)

Please complete and return to:

The Hub, Cambourne Community Centre, High Street, Cambourne, Cambridge, CB23 6GW

Telephone: 01954 714403

Email: bookings@cambourneparishcouncil.gov.uk

Lettings package agreed July 2018



Appendix A
CLEANING GUIDE TO ALL USERS OF COMMUNITY CENTRES AND
PAVILIONS

In order to keep the facilities clean and tidy for our regular users and private bookings, we ask that you follow our cleaning guide:

- Wipe down tables used before storing them away.
- Chairs and tables are to be stacked properly on the racks in venues where they are available. They must be stacked safely in venues that do not have a chair or table rack.
- Sweep the floor and mop up any spillages.
- Any crockery or cutlery used must be washed up and put away **(if you use the dishwasher, please remember to empty it)**.
- Ensure fridge is clean, inside and out.
- Remember to take any food or drink with you when you leave and empty the fridge.
- Private hirers are reminded to take their rubbish home with them. Spare bin bags are provided in the kitchen areas.
- Put nappies in the nappy bin provided in the accessible/ baby changing toilet.
- Ensure toilets, sinks and toilet areas are clean and ensure you check all toilets and sinks for blockages before you leave.
- Check all doors and windows are closed and locked before leaving the premises and please remember to set the alarm in venues that have one.

Please report any issues to the Town Office.

Thank you for your co-operation.



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Booking Form

For Office Use
Invoice no: _____
Receipt no: _____
Booking ref: _____

Venue: Hub (Main Hall, Meeting Room or Whole building) Sports Pavilion / Great Cambourne Cricket Pavilion Lower Cambourne Cricket Pavilion / Bowls Pavilion	
Date of Hiring:	
Time of Hiring:	From _____ am/pm To _____ am/pm
Name: of individual (or organisation) making the booking	
Address: of person to whom all correspondence should be addressed	Post code: Tel No: E-Mail:
Use: purpose of the booking e.g. birthday party, meeting, event	
Alcohol: Are you providing alcohol at your event? Are you supplying the alcohol? Are you providing outside bar facilities? Please state the hours for bar facilities.	Yes / No (If no, please ignore the rest of this section) Yes / No Yes / No From _____ am/pm To _____ am/pm (Supply of alcohol must end half an hour before function ends)

Total cost of Hire: £ _____	For Office Use
Deposit paid: £ _____ Date paid: _____	
Balance to pay: £ _____ (balance must be paid no later than 2 weeks before booking)	
Damage Waiver: £ _____ (to be paid in cash only)	
	Date fully paid: _____
	Payment Type: _____

Please make arrangements to collect a key and pay the Damage Waiver in the week leading up to your booking. Also please be aware CCTV is recording in The Hub, Sports Pavilion and Great Cambourne Cricket Pavilion at all times.

In order to complete your booking please read the following declarations which have been put into place following The General Data Protection Regulation (GDPR) 25th May 2018.

- I hereby give permission for Cambourne Town Council to hold personal information of myself / organisation which includes all or some of the following: Names, addresses, email addresses and phone numbers on their Edge database.
- I am hiring on my own behalf / on behalf of an organisation (whose authority I have) and by signing I agree to be bound by the conditions set out on the Letting Package which I have read and understood including conditions 2, 11, 12, 13, 14, 30 and 31.

Sign _____ Date _____

Please complete and return to:

The Hub, Cambourne Community Centre, High Street, Cambourne, Cambridge, CB23 6GW

Telephone: 01954 714403

Email: bookings@cambourneparishcouncil.gov.uk