

BISHTON COMMUNITY COUNCIL

CYNGOR CYMUNED TRESEFGOB

Policy for booking a BCC facility

(BVH, UCC, Sports field toilets)

Bishton Community Council (BCC) owns a number of facilities that are available to members of the public to hire. Each facility has a caretaker who manages it on behalf of the council. Anyone interested in booking one of the facilities should first contact the Caretaker/Manager of the facility required:

Underwood Community Centre - **Gillian Burton on 01633 413752**

Underwood Sports Field facilities - **Gillian Burton on 01633 413752**

Bishton Village Hall - **Pam Davies on 07722 413066**

Availability can be determined by checking the [BCC website calendar](#) or contacting the caretaker who will confirm availability and suitability for the type of function intended.

Once the caretaker has confirmed the booking, he/she will inform the BCC Clerk for the website to be updated.

The person responsible for the function must sign a contract when collecting the keys to the effect that:

1. On takeover of the facility you should find it clean and in good condition. If this is not the case the caretaker should be informed immediately.
2. The repair of any damaged caused during the hire of the facility will be billed to the person responsible for the hire. This includes things like:
 - a. Loss of keys (causing locks to be changed)
 - b. Blocked toilets.
 - c. Damage to kitchen equipment
 - d. Broken doors & windows
3. The facility should be handed back to the caretaker in a clean and fit condition, with furniture arranged as when it was taken over, ready for the next hire.
4. Cash payments for the hire will be paid to the caretaker of the facility. For Bank Transfer payments the caretaker will inform the Clerk of the Council.

The hirer will sign the contract to acknowledge they are aware of the above conditions.

Bishton Community Council

Dated: 09/2019