



The Parish Hall Terms and Conditions of Room Hire

All bookings will only be confirmed upon receipt of a completed booking form and the appropriate non-refundable booking deposit (£50 for Parishioners and £100 for Non-Parishioners or the full booking cost if this is less). Bookings made with less than 14 working days' notice are to be paid in full and via either bank transfer, card or cash.

The Council reserves the right to decline an application and persons wishing to hire the venue must be over the age of 18 years.

Regular Hirers

1. All regular bookings, i.e. those who hire on a weekly basis, must be booked for a minimum of three hours per session. Invoices are issued monthly prior to the commencement of the period and are payable on receipt unless stated otherwise. The Council reserves the right to add a 3% surcharge on all invoices paid more than 14 days late.

Function and Party bookings

1. For parties or social functions, an additional damage deposit of £200 in cash is payable not less than 7 days before the date of hiring to be held against loss, damage, extra caretaker hours or extra cleaning which may be incurred. The cash, if no extra costs have been incurred, may be collected two days after the event has taken place from the council office. If the hall or any contents have been damaged or left in a dirty condition, if any rooms not pre-booked have been used, an appropriate amount at the absolute discretion of the Clerk will be deducted from the damage deposit and the balance returned. *The Hirer will be notified prior to the transaction and will be offered the option of making the required payment via bank transfer within 7 working days and having their damage deposit returned on receipt of the aforementioned payment.*
2. The Parish Hall must be vacated by 11.45 pm (11pm on Sundays) or a fee will be charged for extra caretaking. Power to the stage sockets in the Parish Hall is automatically turned off at 11:30 pm and equipment still operating may be damaged. The Parish Council will accept no responsibility for such damage.

3. For parties/discos for young people of eighteen years or younger the council require supervision of one adult to every ten young people. (adults being 25+ years). Hirers must be over 25 years of age, be present at the function and are asked to make written agreement to this condition.

Cancelling or Amending a booking

1. The hirer must give a minimum of 1 month's notice to receive a refund of their booking costs minus the non-refundable deposit. Failure to give such notice to cancel may result in the full balance being retained. In the case of annual hirers all holiday dates must be supplied at the start of the booking or as soon as possible and must reach the Council a month in advance of the date that requires amendment. Should these dates not be supplied on time the Council reserves the right to charge for the full period.
2. If the Council cancels a hiring, the deposit will be returned to the hirer but no compensation will be paid by the Council in respect of any loss sustained by any person due to the cancellation of the hiring.

Customer and General Terms and Conditions

1. All hirers who wish to use outside services during the hire ie. Live bands, discos, children's entertainers, bouncy castles/soft play equipment, caterers etc must complete a separate form giving details of the service to be used and include a copy of the service providers' Liability Insurance Certificate at least 14 days prior to the hire.
2. The hiring may not be assigned or transferred to any other person or persons.
3. The Caretaker will open the premises at the stated time and will return to lock the premises, again at the stated time. There is no time allowance for setting up and/or clearing up and if you require this, it must be arranged at the time of booking.
4. The hirer/s shall accept full responsibility for the preservation of good and orderly conduct during the period of the hire and must remain on the premises throughout the duration of the hire. They shall bear the cost of making good any damage for which they can be held responsible as having been done to the premises and/or contents during the period of hire or incidental thereto. The Council has the right to terminate the hire if orderly conduct is not maintained on the premises.
5. Hirers must leave the hall in a clean and tidy condition and must ensure that all tables are cleaned and replaced, and all chairs used are replaced. Brooms can be found in Committee Room 2 for sweeping the floor. Hirers

must remove all personal property at the end of the hire. The Council is not responsible for property left on the premises.

6. There is a bar available for hire and all alcoholic beverages consumed in the Parish Hall must be purchased solely through the Parish Hall bar, where the licence for the sale of intoxicating liquor is held. The bar will close promptly 30 minutes before the end of the contracted hire. This will be no later than 11 pm Monday to Saturday and 10.30pm on Sunday. All times allocated to the hiring must be strictly adhered to due to insurance restrictions on the building.
7. No alterations to the electrical or any other equipment shall be made by the hirers except with the written consent of the Clerk of the Council. It is the responsibility of the hirer to ensure that any electrical equipment they may connect to the supply will be compatible with the 13 amp (KW) sockets provided and should this condition be ignored the Council will not be responsible for any resulting failure in supply. In the event of a supply greater than the normal 13 amp being required, arrangements must be made with the Clerk of the Council at the time of booking.
8. The Council reserves the right to limit the numbers allowed to use the Parish Hall at any one time to
 - 98 persons seated for a meal or similar
 - Between 132 -153 persons seated for a play or licensable activity dependent on conditions applied by the Premises Licence in relation to the seating plan chosen.
 - 200 persons for a dance or similar function
9. Hirers are not permitted to attach any decorations or notices to the fabric of the premises. No sellotape, drawing pins, blue-tac or fixings of any kind for decoration or notices is allowed. Existing hooks around the hall may be used to hang decorations.
10. No motorcycles shall park on the forecourt of the Parish Hall and car owners must not park in the lay-by adjacent to the Parish Hall.
11. The premises must not be left unattended during the times of the hire, must not be used by hirers before the time of hire and must be vacated at the time stated. Failure to do so will result in extra charges being made against the damages deposit or the next invoice. The use of facilities other than those specifically stated on the hiring form will also incur extra charges on the damages deposit or the next invoice. If the hire finishes early for any reason, you must telephone the caretaker and inform her.
12. Smoking is not permitted in any part of the building at any time.

13. The use of smoke machines is not permitted in the Parish Hall. These machines will activate the fire alarm and any additional charges incurred by the Parish Council as a result of this will be passed onto the hirer.
14. Fire Procedures – Hirers should familiarize themselves with the location of fire exits and fire alarm points. If you detect a fire, the fire alarm points are activated by pushing the black button. The building must be evacuated through the nearest and safest fire exit; the meeting point is the Vineyards car park. Please note the fire alarm is connected to a Central Monitoring Station, who contact keyholders and the fire brigade if the alarm is activated. If the alarm points are activated when no fire is detected, the fire brigade may levy a charge on the Parish Council, which after consideration of the circumstances may be passed onto the hirer by way of deduction from the damage deposit.
15. The hirer is responsible for first aid. First Aid boxes are located within the building and the hirer should make themselves familiar with their location.
16. Hirers are responsible for making certain that none of the fire doors are obstructed at any time. In the case of a public entertainment event or a play, if the licensee feels that this has happened, steps will be taken to correct the situation. The licensee's decision on any such matter is final.
17. Amendments to the booking including extending times of the booking, additional facilities required, or cancellations can be accepted in writing, by phone or in person and any appropriate additional charges agreed to where applicable.
18. No refunds will be given on any booking cancelled by the hirer with less than 7 days notice for a regular hirer or 14 days for a function hirer.
19. Whether the hiring fee is paid in bank transfer, card, cash or cheque, refunds need to be signed off at a Finance meeting of the Council and therefore it may take up to four weeks for the refund to be made by BACS.
20. If the terms and conditions are not complied with, the hire will be cancelled without further notice.

As a responsible Local Organisation, we operate on a 'Good Neighbour' principle. Please do your best to ensure that the guests/participants at your event leave the premises as quietly and promptly as possible at the end of the hiring.

Thank you for your co-operation.

Mrs C Milligan
Clerk of the Council

Caretaker - Lynn Ion
Telephone – 07539 302121