

WALLOPS PARISH HALL
TERMS AND CONDITIONS OF HIRE

(Revised 1 June 2016)

For the purposes of these conditions the term 'Hirer' shall mean an individual hirer, or where the Hirer is an organisation, its authorised representative.

General Conditions of Hire

The Hall cannot be hired by persons under the age of 21.

The Hall is not licensed for the sale of alcohol. Alcohol provided by the Hirer may be consumed if not sold. Alcohol is not to be consumed on the premises by persons under 18 years of age.

No smoking is allowed in the building. No fireworks are allowed in the building or the car park.

Booking the Hall

Bookings and arrangements for the collection of keys must be made by filling in the booking form provided and returning it to the Hall Bookings Clerk within 14 days of a first enquiry. Bookings are confirmed on the receipt of the booking fee and the deposit 14 days before the date of the event.

Full payment of the booking fee and the deposit must accompany the booking form when it is returned.

If the Hirer wishes to cancel their booking within the 14 days before the date of their event, the question of repayment of the hiring fee and the deposit is at the discretion of the Hall Committee.

All block bookings will be subject to an initial three month trial period and will be reviewed on a regular basis by the Hall Committee.

Main Responsibilities of the Hirer

The Hirer, during the period of hiring, will be responsible for:

- a. The supervision of the premises,
- b. The fabric and contents of the hall,
- c. The care, safety and behaviour of all persons using the premises, whatever their capacity, and
- d. Car-parking arrangements so as to avoid obstruction of the A343 main road, other nearby public roads and the entrance to the hall car park.

Supervision of the Premises

The Hirer shall only use the premises for the stated purpose of hiring during the agreed period of hiring.

The Hirer must not sub-let or use the premises for any unlawful purpose or in any unlawful way, nor do anything or bring onto the premises anything that may endanger the premises or those using the premises, or invalidate the premises license or any relevant insurance policies.

The Hirer shall ensure nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

The Hirer shall ensure that any electrical appliances brought in to the premises shall be used properly, be safe, in good working order and comply with current regulations.

The committee permits the Hirer to occupy the premises 30 minutes before and 30 minutes after the booked times for the purpose of setting-up and cleaning. Any extra time is charged at the hourly rate.

WALLOPS PARISH HALL
TERMS AND CONDITIONS OF HIRE (Continued)

Fabric and Contents of the Hall

The Hirer is responsible for leaving the premises and surrounds in a clean and tidy condition, and any contents temporarily removed from their usual positions should be properly replaced, otherwise the Hall Committee shall be at liberty to make an additional charge. Full instructions on cleaning are listed on the notice board in the small meeting room/snug.

The Hirer shall leave the premises properly locked and secured. Keys are to be collected from and returned to the Hall Bookings Clerk or left in the letter box by the main door.

The Hirer is responsible for any damage or loss however caused to any part of the premises, the furnishings, fixtures, fittings and contents covered by this agreement.

The hirer agrees to reimburse all costs arising from such damage or loss and to insure his own personal effects.

The Hirer shall pay a Deposit of £100.00¹ in case of damage to the premises or the furniture, fixtures or fittings and in case extra cleaning is required. The sum required by this clause shall not be the limit of liability of the Hirer to the Hall Committee in the event of damage to or misuse of the premises or the furniture and fittings.

The Hall Committee will return the Deposit within 14 days after the period of hire has expired providing:

- a. No damage was done to the property, the fittings or furnishings during the event,
- b. The hall and hall car park are left in a clean, tidy condition with tables and chairs stacked as found, making it possible for one person to prepare the hall for the next event within the space of one hour.
- c. The keys are returned in accordance with the arrangements made.

An inspection of the premises by the Hall Committee's representative will be made if necessary after a booking has been completed to ascertain the state of the premises.

Care, Safety and Behaviour of all Persons using the Premises

The Hirer shall comply with the terms of the Hall Licence, a copy of which is displayed in the foyer of the Hall.

The Hirer must conduct his own fire risk assessment. The Hirer shall ensure that he is aware of the location and use of fire equipment, the escape routes, their proper operation and the need to keep escape routes and doors clear.

The Hirer shall, if preparing, serving and/or selling food, observe all relevant food, health and hygiene legislation and regulations. If the Hirer arranges sub-contracts for the supply of food and drink, he or she shall ensure that the sub-contractor complies with these regulations.

If the Hirer has booked the premises for public entertainment there must be adult supervising staff in attendance in case of fire or other emergency. The appropriate number is 3 for adult functions. For children's functions the Hirer must ensure that adequate parental supervision is provided in accordance with current legislation.

No shoes with metal studs or tap dancing shoes are to be worn on the large hall floor.

The Hirer shall ensure that the minimum of noise is made on arrival and departure.

¹ The deposit should preferably be paid by a separate cheque although a cash deposit can be accepted. When a deposit has been paid by cheque and it is due to be returned, the cheque will be shredded within the 14 day period.

WALLOPS PARISH HALL - HIRE CHARGES

(Applicable from 15 May 2010)

	Rate per Hour	Up to 7 hours
<u>Large Hall</u>		The rate includes 30 minutes to prepare the room(s) beforehand and 30 minutes after use to clean and handover the room(s)
Village Resident	£10.00	
General Public (Outside villages)	£15.00	
<u>Small Hall/Meeting Room</u>		
Village Resident	£6.00	
General Public (Outside villages)	£10.00	
<u>Whole Hall</u>		
Village Resident	£15.00	
General Public (Outside villages)	£25.00	

	Day Rate	Any 8 Hours
<u>Large Hall</u>		For example: 10.00 am to 6.00 pm or 2.00 pm to 10.00 pm
Village Resident	£75.00	
General Public (Outside villages)	£110.00	
<u>Small Hall/Meeting Room</u>		
Village Resident	£45.00	
General Public (Outside villages)	£70.00	
<u>Whole Hall</u>		
Village Resident	£100.00	
General Public (Outside villages)	£150.00	

	Overnight Rate	24 Hours
<u>Large Hall</u>		Normally this is: 2pm on the first day to 2 pm on the second day
Village Resident	£140.00	
General Public (Outside villages)	£200.00	
<u>Small Hall/Meeting Room</u>		
Village Resident	£80.00	
General Public (Outside villages)	£130.00	
<u>Whole Hall</u>		
Village Resident	£190.00	
General Public (Outside villages)	£300.00	

	Weekend Rate	48 Hours
<u>Large Hall</u>		Not before 2 pm on Friday to 2 pm on Sunday
Village Resident	£200.00	
General Public (Outside villages)	£300.00	
<u>Small Hall/Meeting Room</u>		
Village Resident	£110.00	
General Public (Outside villages)	£170.00	
<u>Whole Hall</u>		
Village Resident	£300.00	
General Public (Outside villages)	£400.00	

Deposit

A Deposit of £100 is required for all bookings. See the Terms and Conditions of Hire for more details.

Block Bookings and Large Events

These should be discussed with the Hall Bookings Clerk and the Hall Management Committee before a booking is made.