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**Room hire – All Facilities**

**Conditions of Hire**

**1. Introduction**

The Parish Council recognises the value of making its facilities available for a wide range of activities. The Parish Council may deem an activity as not suitable; this decision is that of the Clerk to the Council and is final.

The person making the booking will be deemed to be the Hirer and must be over 21.

**2. Responsibilities**

The Parish Council will:

* Ensure the Hirers are aware of their responsibilities for health and safety and emergency procedures.
* The attendance of caretaker throughout the booking will be confirmed if required, depending on the type of booking.

**3. Health and safety information to Hirers**

The Parish Council will:

* Advise the Hirer of access and egress points.
* Advise the Hirer of the procedures to be followed in case of fire, highlighting access and egress, fire extinguisher points and fire assembly point.
* Advise the Hirer of toilet locations, and access to drinking water.

The Hirer will be required to:

* Keep a register of people on the building (depending on activity); be aware who and where all participants / attendees are always.
* Familiarise your participants / attendees of fire procedures, evacuation routes and fire assembly point.
* To have public liability insurance for your activity (depending on activity); or for a service/activity brought in for the purposes of the hire. (This is not required for a children’s birthday party, except of the purposes of a bouncy castle, or similar brought in for the purposes of the hire).
* All documentation to be provided no later than 7 days before the beginning of the first booking period.

The Parish Council endeavours to maintain the building to a very high standard, if you have cause for concern about the state of part of the building, please ensure you report this immediately to the Caretaker who has let you have access at the beginning of the hire period.

**4. Permitted use – including lettings involving Licences**

The hire use is only for that as at agreed time of the original booking, no other use will be permitted.

A Premise Licence is held for the premises for the purposes of Public Entertainment (ONLY, not intoxicating liquids) between the hours of 9am and 11pm. Any Hirer wishing to sell alcohol will need to apply to the Licensing Authority for the appropriate permission. The Hirer must provide a copy of the said permission prior to the commencement of the event – minimum of two weeks prior to the event. A copy of the licensee’s public liability insurance will also be required.

If the requested information is not provided the Parish Council reserves the right to cancel a booked event at any time.

The sale and consumption of intoxicating liquor must cease not later than thirty minutes prior to the time up to which the facilities have been booked, or the time of the Licence.

**No event, or part of an event** shall take place **outside** of the building without prior agreement with the Parish Council.

Bouncy castles are allowed but only with a prior agreement from the Parish Council We would also require, the equipment owner’s relevant paperwork, and insurance.

Television/Recordings are allowed in the building as there is a TV licence held by the Parish Council. (Community Hub Only)

The room or hall and surrounding areas should be left in a clean and tidy condition.

All bookings need to be paid for as per the arrangements made at the time of the original booking.

**5. Number of Persons to be admitted**

The maximum number of persons to be allowed in the facilities at any one time is dependent on the area you have chosen to hire. This will be agreed at the onset of your booking.

There are standard limitations on numbers for use as determined by the Parish Council fire risk assessment.

**6. Behaviour and public safety**

The Hirer will be responsible for ensuring the preservation of good order for the full duration of the letting and until the premises are vacated. The hirer will be responsible for ensuring all attendees / participants show consideration to other uses of the facility.

The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct, and where applicable, the Hirer must always adhere to the correct adult/child ratios applicable to their activity.

**7. Preparation of the Facilities**

Please confirm at the time of booking, numbers of attendees and any requirements for the number of tables/chairs.

The Caretaker will be responsible for preparing and cleaning the facilities, but it is expected that they are left in the condition as found on the commencement of the hire period.

To enable this, the Parish Council has provided cleaning equipment in the kitchen;

please return the equipment to its original position.

**8. Opening and Closing**

The facilities will be opened in time for the commencement of the booking by a member of the Caretaking Team on duty. Please allow time for the set-up and clear-up in your booking time.

A member of Parish Council staff will attend to lock and secure the facilities at the end of the booked time.

Emergency contact details will be given to the Hirer.

The Hirer should ensure that users keep to the agreed booking time. Any extra time will be charged.

**9. Use of Kitchen**

This can be included in booking, for an additional charge as agreed at the time of the original booking.

On vacating the facilities, the Hirer is required to check the following: -

a) All crockery and cutlery have been washed and stored away (as found) in the cupboards.

 b) All surfaces have been wiped clean.

c) All electrical equipment is left in the state it was hired e.g. if unplugged, and if switches are in the 'off' position. All electrical issues and faults are to be reported to the Parish Council.

**NO CHILDREN** are allowed in the kitchen unless prior agreement has been made (e.g. Scouts/ Brownies), all allowed minors should be supervised at all times when using the kitchen

**10. Tea Towels / Rubbish bags**

Black rubbish bags will be supplied for the Hirer/users and will be left with the cleaning equipment in the kitchen. A maximum of two black bags will be accepted, which must be left tied and ready for disposal in the kitchen, except by prior written arrangement with the Parish Council.

In the circumstances that the hiring is to be for a larger event whereby additional bins and or/a skip is required, then agreement and permission will be required from the Parish Council. All additional costs for bags, bins and skips for the disposal of the rubbish will be passed on in full to the Hirer.

**No tea towels** are available; please ensure that you bring your own.

**11. Smoking**

The whole of the Council Premise is a non-smoking area, and smoking is not permitted within the buildings or grounds at any time. This includes E-Cigarettes and Vaping.

**12. Alcohol**

The facilities are **NOT** licensed for the sale of alcohol. See Item 4 – Permitted Use

**13. General Security and Use of Premises**

The responsibility for general security of the premises area hire during the time of a booking is the responsibility of the Hirer. Any damage or breakages will be charged to the Hirer. The Hirer must be present and responsible for all activities in the facilities while they are on hire.

Please refer to Item 8 re Opening and Closing.

**14. First Aid Equipment**

There is no legal requirement for the Parish Council to provide first aid facilities for the Hirer. It is the Hirer’s responsibility to make their own arrangements, which may include the provision of first aid training for their supervising personnel, and the provision of a first aid kit.

The Hirer should advise the Parish Council who is responsible for first aid during the period of hire.

Although there is not legal requirement, the Parish Council does allow access to its general use first aid box, which is situated in a cupboard and ladled First Aid. A member of the caretakers team will direct you to this at the beginning of the booking.

Any incidents/accidents need to be recorded in the accident book found in the same location.

**15. Sub-letting**

The Hirer shall not sub-let the premises to another person.

**16. Cancellation of a Hire**

Should the Hirer cancel the booking of the facilities within two weeks of the date of the booking, the hire fee will be chargeable unless the facilities are re-let on that date.

For bookings operating on a rolling weekly basis, a four-week notice period will be required in advance of any breaks or unwanted periods of hire (e.g., holidays). If the hirer wishes to finish using the facilities permanently, we will require a one calendar month period of notice.

The Parish Council, through its Clerk, reserves the right to cancel any booking should there be good reason in the Parish Council’s opinion. In such a case there will be no charge to the potential Hirer.

**17. Action in the event of a fire**

Please make sure that all users are aware of the information contained in the attached ‘**Action to be taken in the event of a Fire**.’