

## **BRAMSHALL PARISH HALL CONDITIONS OF HIRE**

- 1 The Bramshall Parish Hall Committee (hereinafter called “The Committee”) reserve the right to refuse any hiring applications.**
- 2. All hiring’s are provisional until the booking form has been signed and the deposit has been paid to the Booking Secretary and the Committee has confirmed the hiring.**
- 3. The deposit shall be 50% of the total hiring fee and is non-refundable in the event of cancellation.**
- 4. The maximum number of persons allowed at any hiring are 120, and at no time must this number be exceeded, due to fire regulations.**
- 5. All hiring’s for Parties, Dances etc must be private, or where appropriate admission must be by pre-paid ticket. It is expressly forbidden to hold “Pay at the door” functions when any member of the general public may attend.**
- 6. The Hirer is responsible during the hire period for:-**
  - 6.1 The supervision of the Hall, Fixtures, Fittings and Contents.**
  - 6.2 The behaviour of all persons using the Hall. Especially do not allow children to run about outside during evening events.**
  - 6.3 The supervision of car parking to ensure that no obstruction or annoyance is caused, especially in Church Croft. No vehicles to park on the grassed areas.**
  - 6.4 The control of the level of noise generated by Discos etc, so that no disturbance or nuisance is caused to local residents. Doors and windows should not be left open while Discos etc are performing.**
  - 6.5 Ensuring that the electrical supply and appliances are not interfered with.**
  - 6.6 Ensuring that all EXITS are kept free from obstructions at all times.**
  - 6.7 Ensuring that there is no interference with the floor surface of the main hall – the spreading of any form of powder is forbidden.**
  - 6.8 Ensuring that the sound monitoring equipment is not interfered with.**
  - 6.9 Ensuring that any Disco or amplification equipment is powered from sockets in the Main Hall only.**
  - 6.10 Supply their own tea towels**
- 7. The Hirer shall not subject or use the Hall for any unlawful purpose or in any unlawful way, nor do anything or bring onto the premises anything which may endanger the same or any Insurance Policies in respect thereof:-**
  - 7.1 Allow the consumption of alcoholic liquor thereon without written permission.**
  - 7.2 Use laser effect lighting without prior consent from East Staffordshire Borough Council (ESBC).**
  - 7.3 The No Smoking legislation must be strictly adhered to and it is to be noted that Electronic cigarettes are forbidden.**

8. The Hirer shall be responsible for obtaining licences for:-
  - 8.1 The sale of intoxicating liquor (The Licence is usually obtained by the Publican providing the Bar).
  - 8.2 The Performing Rights Society and Phonographic Performance Ltd and all licencing regulations and legal requirements relating thereto must be adhered to.
9. Licenced Bars must be situated in the Bar only, and all Caterers and Bar Staff must use the rear door for loading and unloading. Supplies and equipment must not be carried through the Main Hall (The Hirer to be responsible for notifying such persons accordingly).
10. The Hirer shall indemnify The Committee for the cost of repair of any damage done to any part of the hall or contents, including the curtilage thereof. All damage /breakages will be fully charged to the Hirer.
11. At the end of the hiring, the Hirer is responsible for ensuring that:-
  - 11.1 The function finishes at the correct time. This is particularly emphasised in the case of Dances etc which are governed by the Public Entertainments Licence.
  - 11.2 The Licenced Bar staff do not cause excessive noise when loading.
  - 11.3 Guests leave quietly.
  - 11.4 The Hall and its contents are left in a clean and tidy condition and the hall floor is swept. If the cooker and fridge are used they must be cleaned afterwards/ Kitchen surfaces and tables must be cleaned not just wiped. Floors to be swept and mopped. The Deposit will be kept if this is not complied with.
  - 11.5 Blue chairs to be treated with care when putting out for use and stacking after.
  - 11.6 All taps are turned off, lights switched off, all windows closed and the doors locked, water heater switched off and heating turned off.
  - 11.7 All rubbish is to be taken away from the hall by the Hirer. This includes any outside litter on the car park..
12. The Hirer must make arrangements with the Booking Secretary for the collection of keys and must pay the balance of the hire fee on collection of the keys.

Keys should be returned to the Booking Secretary at the end of the hire or as agreed beforehand.
13. If the Hirer wishes to cancel the hiring before the event then they lose their deposit if two weeks or less notice given.
14. The Committee reserves the right to cancel any hiring in the event of the Hall being required for use as a Polling Station for an Election or for a funeral, in which case the Hirer shall be entitled to a refund of any deposit already paid.
15. The Committee reserves the right to vary the above conditions of hire.

**The following Photographs show how all Hall furniture should be stored After any event please return all furniture to it's original position**





Please note Tables must be stored so they they are  
Top:Top and Legs:Legs to prevent scratching



