

## HEMYOCK PARISH HALL

Welcome to Hemyock Parish Hall – we are pleased that you have chosen our Hall and hope that you enjoy using its facilities.

It is a public building used by a variety of organisations and for a number of different functions. We have as few rules as possible, but ask you to adhere closely to them – they form part of the conditions of hire and are in the interests of maintaining effective health and safety procedures. Please read them carefully.

### TERMS AND CONDITIONS

The Hirer must be 18 years of age or over.

As a Hirer of Hemyock Parish Hall, you agree:

To ensure the following attendance limits are maintained:

- Dancing (249) This is the **maximum** number for the **entire** premises and should include any bar, kitchen, catering or entertainment personnel. Please note: If using tables the number should be reduced according to how many tables/seats are provided.
- Linked seating (168) this is for when the stage is erected.

Before the start of an event, to make yourself and any stewards, aware of all Health and Safety issues – please refer to the safety notes supplied at the time of booking they are also available to read on the notice board in kitchen foyer.

Please leave the Hall premises as you find them. If not satisfied with the conditions at the beginning of the hiring period, you should register this immediately with the Booking Secretary or Caretaker.

**DAMAGE DEPOSIT** – A refundable Damage Deposit of £100 (cheque) must be paid with the final balance. This is to cover costs arising from damage and poor cleanliness. The Hall will be checked after the event and this deposit or part of deposit will only be refunded if the Hall has been left in a satisfactory condition.

**ALCOHOL AND PUBLIC ENTERTAINMENT LICENCES** – Under no circumstances may alcohol be supplied or consumed on the premises without the specific written authority of the Parish Hall under the Premises Licence (Please ask for necessary agreement form when booking). The designated premises supervisor reserves the right to inspect the premises during the event to ensure that all aspects of the licence are adhered to. Please make sure that if loud music is played that all windows and doors remain closed at all times.

**GAMING, BETTING AND LOTTERIES** – The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

Any member of the committee also has the right to enter the premises during an event.

Evidence of the following behaviour will automatically result in forfeiture of the whole of the damage deposit and any further costs incurred:

- Fighting on or around the premises
- Drug abuse on the premises
- Malicious activation of the fire alarm
- Anti-social behaviour which causes the police to attend
- Damage to floor, walls, ceiling, fittings or equipment

**HEALTH AND SAFETY** – See separate guidance notes

**ANIMALS** – The Hirer shall ensure that no animals (including birds) except assistance dogs are brought into the premises, other than for a special event agreed to by the Parish Hall Management Committee. No animals whatsoever are to enter the kitchen at any time.

## ON LEAVING THE HALL:

- Ensure that everything is left clean and tidy.
- All equipment is put away (inc stage if used)
- Chairs and tables returned to storage area (please use trolleys provided for moving chairs)
- All lights and electrical equipment switched off (not fridges in kitchen)
- Premises cleared of people
- Building secured
- Please ensure no excessive noise occurs particularly late at night or early morning
- Leave the Hall premises as you found it, failure to meet with these requirements will entail forfeit of all or part of the damage deposit (at the discretion of the Parish Hall Management Committee)

The Parish Hall Management Committee reserves the right to cancel the hiring by written notice to the Hirer in the event of:

- The premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election
- The Parish Hall Management Committee reasonably consider that:
  1. Such hiring might lead to a breach of licensing conditions, if applicable, or other legal statutory requirements, or
  2. Unlawful or unsuitable activities will take place at the premises as a result of this hiring.
- The premises becoming unfit for the use intended by the Hirer.

The Hirer shall be responsible for undertaking a Risk Assessment of their facilities, equipment and activities, Hirers are recommended to take out adequate insurance to cover their event and may be asked to produce the relevant paperwork.

The Village Hall is insured against any claim arising out of its own negligence.

A deposit of 25% of total booking fee is required when booking.

if cancelled by hirer the refund of the deposit will be at the discretion of the Parish Hall Management Committee.

A damage deposit of £100 and the final balance must be paid one week prior to event.

Bookings should be made by email or telephone to the booking secretary and will only be confirmed once they have received:

- The signed booking form
- 25% deposit.

Cheques should be made payable to 'Hemyock Parish Hall'

On the day of the event the Parish Hall Caretaker will be on site to let you into the building at the time booked.