

SHAVINGTON-CUM-GRESTY VILLAGE HALL CONDITIONS OF HIRE

A booking is confirmed when a completed booking form and payment has been received. A request for a booking is held for **10** days only.

A receipt will be issued for each hire payment received by the Hall Bookings Officer.

The Parish Council, through its Officers, reserves the right to refuse any application for a booking and can cancel any booking at any time. Occasionally there will be times when the Hall is required for emergency public meetings and hirers may be required to give up a booking at short notice. In these circumstances, only the fees paid for that date will be refunded.

There are two categories of hirers of the hall: There are separate forms for each type of booking.

1. **Occasional hirers** – who may book for single sessions or weekend sessions.
Weekends (after 2.00 pm Saturday) are kept free for local parties and productions, and only single bookings are permitted so that the hall is available for as many individuals or groups as possible. Telephone or email **BOOKING** requests will be noted in the diary and held for **10** days awaiting the arrival of a booking form and payment. After the **10** days expires, any other request will be accepted.
2. **Regular hirers** - who have a specific day and time which is kept for them. No other bookings are taken for that specific period unless the regular hirer does not need to use a particular week.
For this reason, regular hirers are asked to indicate which weeks they require, in advance, and pay for those dates beforehand.

For any regular hire period, the Parish Council may, subject to eight weeks' notice to the user, suspend the hire on an occasional basis in order to allow other organisations which might otherwise be prohibited from using the hall, to hire the hall for a specific event. In these circumstances, the Parish Council undertakes to refund the regular user any hire fees relating to the cancelled period(s) of hire.

The following conditions apply to both hirer categories.

THE HIRER shall clear up immediately after the session or, if they prefer after a late finish, by 9.00 am the following morning. Hirers may ask for the Hall to be opened half an hour before the time of their function.

IN NO CIRCUMSTANCES MUST PROPERTY OR EQUIPMENT BE LEFT ON THE PREMISES AFTER A FUNCTION; OTHERWISE A SURCHARGE WILL BE MADE.

THE HIRER will, during the period of hiring, be responsible for the supervision of the premises, the fabric and contents, their care and safety from damage or loss, however slight, and for the good behaviour of all persons, whatever their capacity; also for proper supervision of car parking arrangements so as to avoid obstruction of the highway. The hirer must be a responsible adult and may be required to confirm this.

THE HIRER MUST BE PRESENT THROUGHOUT ALL SESSIONS FOR WHICH THEY HAVE SIGNED. HIRERS ARE NOT PERMITTED TO DELEGATE THESE RESPONSIBILITIES TO A THIRD PARTY.

In accordance with the Town and Country Planning (Control of Advertisement) Regulations 1969, fly posting of functions to be held on the premises is not permitted. Advertisements, posters and placards are not to be displayed on any part of the building without the express consent of the Parish Council. Failure to observe this condition will result in the immediate cancellation of the booking.

The Parish Council accepts no responsibility whatsoever for any losses of any kind or damage to any person or person's property. The Hirer shall make their own arrangements for insurance in respect of claims which might be made by persons for injury or damage arising out of this hiring.

Any programme of all music played or rendered on the premises, must be transmitted on the proper form to the Performing Rights Society immediately after the event.

In accordance with the Parish Council's Premises Licence for public entertainment all functions must finish by 12 midnight apart from Friday and Saturday evenings when the latest time a function may finish is 1.00 am.

THE HIRER shall indemnify the Parish Council for the cost of damage done to any part of the property, outer confines or the contents of the buildings as a result of the hiring.

THE HIRER shall be responsible for the obtaining of licenses that may be needed for the sale and consumption of intoxicating liquor and for the observance of the same and, all other regulations appertaining to the premises stipulated by the Fire Authority, the Local Authority, the Local Magistrates or otherwise.

The hall heating will be set for an hour before the time requested and, should any hirer require earlier access, they must book and pay for the additional time.

Bouncy Castles or Trampolines may be placed in the [hall car park](#) and the car park closed to traffic, but they are not permitted inside the hall. Hirers are responsible for supervision of such equipment by users.

FIRE AND SAFETY RULES:

The following must be observed at all times to comply with the conditions of the Public Entertainment Licence:

1. **PERMITTED NUMBERS:** The number of persons admitted to the premises shall not exceed...
Dances: 120.
Seated audiences: 120.
Combination of both: 110.
2. **ESCAPE ROUTES:** All gangways, passages and doorways must be kept clear at all times.
3. **SEATING:** A central gangway, at least 3 feet 6 inches wide, must be provided for seated functions. Also, gangways are required to give unrestricted access to the emergency exits. Please note that standing in the gangways is not permitted.
4. **ATTENDANTS:** At all times when a function is in progress at least two attendants must be provided by the Hirer to be on duty to assist persons entering or leaving the premises.

NOTE. Kitchen Staff, Bar Staff, Ticket Collectors at the door, are not regarded as attendants. Please also note that more attendants may be required where children form the majority of persons attending.
5. **FIRE ROUTINE:** The Hirer and/or attendants must familiarise themselves with the emergency exits, the position and instruction for the use of fire extinguishers, and the fire drill procedure notice situated on the board in the foyer. A named person responsible for implementing fire and safety regulations must be entered on the booking form for each function.
6. **EXIT SIGNS:** The three exit signs shall be switched on at all times.
7. **SMOKING** is not allowed in any part of the building.
8. No inflammable substance shall be brought into the building without the written consent of the Parish Council.
9. Authorised officers of the Parish Council shall be admitted immediately at all times, to all parts of the building.
Note: On-duty Police Officers and/or Police Community Support Officers, Fire Services Officers, Paramedics and Doctors, all have the power to enter in appropriate circumstances.

THE ABOVE RULES AND REGULATIONS ARE APPLICABLE FOR ALL FUNCTIONS IN THE HALL.