

CHALGROVE PARISH COUNCIL
VILLAGE HALL CONDITIONS OF HIRE

INTRODUCTION

CHALGROVE PARISH COUNCIL

- (i) Through this written hiring application, the Chalgrove Parish Council requires all hirers to comply with these terms and conditions of hire. A hirer's signature will be deemed as acceptance of these terms and conditions.
- (ii) The Chalgrove Parish Council will always endeavour to provide premises safe for public use.
- (iii) The Chalgrove Parish Clerk has been instructed to draw the attention of all hirers to these terms and conditions, to acquaint hirers with the locations and use of the hall's emergency equipment, evacuation procedure and to the need for the hirer to avoid the creation of public nuisance or disorderly and drunken behaviour during the event for which they are responsible.
- (iv) The Chalgrove Parish Council shall not be held in any way responsible for the loss, damage, theft or accident to persons or their property within Parish premises beyond its legal responsibility as owner of the hall.

TERMS AND CONDITIONS OF HIRE

HIRE APPLICATIONS

- (i) No agreement or contract of hire will exist until the application has been approved and confirmed by the Chalgrove Parish Council. The contract will be terminated if any payments are not made before the hire date (unless an alternative arrangement has been made and approved).
- (ii) Applications from persons under the age of 18 shall not be accepted.
- (iii) The Chalgrove Parish Council reserves the absolute right to refuse or cancel a booking at its own discretion.

SESSION TIMES & HIRE COSTS as at 1st January 2016

	PERIOD	CHARGE	Residents	Non-Res
<u>Village Hall</u>	Mon - Thur (8am-11.45pm)	Per hour	£20.00	£25.00
	Fri-Sun 8am-6pm	Per hour	£25.00	£35.00
	Fri-Sun 6-11.45pm	Per hour	£30.00	£35.00
	Saturday or Sunday <i>function rate 8am - 11.45pm</i>	Flat rate	£260	£290
	Stage	Flat Rate	£25	£25
<u>James Martin Room</u>	Any	Per hour	£10.00	£10.00
<u>Youth Wing</u>	Any	Per hour	£20.00	£25.00
<u>Pavilion</u>	Morning or afternoon	A.M or P.M session	Adults £25	Children £10

Variations and extensions to these times may be arranged through the Parish Council office.

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COST OF HIRE

Charges for the hire of facilities will be in accordance with the rates published and applicable at the date and time of the event. Hire rates are subject to an annual review and the Chalgrove Parish Council reserves the right to vary the rates of hall hire as and when necessary.

CANCELLATIONS

Cancellations must be notified in writing to the Chalgrove Parish Council as least 3 months before the date in order to receive a 100% refund. Failure to do so will result in the following charges being applied: Within 2 months 50% refund, within 1 month no refund.

ALCOHOL

When a hirer intends to sell alcohol at an event they must submit an application for a Temporary Event Notification (TEN) license.

If a TEN license is approved the hirer must submit the license number and a copy of the receipt to the Chalgrove Parish Council before the event takes place.

Alcohol is not to be sold or delivered to anyone less than 18 years of age. Persons under the age of 18 years may be provided with a soft or non-alcoholic drink but not a low alcohol drink. An adult may purchase wine, beer or cider for someone aged 16 or over but only for drinking with a table meal with an adult.

Alcohol is not to be sold to anyone who appears to be drunk or who is buying for someone who appears drunk. Drunk and disorderly behaviour must not be permitted and if someone refuses to leave when asked politely to do so warn him or her that they are committing a criminal offence. In the event that they refuse to leave when asked, call the police for assistance but for safety reasons do not attempt to remove them.

Drugs, smuggled or Duty Free Goods are not to be brought into the premises or sold or consumed on Parish property. If you suspect that this is happening you are to call the police.

The maximum penalty for breaking the law in respect of the above is a fine of £20,000 or 6 months in jail. Those attempting to purchase alcohol who are under 18, buying for someone under 18 or who are drunk or buying for a drunk are also guilty of an offence.

SAFETY AND SECURITY OF PREMISES AND PERSONS

- (a) Security Keys The Hirer is responsible for arranging the collection and return of the keys and their safe keeping whilst in the Hirer's possession.
- (b) Smoking All rooms and areas within Chalgrove Parish property are designated No Smoking areas.
- (c) Naked Lights & Decoration The use of candles or other forms of naked lights is forbidden on Parish premises and all decorations must be constructed of fireproof material.
- (d) Fire Exits All fire exits are not, under any circumstances, to be obstructed by furniture or other items.
- (e) Access To Premises Parish Councillors, the Parish Clerk and member of the Thames Valley Police are allowed access at all times. The Hirer is also responsible for maintaining the security of the premises during the period of hire, ensuring that only those with a legitimate connection with the Hirer or those authorised by the Parish Council have access.
- (f) Electrical Equipment The Hirer is responsible for ensuring that all electrical equipment they intend to use on the premises has passed and been labelled as passed its Portable Appliance Test (PAT) for electrical safety within the last 12 months.
- (g) Excessive Noise The Hirer shall ensure that noise produced by the event shall not cause a nuisance to nearby residents and others. The Hirer shall ensure that the sound level produced by live or electrical powered music sources shall not cause a nuisance to nearby residents and others.

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- (h) Behaviour The Hirer is solely responsible for the behaviour of all people attending the function and for ensuring that there is no offensive conduct.
- (i) First Aid The Hirer is responsible for ensuring that a First Aid kit and, if appropriate, a trained First-Aider is available for the event. In an emergency the First Aid kit in the kitchen may be used but in this case the Hirer shall inform the Parish Office the next day of the items used from the kit.

CLOSING AND VACATING THE PREMISES

- (a) Time All entertainment must have ceased and guests have vacated the premises no later than 11.45pm.
- (b) Damages The Hirer shall report any damage caused to or loss of Parish Council property during the event as soon as possible after the event (ie. The next working day). Damage or loss caused to the property shall be the sole responsibility of the Hirer who shall reimburse the Chalgrove Parish Council for the cost of rectification in full.
- (c) **Cleanliness The Hirer shall ensure that the premises are left in a clean and tidy condition for the next hirer. This shall include (i) toilets being left in a reasonable condition of cleanliness (ii) all spillages cleaned up (iii) tables and chairs being wiped down and put away (iv) all rubbish cleared away and disposed of by the Hirer. Failure to do so will result in cleaning costs being deducted from the £100 damages cheque. Quotes can be obtained from the Parish Council to clean after your event.**
- (d) Security The Hirer shall ensure that the premises are left safe and secure with (i) all doors and windows closed (ii) all electrical and other appliances turned off (iii) a 'walk-around' check to ensure that all persons have left the property.

PAYMENT

The Parish Council can only accept payment by cheque or cash unless a prior agreement has been made.

The name and signature of the applicant on the hire application form shall be deemed to have accepted these terms and conditions for hire of the Chalgrove Village Hall.