

## **HIRER TO RETAIN FOR INFORMATION**

### **1. APPLICATION FORM**

All applications for the hire of the Parish Centre must be made on the attached booking form and sent to the Parish Office at the address shown on the booking form.

#### **Hire Exemptions:**

- The Council does not permit the Parish Centre to be used for youth clubs, play groups, organised discos, political headquarters or political committee rooms. It will not be available to hire for parties, discos for any individual or group within the age range 13 years to 21 years.
- Smoke machines, indoor/outdoor fireworks (including sparklers) candles and glitter are not permitted.

### **2. HIRE CHARGES**

The hire charges are as set out on the attached sheet. The hire charge and the security deposit (if applicable) are to be paid when the booking is made and the accommodation will not be deemed booked unless these charges have been paid. There is a minimum booking of 3 hours for party/function bookings.

### **3. DAMAGE DEPOSIT**

A deposit of £150 will be required for all evening occasional bookings. This deposit will be returned in full after the event less the cost of repairing any damage, any additional cleaning necessary and/or if the premises are not cleared by the time the event is booked to finish.

**NOTE - IF THE PREMISES ARE NOT CLEARED BY 00:30 THE £150 DEPOSIT WILL BE FORFEITED IN FULL**

### **4. CANCELLATION OF ONE-OFF LETTINGS**

Hirers cancelling one-off events will incur the following charges:

- Cancellations made 30 days or more before event (excl. the day of event) - £10 administration charge
- Cancellations made between 8 and 30 days of the event (excl. the day of event)- 50% of hire charge
- Cancellations made within 7 days of event – (excl. the day of event) 75% of hire charge
- Any security deposit paid will be refunded in full.
- Regular users will be granted a number of free of charge absences within a rolling 12 month period (to be determined on regularity of classes).

The council reserves the right to cancel any booking if in its opinion this proves to be necessary. If any booking is cancelled, the hire fees will be refunded but the Council will not be liable to pay compensation to any person in respect of such cancellation.

Should the Council before a function commences, consider that it is likely to prove to be an objectionable and/or undesirable event it shall have full power to cancel the booking and return the hire fee and shall not be liable to pay compensation.

## 5. CLOSURES

The Parish Centre reserves the right to close to hirers on bank holidays, bank holiday weekends and Christmas and New Year periods.

## 6. SEATING

All arrangements relating to the placing of seats means of ingress and egress including gangways shall be under the control of the Council.

The dimensions of the Main Hall are: 11.2m x 13.8m

The dimensions of the Studio are: 6.7m x 10m

The dimensions of the Meeting Room are: 7.3m x 4.4m

The furniture available is 12 round tables each seating up to 8 people, 20 rectangular tables each seating up to 6 people, 10 benches for children's parties and 110 banquet style chairs.

Furniture will need to be advised at the time of booking and will be placed in the room for positioning by the hirer.

## 7. CORRIDORS AND LOBBIES

The corridor and lobby will be kept clear of furniture or any other items at all times so that escape in the case of fire is not obstructed.

## 8. DAMAGES ETC.

The hirer will be responsible for the cost of making good any damage caused and/or of replacing any furniture and all fittings lost or missing from any part of the building.

## 9. CLEANING

The hirer be responsible for cleaning the crockery and any kitchen equipment (cooker, sink etc.) after use and must leave the accommodation used in a clean and tidy state. Failure to comply with this condition could result in a hirer paying additional costs for any cleaning undertaken by the Council or the damage deposit being forfeited in part or full. All hirers must allow an adequate period for cleaning at the end of each function and this will be part of the hiring time. **A maximum of 2 full black bin liners will be permitted to be left in the kitchen. Additional bin liners left will incur a charge of £5.00 per bag.**

## 10. CONDUCT OF PATRONS

The hirer shall be responsible for the proper conduct of persons using the accommodation and shall be in charge of and upon the premises for the whole time the premises is open. Should any person act in such a manner as to cause annoyance or inconvenience to other persons the hirer shall take all necessary steps to deal with the offender.

## 11. RIGHT OF ENTRY

Persons duly authorised by the council shall have the right of entry at all times to all parts of the building when hire is taking place; police officers on duty an any authorised officer of the Leicestershire fire service shall also be admitted free at any time.

## **12. LOSS OF PROPERTY**

The Council will not under any circumstances accept responsibility or liability in respect of any damage to or loss of any property articles or things whatsoever placed or left upon the premises by the hirer or for their use or purpose.

## **13. LICENSED BARS**

All bars must close at least 30 minutes before the end of the function.

## **14. FIRE RISKS**

The hirer must notify the Council at the time of booking of any factor, which involves extra fire risk. The case of fire the building must be evacuated immediately and the fire should be reported to the Fire Service by dialling 999.

It is important that the hirer of the premises ensures that they familiarise themselves with the means of escape in the event of a fire and also, the location of the fire extinguishers. They must also exercise supervision of all users of the Centre and especially those working in the kitchen area. Please read the Emergency Evacuation Plan for the Parish Centre.

## **15. PUBLIC LIABILITY AND CHILD SAFEGUARDING**

Where a regular group involves members of the public attending, the hirer will be required to produce a copy of their Public Liability Insurance which should accompany the booking form.

Where a regular group involves minors, the hirer will be required to produce a copy of their Disclosure which should accompany the booking form.

## **16. ELECTRICAL FITTINGS**

No electrical fittings or appliances may be altered, removed or interfered with in any way. Any additional fittings or equipment/appliances can only be installed/used with prior approval of the Council in writing.

All appliances bought into the Parish Centre should be PAT tested. PAT certificates should, if applicable accompany the booking form.

## **17. KITCHEN, HEALTH, SAFETY AND HYGIENE**

Cooking may only be done using the Council's electrical appliances. The hirer shall, if preparing food, serving or selling food, observe all relevant food health and hygiene regulations.

In particular, dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator and thermometer.

The making of hot drinks is not permitted in any room other than the kitchen.

The Council cannot guarantee the exclusive use of the kitchen unless all the rooms have been hired.

The kitchen must be left in the clean and tidy condition in which it was found.

## **18. ENTERTAINMENTS**

Gaming, betting and lotteries – the hirer shall ensure that nothing is done on or in relation to the premises in contravention of the Law relative to gaming, betting and lotteries.

**Licensable activities** – the hirer shall ensure that Performing Rights Licence is held, which permits the use of copyright music in any form e.g. record, compact disk, tapes, television or by performers in person. If other licences are required in respect of any activity, the hirer shall ensure they hold the relevant licence.

**19. CATERING/BAR**

Caterers, contactors and others ordered to supply refreshments will be required to observe such reasonable instructions as may be given to them on behalf of the Council.

**20. NEW (REGULAR) ACCOUNTS**

Regular users (new accounts) will pay the first 4 weeks of hire in advance. At the end of that period they will be invoiced at the end of the month for the following month.

**21. COMPLAINTS**

Any complaints regarding the management and control of the premises must be made in writing to the Clerk of the Council.