

LITTLETHORPE VILLAGE HALL
BIDDLE ROAD, LITTLETHORPE, LEICS. LE19 2HE

CONDITIONS OF USE

1. A booking is ONLY confirmed when a signed hire form and correct remittance has been processed and confirmation issued. The Council's official documentation is the only acceptable proof of booking and payment.
2. The Hirer is fully responsible for the following:
 - controlling admission to the event and ensuring good behaviour of participants
 - the adequate supervision of children and young persons
 - the management of any emergency that may arise during the event
 - costs including labour and materials for any repairs or replacements required as a consequence of hire
 - any excess caretaking charges
 - ensuring no nuisance, including excessively loud music or noise is caused to the neighbouring community. Any disco or similar loud music MUST cease at midnight
 - any disturbance caused as a consequence of hire
3. The Hirer accepts full responsibility for the conduct of their event and any incidents which occur as a result of hire, however caused.
4. No further bookings will be accepted from any hirer who has not complied with all Conditions of Use.
5. All bookings MUST include enough time to set up before and adequately clear up after the event.
6. The Council endeavours to honour all bookings made, however it reserves the right to vary or cancel any booking in exceptional circumstances. In such an event, the maximum amount of notice available will be given and all booking charges will be refunded in full. The Council accepts no liability for any expenses, costs or losses incurred directly or indirectly by the Hirer in relation to the cancellation.
7. Hirers cancelling one-off events will incur the following charges:
 - Not less than one month before event - £5 administration charge
 - Between one month and one week of event – 25% of hire charge
 - Within one week of event – 50% of hire charge
 - Any Security Deposit paid will be refunded in full
8. Following hire, the room(s) should be left clean and tidy with all furniture replaced to its original position.
9. Should a booking require the granting of any permit or licence, for example relating to the sale of alcohol, the Hirer is responsible for obtaining that permit or licence from the appropriate body and adhering to its conditions of use.
10. Hirers must acquaint themselves with safety arrangements:
 - Fire Safety notices are placed at all exits
 - During all times when the Hall is occupied, the side gate must be kept unlocked
 - Fire Exits including doorways and passages leading to exits must be kept clear and free from obstruction at all times
 - Emergency lighting is provided over the main escape routes
 - Smoking on the premises is prohibited by law. Smoke detectors are fitted
 - A First Aid box is located in the kitchen
11. All incidents must be reported on the feedback/reporting form which should be returned with the key.
12. Hirers shall not sub-let or use the premises for unlawful purposes. Nothing should be brought onto the premises that is not fit for purpose or safe and suitable for indoor use.
13. Hirers must not carry out any repairs or modifications to Council property.
14. Narborough Parish Council accepts no responsibility for any loss, damage or injury to any person or persons or their belongings whilst on Council property.