



Narborough Parish Centre –Terms & Conditions of Hire

(Hirer to retain for information)

1. BOOKING FORM

All applications for the hire of the Parish Centre must be made on the booking form and sent to the Parish Office at the address shown on the booking form or emailed to bookings@narboroughparishcouncil.gov.uk

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 charge and the refundable damage deposit (if applicable) are to be paid at least six weeks before the event date and an invoice will be emailed. 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. For any bookings made less than six weeks prior to event, the full amount is due on receipt of the invoice.

3. DAMAGE DEPOSIT

A refundable deposit of £100 will be required. 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 VACATED WITHIN THE AGREED HIRE TIME, ADDITIONAL COSTS FOR ROOM HIRE AND CARETAKING CHARGES WILL BE INCURRED. WE RESERVE THE RIGHT TO WITHOLD THE DAMAGE DEPOSIT IF CONDITIONS OF HIRE ARE BREACHED. EXCESSIVE CLEANING REQUIRED WILL INCUR ADDITIONAL CHARGES.

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.

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. A charge will be made for additional cleaning/caretaking if required.

9. CLEANING

The hirer will 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 and 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. In 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, 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 is only allowed using the Council's electrical appliances. The hirer shall, if preparing food, serving or selling food, must 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, unless by prior arrangement with the Council.

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

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, email – Clerk@narboroughparishcouncil.gov.uk