

## Terms and Conditions for the hire of Langtree Parish Hall

**January 2015**

These terms and conditions apply to all occasional bookings. Failure to comply may result in the loss of all or part of the deposit paid.

Additional conditions may be required by us for some bookings; these will be advised at time of acceptance of the booking. By signing the booking form you are entering into a contract of hire with us - it is important that you read these terms and conditions fully, as they require you to accept specific responsibilities and liabilities. It is your responsibility to understand fully what is required. Please ask the Booking Secretary if you are unclear.

The hall is licensed by Torridge District Council for the sale of alcohol drinks, including wines, beers and spirits. The hirer is required to abide by the conditions of the premises license for any function, booking or activity where such liquors are served, sold or made available for consumption on the premises. The hirer must be fully aware of the terms and conditions of the premises licence, the permitted hours and the nature of the licensable activities which may be carried out. The hirer has a duty to ensure that all those using the hall or attending functions booked by the hirer abide by the terms, conditions and permitted hours. The hall is licensed for a **maximum of 250 people**. The hirer's attention is drawn to the specific conditions within the hire agreement relating to the sale and consumption of alcohol.

### **1. Bookings, Deposits and Fees.**

Bookings are made through the Booking Secretary, who may be contacted on 01805 601609 or 01805 601602.

The scale of charges may be revised at any time at the Management Committee's discretion.

Bookings are accepted at the discretion of the Parish Hall Committee, and are not confirmed until you receive written acceptance of the booking in the form of a booking form. This must be completed and returned to the Booking Secretary, along with the deposit. A deposit of £100 is normally required for events, but may occasionally be waived at the discretion of the Booking Secretary. We will advise this at the time of booking.

Hire fees are to be paid either before, or immediately after the event, at the discretion of the Booking Secretary. Provided there is no damage or additional cleaning required the deposit will be returned on payment of the balance.

### **2. Use of the premises**

The hirer shall only use the premises for the purposes specified on the booking form, and not for any purpose which is unlawful. Evening events must finish by 12 midnight Sunday – Thursday and 1am Friday and Saturday as governed by our licence.

It is the hirer's responsibility to ensure that enough time has been booked. We normally charge extra for preparation and clearing time. Another hirer may be starting immediately your booking time ends.

### 3. Supervision and Care

The hirer is responsible for the supervision and care of the premises during the hire period. This includes:

- Safety. The hirer must be familiar with safety arrangements, including fire exits, and make suitable public safety announcements. Fire regulations require that when the hall is in use all exits must remain clear at all times.
- Behaviour. The hirer is responsible for good order and behaviour, and must not sub-let or transfer the booking to another party.
- Care of premises. The hirer is responsible for any damage to the fabric of the building or fittings. Any damages or breakages must be reported to the Committee as soon as possible after the incident, and the cost of making good such damage may be taken from the deposit. If the costs to repair exceed the deposit, the committee reserve the right to charge additional fees if the damage is deemed to be deliberate.

### 4. Alcohol

The hirer acknowledges receipt of a copy of these conditions for the sale and consumption of alcohol. The hirer, not being a person under the age of 18, hereby accepts responsibility for ensuring adherence to the conditions relating to the sale and consumption of alcohol on the premises.

If alcohol is to be sold or consumed on the premises, the hirer accepts responsibility to prevent:

- a. Underage drinking. It is an offence to sell to a child under the age of 18 or to knowingly allow alcohol to be sold to a child under the age of 18.
- b. Agents. It is an offence to sell alcohol to someone (an agent) on behalf of someone else who is under 18.
- c. Public nuisance and dangers to health from over consumption.

The Hall Committee reserves the right to make spot checks to ensure these conditions are being observed, and will end events if they are breached.

### 5. Noise

Rehearsals which involve the playing of amplified music must not start before 9.30am

Live or recorded music shall not be played outside the premises.

The hirer acknowledges that it is an offence to cause or permit to be caused any noise amounting to a nuisance, and agrees that during any function when amplified music is played, steps are taken to ensure that the volume is maintained at a level which will not cause a nuisance to the inhabitants of the neighbourhood. **IN NO CIRCUMSTANCES IS MUSIC TO BE PLAYED AFTER 12 MIDNIGHT Sunday to Thursday and after 1am Friday, Saturday.**

The event organisers shall ensure that all doors and windows remain closed after 11pm when live or recorded music is being played in the Hall.

The hirer will personally ensure that when persons leave the Hall during or after a function they will do so in a quiet and reasonable manner. Children should not be allowed to run loose outside the Hall at any time.

## 6. Insurance

The hirer is responsible for insurance of events and activities at the Hall. The Hall has its own third party and public liability insurance and will extend this to non-commercial events organised by village organisations or individuals. Commercial events should carry their own insurance for third party risks. The Hall cannot accept responsibility for loss or damage to hirers' property brought to the Hall, or to motor vehicles parked at the Hall.

## 7. Decorations

The hirer shall only fix decorations in a manner which does not leave permanent marks or require re-decoration.

## 8. Cleaning and end of hire

The Hall is cleaned regularly to a good standard. At the end of any period for which the Hall is hired, the hirer shall clear it of all equipment which has been brought in. The tables and chairs should be returned to their original places. All lights must be turned off and the Hall left in a clean and tidy condition. Cleaning materials, brooms, mops and vacuum cleaner can be found in the cleaner's cupboard in Reception. Any spillages of liquids on the main Hall floor should be wiped up immediately using warm water only. Crockery, if used, must be washed and put away. The cookers must be left clean, all tables wiped down before storing and **ALL RUBBISH TO BE TAKEN AWAY FROM THE HALL.**

By agreement with the Booking Secretary it may be possible for hirers to return to the Hall on Sunday mornings to finish tidying if required.

Unless otherwise arranged, keys must be returned as soon as practicable to the Booking Secretary - Anne Cadman, Wedlands Farmhouse, Church Lane, Langtree EX38 8NS

## 9. Cancellation

If the hirer wishes to cancel the booking before the date of the event they must tell the Booking Secretary as soon as possible.

We reserve the right to cancel a booking in the event of the Hall being required for an emergency, Governmental or any such business, in which case the hirer shall be entitled to a full refund of the deposit paid. We shall not be liable for any resulting loss in such a case.

## 10. Other aspects of hire

- Compliance with the requirements of the Children's Act 1989 and associated regulations and guidance relating to the protection of children.
- The national smoking ban in public buildings
- Age restrictions on the public screening of some films
- Fair trading laws
- Health and hygiene regulations for preparing, handling, serving and selling food
- Gaming, betting and lotteries legislation.