

***FOR YOUR INFORMATION – PLEASE READ AND RETAIN***

**HUCCLECOTE PARISH COUNCIL**

**PINEHOLT VILLAGE HALL**

**STANDARD CONDITIONS OF HIRE**

**IF THE HIRER IS IN ANY DOUBT AS TO THE MEANING OF THE FOLLOWING CONDITIONS THE HALL ADMINISTRATOR SHALL BE IMMEDIATELY CONSULTED.  
(THE ADDRESS AND TELEPHONE NUMBER APPEARS ON THE BOOKING FORM).**

- 1 All applications for hire of the Pineholt Hall shall be made to the Hall Administrator in writing.
- 2 The Hirer shall be the person by whom the application is signed and shall be responsible for payment of any charges or fees and will, for the period of the Hiring, be responsible for the supervision of the premises, the fabric and the contents, their care safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car-parking arrangements; large vehicles must park on the "grasscrete" grassed areas (not on the tarmac approaches) and the car owners park on the Council's property entirely at their own risk.
- 3 **Upon receipt of Invoice the Hirer shall remit all charges and fees to the Hall Administrator as outlined in the Parish Council's current scale of charges, within 10 days of the date of the Invoice. If the booking is cancelled no charges or fees in respect of the booking received by the Hall Administrator, shall be returned to the Hirer unless the Hall Administrator receives at least two weeks notice or is able to effect an equivalent booking.**
- 4 The Hirer is responsible for ensuring that all exits are kept clear and free from obstructions at all times during the hire period and must be aware of fire evacuation procedures and ensure that the number of people on the premises does not exceed the maximum. All designated key holders are required to unlock and open the exterior security gates fastening them to the wall retaining the locks safely and locking them again at the end of the hire period. All doors and windows must be secured and all lights turned off. In the case of casual hirers, unlocking and locking of all areas will be the responsibility of the opener and closer who will have been allocated prior to the booking and details of the opener and closer will be provided to the hirer with their confirmation of booking.
- 5 No nails, screws, tacks, etc., shall be driven into walls, floors, ceilings, furniture or fittings. No sellotape shall be used to mount notices, pictures, etc to the walls, ceilings, floors or doors.
- 6 The Hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same, or render invalid any insurance policies in respect thereof nor allow the consumption of alcoholic liquor thereon without appropriate licences.
- 7 The Hirer shall be responsible for obtaining such licences as may be required from the Licensing Justices Performing Rights Society from Phonographic Performance Limited or otherwise and for the observance of the same.
- 8 The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

- 9 The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority Local Authority the local Magistrates' Court or otherwise particularly in connection with any event which includes public dancing or other similar public entertainment or stage plays. Hirers must be aware that the Pineholt Village Hall does NOT hold a Public Entertainment Licence at the present time. Where private events take place and no charges are made, alternative conditions may apply. Guidance shall be sought from the Hall Administrator.
- 10 The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.
- 11 The Hirer shall indemnify the Hucclecote Parish Council for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building which may occur during the period of the hiring as a result of the hiring.
- 12 The use of TV equipment for receiving outside broadcasts is not permitted.
- 13 The Parish Council reserves the right to refuse bookings and, in the event of disorder, to close down the proceedings and have the hall cleared.
- 14 The Hirer is responsible for the electrical safety of all portable electrical equipment connected to the village hall electrical installation. The electrical load on any single socket outlet must not exceed 13 amps.
- 15 The Hirer shall ensure that no dogs, with the exception of guide dogs or those undergoing training in formal classes, are brought into the hall.
- 16 The Parish Council reserves the right to cancel this or any hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election. In such case the hirer shall be entitled to a refund of any deposit already paid. There will be no compensation for any expenditure incurred. The hirer shall be offered an alternative date.
- 17 In the event of the hall or any part thereof being rendered unfit for use for which it has been hired the Parish Council will not be liable to the Hirer for any resulting loss or damage whatsoever.
- 18 The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of the Children Act 1989 and that only fit and proper persons have access to the children. Additionally it is a condition of booking that any event attended by children or juveniles will be under strict supervision by responsible adults and that no children be allowed in the kitchen and all children using the outside play area be supervised by an adult at all times. Adults should be aware that the Wotton Brook is in close proximity to the hall and particular attention must be made if the fire-doors are opened at the side of the hall, to ensure children do not go near the brook.
- 19 The Hirer should note that smoking is not permitted anywhere within the premises.
- 20 The Hirer shall be present the whole time the event is taking place and shall abide by any other conditions appearing on the application form or notified by the Hall Administrator.
- 21 The Hirer shall indemnify and shall keep indemnified the Parish Council against all actions claims and damages (whether on account of personal injury or damage to or loss of property or otherwise) which may be brought against the Parish Council by or on behalf of any person whose presence at the Hall is attributable or necessitated by the hire of the Hall premises or who sustains such injury damage or loss which he/she would not have done had the premises not been so hired.
- 22 The Hirer shall indemnify the Parish Council against all actions claims and damages which may be brought against the Council as a result of a breach of Act of Parliament or any Regulation, provided that the Hirer shall not be liable unless the breach is directly attributable to the Hirer or those acting on his/her behalf and occurred during the period of hire.
- 23 Complaints: Any complaints with regard to the management and control of the premises shall be made in the first instance and in writing to the Hall Administrator.