

# DORDON PARISH COUNCIL

## Conditions of Hire for Parish Hall

1. Charges :-(2 hours Minimum)		Special Rates for Local resident Events
Whole Building	£	£
Main Hall	£	£
Kitchen	£	£
Meeting Room	£	£
The Hub	£	£
Children's Parties (to age 12) Min 3 hours (Include Preparation and Clean up Time)	£	£

### **ALL HALL CHARGES TO BE CONFIRMED BY PARISH CLERK**

\* Saturday, Sunday and late evenings bookings are only available by agreement of the Parish Council

\* Hall is available for Weddings and price is negotiable with the Parish Clerk

- The Parish Council Committee reserve the right to refuse any booking.
- The Hall will be opened at the time booked
- A signed Booking Application form must be completed for any event and acknowledged by the Parish Clerk
- All events involving any entertainment, alcohol, music and/or dancing must comply with the Local Authority Premises Entertainment Licence. Numbers must not exceed 180 persons at any one time.
- The Hirer must conduct their own Health and Safety and risk assessment in accordance with the Management of Health and Safety at Work Regulations 1990. All conditions attached to the Hall's Premises Licence and Hiring Agreement must be strictly observed. Nothing shall be done that will endanger the safety of people in the Hall or render invalid the policies of insurance relating to the hall or its contents and in particular :-
  - Obstructions must not be placed in gangways or exits
  - Fire appliances and Fire Safety equipment be kept in their proper places and used for no other purpose
- Cars must not be parked so as to cause an obstruction at the entrance to or from the Hall. The Parish Council accepts no responsibility for the safety of the vehicles or their contents whilst parked in the car park. Please keep noise to a minimum upon arrival and departure.
- The Hirer will indemnify the parish Council against any loss of any tables or other equipment and the cost of repair of any damage sustained to the Hall or its contents. This applies during the period of hire and during any preparation and cleaning up time. Items taken into the Hall are at owners risk.
- The Hall must be left as found in a clean condition after use, all lights switched off, except the Emergency Exit Lights and doors locked. You should not need to adjust thermostat or radiators. If this is necessary please return settings to where you found them and let our Hall Facilitate know.
- Smoking is not permitted in any part of the premises including the garden area.
- Organisers of events at which copyright music is performed in public shall be responsible for obtaining a licence from the Performing Rights Society.
- The organisers of an event where a licence fee is payable for public performance of recorded music (e.g. records, tapes, cassettes, CDS etc..) shall be responsible for obtaining the necessary licence from the Phonographic Performance Ltd.
- Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries and the person or organisation to whom the Hall is let shall be responsible for seeing that the requirements of the relevant legislation are strictly observed.

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14. It is the responsibility of the hirer to obtain a Temporary Event Notice (TENS) if alcohol is to be supplied or sold. If guests bring their own alcohol exclusively for their own consumption a TENS is not required. If alcohol is given away at a party then a TENS is required. Application should be made to North Warwickshire Borough Council 01827 715341

15. Please note NO BALL games allowed in the Parish Hall.

16. When hiring the premises, the Council expects the Hirer to observe exemplary standards of behaviour and conduct with regard to safeguarding children and vulnerable adults. The Hirer is responsible for being fully aware of issues concerning the safeguarding of children and vulnerable adults. Any possible risks involved in proposed activities must be considered by the Hirer and appropriate action must be taken to protect everyone involved. The Council reserves the right to cancel any bookings where the safeguarding conditions within its safeguarding policy are not adhered to. This will include any incident where a group has allowed a person or people to help with running a group in any capacity without formal notification to the venue or without enhanced DBS checks being made available for inspection.