

BECK ROW PARISH HUB

TERMS AND CONDITIONS OF LET

- 1.** All applications for the hire of the Beck Row Parish Hub shall be made on the appropriate form. The Hirer shall sign the form and must be aged 18yrs or over. The facilities must not be used for purposes other than stated on the application form.
- 2.** Where an organisation is named on the application form, the organisation will be jointly liable with the Hirer under these conditions.
- 3.** In the event of cancellation by the Hirer of a confirmed booking, a cancellation charge will be made. Within one month of the booking this will be a charge at the discretion of the Parish Council. If the cancellation is under 48 hours this will be 50% of the total hire fee. If 24 hours or under, 100% of the total hire fee.
- 4.** Hire charges will be in accordance with the pricing policy operating at the time of the let.
- 5.** Hirers are responsible for maintaining good order and behaviour when using the Beck Row Parish Hub and may be required to provide stewards. Due regard must be paid to other users and local residents.
- 6.** The Hirer shall leave the Hall in a clean and tidy condition. Special cleaning charges of £14 per hour will be levied where required and will be taken from your deposit.
- 7.** It will be the Hirer's responsibility to ensure that all equipment or property brought into the premises is in safe and sound condition and complies with all relevant safety conditions. The Parish Council reserves the right to exclude any equipment or property deemed unsuitable.
- 8.** The Hirer shall be held responsible for all damage to the premises during the let and will be liable for all costs incurred to repair such damage.
- 9. a)** Beck Row Parish Hub is insured through AJG Insurance Brokers Limited and its public liability cover extends to one-off and regular hires by non-commercial hirers of the hall under the same terms, conditions and exclusions, provided that their activities are not excluded under the standard terms of the policy and indemnity is not provided by another insurance policy. Excluded activities include bouncy castles, contact sports etc. However, regular hires must also be regarded as being for the benefit of the local community. Please check with the Parish Clerk.
- b)** Hirers are strongly advised to ensure they take out suitable insurance to cover themselves for making good any damage or meeting a claim from an injured person at an event for which the organisers could be held responsible.
- c)** Without limiting any other aspect of these conditions, the Hirer will indemnify the Parish Council from and against all actions and claims, including loss of properties belonging to the hirer or users.
- 10.** It is the responsibility of the Hirer to familiarise themselves with the fire regulations. The hirer shall regulate admissions so that at no time is the maximum capacity set by the Parish Council exceeded (maximum capacity 150 people). To comply with current regulations on fire and safety, each event staged within the facility is required to be supervised by a designated person who will be responsible for the overall control of the function and in particular, for taking control in the event of an emergency. The individual must be present throughout the duration of the event.
- 11.** The Hirer shall commit no infringement of the copyright act. The Hirer will relieve the Parish Council from all claims and actions. The Hirer must accept the sole responsibility for their productions and performances and the unauthorised use of copyright production is prohibited. Non-commercial use of the hall will be covered under the hall's Music Licences for the playing of recorded and live music; but anybody earning a commercial income from the hire must have a licence in their own name and provide a copy before the hire commences. Failure to acquire the necessary licences will result in cancellation of the hire.

12. The Hirer shall ensure that they have obtained all necessary licences; this will include theatre, public entertainment, music, liquor and trading licences, a copy of which shall be given to the Parish Council prior to the event. Failure to acquire the necessary licences will result in cancellation of the hire. The Parish Council has a Public Entertainment Licence which covers use by non-commercial hirers only.

13. Consumption of Alcohol on the Premises

a) Events at which alcohol is sold (or included in ticket price) must have a liquor licence, available from the District council by application at least 6 weeks before the event. No other alcoholic drinks may be brought into the premises by the Hirer or guests if a liquor licence is in place.

b) Hirers may hold events with "Bring your own bottle" provided no charge is made for corkage.

14. The Parish Council will ensure compliance of the conditions of let and has the right to terminate or refuse admission at any time.

15. Bookings by any school shall be under the supervision of the Head Teacher or delegated member of staff throughout the duration of the let.

16. Special arrangements regarding deposits and supervision may be made, especially for bookings by anyone under age 25.

17. All disputes, which may arise, shall be settled by Parish Council whose decision shall be final.

19. There will be NO SMOKING inside the building. Hirers are requested to use the designated smoking area.

20. Food Safety

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and 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.

21. Compliance with the Children Act 1989

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of the Children Act of 1989 and that only fit and proper persons who have passed the appropriate Disclosure & Barring Service checks have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The Hirer shall provide the Parish Hub Management Group with a copy of their DBS check and Child Protection Policy on request.

22. Parking

The Parish Council accepts no responsibility for loss/damage to vehicles parked on the premises.