

Backwell Parish Hall

HIRING CONDITIONS (Special events)

1. **Confirmation of booking** – The booking must be confirmed in writing by completion of the booking form after having read these terms and conditions.
2. **Surety** – a refundable surety may be required to be deposited for private parties, dances etc. If this is the case, the Hirer will be notified at the time of booking.
3. **Responsibility** – The Hirer, being a person over the age of 18, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring all conditions, under this agreement, relating to management and supervision of the premises are met.
4. **Restricted numbers** – Up to 200 persons are permitted in the Main Hall (125 when tables and chairs are used).
5. **Use of premises** – The Hirer shall not use the premises for any purpose other than for which it has been booked.
6. **Before the start of an event** – In advance of an entertainment or play, the Hirer shall:
 - Point out fire exits to all present at the beginning of the event, and check:
 - That all escape routes are free of obstruction and can be safely used
 - That any fire doors are not wedged open
 - That there are no obvious fire hazards on the premises.
7. **Safety and conduct** – The Hirer(s) at all times during the hire shall be solely responsible for the safety and conduct of all members/guests using the premises. Hirer(s) must give due regard to the level of music and general noise at all times. As directed by the Hall Manager, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents (including china). Children are not allowed in the kitchens except for supervised food preparation. Confetti should not be thrown inside the buildings.
8. **Fire** – The Hirer should familiarise themselves with the Fire Procedures displayed in all rooms and ensure all present are aware of the location of the fire exits. Attendants should be appointed to respond to a fire emergency and if necessary to assist with evacuation. Smoking is prohibited in the building. No flammable items shall be used or left in the building. The use of any naked flames in the building, with the exception of ordinary birthday candles, is prohibited. The use of smoke machines is also prohibited. The Hirer shall ensure that all fire exits and gangways remain clear and that fire equipment is not interfered with or used in an irresponsible manner.
9. **Licenses & Insurance** – the Hirer will ensure all appropriate licenses and insurance are obtained and observed.
10. **Intoxicating Liquor** – If intoxicating liquor is to be sold, the Hirer must obtain a Temporary Event Notice and notify the Booking Manager.
11. **Gaming, betting and lotteries** – 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.
12. **Film Shows** – Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licences for film.
13. **Health and Safety Policy** – The Hirer must report all accidents involving injury to the public to the Hall Manager as soon as possible and report information in the accident book in the kitchen.
14. **Electrical Appliance Safety** – The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. No unauthorised heating appliances shall be used on the premises when open to the public without the consent of the management committee.
15. **Animals** – The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises except by prior arrangement with the Booking Manager.
16. **End of event** – The hall, kitchen and equipment must be left in a clean and tidy condition. **All rubbish must be removed by the user including glass and bottles.** No broken glass to be left or disposed of in refuse bags. Lights should be turned off and windows and doors secured unless otherwise instructed by the caretaker. Premises must be vacated within 15 minutes of the end of the event and any equipment etc. brought in, removed. The Hirer should check that everyone has vacated the building.
17. **Faults** – Any faults found on facilities or equipment should be entered in the Faults book in the kitchen.
18. **Non-liability statement** – Backwell Parish Hall will not be responsible for property lost or damaged on the premises. Cars are parked at owner's risk. Lost property will be retained for 30 days after the event and then disposed of.

19. **Right of entry** - The Trustees of the Parish Hall have the right of entry at all times.
20. **Cancellation** - Bookings for the Village Hall are subject to cancellation for public enquiries/elections/other purposes. Four weeks' notice will be given. The management committee also reserves the right to cancel a booking if the hall has become unfit for the use for which it has been hired. Further, the management committee reserves the right to terminate a booking for non-payment 1 week prior to the booked event.
21. **Queries** – Any queries relating to the hire should be referred to the Booking Manager – booking@backwellparishhall.org.uk