

Backwell Parish Hall

HIRING CONDITIONS AND BOOKING FORM (Regular users)

1. **Confirmation of booking** – Organisations, groups or individuals may forwardly block book the hire of facilities for a month/term/year. Facilities required, dates and times, should be sent to the Booking Manager monthly/termly/annually. The hire charges will be calculated on the information given and that at all other times the facilities may be hired to other users. Changes to dates/times required, and/or extra dates/times required to those covered by the block booking must be informed to the Booking Manager as soon as possible. The hiring of the facilities is subject to acceptance of these terms and conditions.
2. **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 relating to management and supervision of the premises are met.
3. **Restricted numbers** – Up to 200 persons are permitted in the Main Hall (125 when tables and chairs are used).
4. **Use of premises** – The hirer shall not use the premises for any purpose other than for which it has been booked.
5. **Safety and conduct** – The Hirer 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). The Trustees have the right to curtail a hiring where justified complaints are received. Children are not allowed in the kitchen except for supervised food preparation.
6. **Fire** – The hirer should familiarise themselves with the Fire Procedures displayed in all rooms and ensure that all present are aware of the location of the fire exits. 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 remain clear and that fire equipment is not interfered with or used in an irresponsible manner.
7. **Licenses & Insurance**– The Hirer will ensure all appropriate licenses and insurance are obtained and observed.
8. **Intoxicating Liquor** –If intoxicating liquor is to be sold the Hirer must obtain a Temporary Event Notice and notify the Booking Manager.
9. **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.
10. **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 without the consent of the management committee.
11. **Stored equipment** – No personal equipment, jumble, toys, or other items to be stored on the premises unless authorized by a Trustee. Where permission has been granted to a user group to store equipment, all liability for loss or damage is hereby excluded.
12. **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. All recyclable rubbish to be taken home by the user. 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.
13. **Faults** – Any faults found on facilities or equipment should be entered in the Faults book in the kitchen.
14. **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 may be retained for 30 days after the event and then disposed of.
15. **Right of entry** - The officers of the Parish Hall have the right of entry at all times.
16. **Keys** – All key holders must have signed a disclaimer.
17. **Cancellation** - Bookings for the Parish 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 after 4 weeks of non-payment.
18. **Queries** – Any queries relating to the hire should be referred to the Booking Manager – booking@backwellparishhall.org.uk

I would like to book facilities on a regular basis.

NAME OF GROUP:

NAME OF PERSON BOOKING:

ADDRESS:

TEL:

MOBILE:

EMAIL:

Space required: Hall ☐ Committee Room 1 ☐ Committee Room 2 ☐

DAY OF WEEK:

TIME:

ACCESS TIME (15 mins before)

LIST OF FIRST BLOCK OF DATES:

I have read and accept the hiring conditions.

Signed..... Date.....

For (user group name).....

Please return one copy to:

Backwell Parish Hall Booking Manager, email: booking@backwellparishhall.org.uk