

GREAT BRICKHILL PARISH HALL

(Registered Charity 237263)

Horsepond, Rotten Row, Great Brickhill, MK17 9BA

CONDITIONS OF HIRE.

1. All applications for the hire of the hall must be made on the following website and will be valid only when confirmed by the Booking Clerk.

<https://greatbrickhillcommunitycentre.co.uk/>

2. The invoice will be issued not less than 28 days prior to the date of the event. Payment must be received in full within 14 days of receiving the invoice.
3. For weddings, socials and private parties, a deposit of £100 will be added to the invoice. This damage/cleaning waiver will normally be refunded to the hirer after the event. However, should damage occur or the hall be left in an unacceptable condition it will be forfeited and a sum, determined by the Committee, will be retained by the Treasurer to offset the additional resources required to return the hall to its original condition, with the balance being returned to the hirer or additional invoice will be issued to the hirer for the excess amount if it is more than £100.
4. Hiring fees are agreed by the Parish Hall Committee and reviewed annually.
5. Prior access to the Hall to prepare for an event will be at the discretion of the Booking Clerk.
6. In the interests of safety, the hirer is responsible for ensuring that:
 - a. the Fire Exits are kept clear of obstruction AT ALL TIMES.
 - b. the emergency services have easy access to the Hall. The car park should be supervised and cars should be parked only in the marked spaces. The access road should be kept free at all times.
 - c. the Hall is not overcrowded. The numbers must not exceed 280 persons for dances or discos, 240 closely seated "theatre style" with no stage, 200 closely seated "theatre style" with a stage and 140 at tables and chairs "cabaret Style"
7. When a dance or a disco is to be held in the Hall, the hirer must provide the Booking Clerk with the names and addresses of four responsible adults who will be present at the event and who will act as "stewards" to control entry to the Hall and maintain order within it. The names of these "stewards" must be submitted to the Booking Clerk no less than one week before the dance or disco takes place. The Booking Clerk reserves the right to cancel the booking if this condition is not met.

8. As the Parish Hall is in a residential area, the following must be observed:
Music and dancing must stop at 11.45pm prompt and the Hall vacated by 12 midnight.
If windows and doors are open the volume of live or disco music must be reduced to avoid disturbance of local residents.
Behaviour in the car park must be restrained with no shouting, revving or idling of engines, car door slamming etc.
9. If you intend to sell alcohol at your event, you will need a Temporary Event Notice. It is your responsibility to apply: <https://www.gov.uk/temporary-events-notice>. The hirer is responsible for ensuring that licensing laws are strictly observed. The sale of alcohol may only take place through a bar run by a person who has obtained an appropriate license from Buckinghamshire Council, a copy of which must be supplied to the Booking Clerk prior to the event. Alcohol must not be consumed in the Hall by persons under the age of 18.
10. Any tickets must be sold prior to the function and may not be sold at the door. Entrance to the Hall should be restricted after 10.15 pm.
11. The hirer shall be responsible for any loss or damage to the Hall, its equipment or fittings during the period of hire and shall pay the cost of any such damage or loss to the Parish Hall Committee. Any such damage, defect or loss must be reported to the Booking Clerk by the hirer immediately after the hiring period. An insurance claim may be necessary by the Committee.
12. Before leaving the Hall, the hirer must ensure that all windows are closed, the ceiling fans, all taps and electric lights are turned off, all outside doors are locked and that the Hall is left in a clean and tidy condition with furniture replaced in its original position. The heating is controlled by a time clock and should be left on with all thermostats at the correct indicated position.
13. Ball games may not be played in the Hall without prior permission from the Parish Hall Committee unless soft balls are used.
14. Fittings, notices, decorations etc. must not be fixed to the walls, ceilings or doors of the Hall. Hooks are provided for temporary decorations. In particular,
 - a. BLU TACK, WHITE TACK, masking tape or similar temporary fixing materials MUST NOT be used in the Hall.
 - b. HELIUM BALLOONS must be securely tethered.
15. Property belonging to the hirer may not be stored in the Hall without the prior consent of the Parish Hall Committee. It should be noted that when consent has been given such property is not insured by the Parish Hall Committee.
16. Smoking is not permitted in any part of the building.
17. No cooking or boiling of kettles or similar activities may be carried out in any part of the building except in the kitchen.

18. The Parish Hall Committee shall not be responsible for any loss or damage to any property arising out of the hiring, nor for any loss, damage or injury incurred by or done by or happen to any person or persons using the Hall during the hiring arising from any cause whatsoever or for any loss due to breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction, or Act of God. The hirer shall indemnify the Parish Hall Committee against any claim which may arise out of the hiring or which may be made by any person using the Hall during the hiring in respect of any such loss, damage or injury.
The hirer shall secure compliance with the law relating to copyright and with the conditions of any stage license or Performing Rights Society license which may be applicable to the hiring of the Hall and shall indemnify the Parish Hall Committee against any failure to comply with such laws and licenses.
19. The Parish Hall Committee shall not be responsible for any food served in the Hall by any hirer, 3rd party or his agent, nor for any claims should food poisoning occur. Each hirer should ensure that they comply with food hygiene and food safety regulations and acts which are currently in force.
20. Right of entry is reserved for members of the Parish Hall Committee, their agents and any police officers at any time during the period of hire.
21. If the hirer wishes to cancel the booking, the Booking Clerk should be informed as soon as possible and the Parish Hall Committee will endeavour to find an alternative letting. If none is found the Parish Hall Committee reserves the right to retain the deposit paid by the hirer at the time of booking.
22. The Parish Hall Committee reserves the right to change the terms and conditions without notice. The conditions currently in force are displayed in the Hall. The Parish Hall Committee reserves the right to withhold entry to hirers who have not complied with the above conditions.
23. Persons under the age of 25 may only hire the Parish Hall at the discretion of the Booking Clerk.
24. When the Hall is being used by persons under the age of 18 the hirer must ensure that there is a minimum of two responsible adults present, or two adults for every twenty young persons (whichever is the greater) for the duration of each hiring.
25. The Parish Hall Committee reserves the right, to refuse any person the right to hire the Hall without explanation

GREAT BRICKHILL PARISH HALL COMMITTEE

21st November 2023