

ROPLEY PARISH HALL, VICARAGE LANE, ROPLEY, SO24 0DU
MANAGEMENT COMMITTEE TERMS AND CONDITIONS OF HIRE

PLEASE READ CAREFULLY

General

1. The Hirer **MUST** be over 18 years of age.
2. Hirers should use only the Hall(s) they have booked, plus the kitchen and toilets.
3. **THE HIRER IS RESPONSIBLE FOR FIRE SAFETY.**
They are responsible for:
 - Familiarising themselves with the position of fire extinguishers and fire exits
 - Ensuring that all fire exits are kept free of obstruction inside and outside
 - In the event of fire, ensuring everyone is out of the building and the Fire Service called
 - No fire equipment is to be moved except in case of fire
 - Naked Flames should not be used.
4. No equipment is to be removed from the premises.
5. The Hirer shall replace all chairs and tables after use and ensure that these are stacked safely. The Hall should be left clean and tidy for the next hirer – brooms etc. are kept in the cupboard in the Main Entrance Hall.
The Hirer must ensure that the kitchen doors and hatch are closed at the end of the hire.
6. Should crockery and cutlery be used, the Hirer shall ensure that all items are properly washed, dried and put away.
NO TEA TOWELS ARE PROVIDED BY THE HALL.
7. Heavy equipment (e.g. Disco & Band equipment) for use on the stage should be brought in through the doors to the left of the stage. There is a ramp for easy access.
8. The Hall is licensed to hold a **maximum** of 200 people standing and there is adequate seating for 120 people. **UNDER NO CIRCUMSTANCES** should the maximum number be exceeded.
9. The Hirer is responsible for the Hall and will be held liable for any damage or loss of property belonging to the Parish Hall during the period of hire. Any such cost arising (including extra cleaning) may be taken from the Hirer's deposit (when applicable) or, where necessary, the Hirer will be invoiced for any costs incurred, and this charge shall be payable within 30 days of the invoice date.
Wheelie bins for general rubbish are situated outside the back of the Hall building.
PLEASE TAKE YOUR RECYCLABLE ITEMS AWAY WITH YOU – THE HALL NO LONGER OFFERS THIS FACILITY.
Also check the outside area, especially with regard to litter and discarded bottles.
10. All hirings **MUST** end by midnight at the latest.
The keys **MUST** be returned to the keysafe (as per the instructions)
11. The hiring of Ropley Parish Hall in no way entitles the Hirer the facilities of the Recreation Ground except as a private individual.
12. Hirers may use the parking area around the Hall (36 spaces, including 2 bays for those with a disabled parking permit) but as this is also used by other visitors to the centre of the village, parking cannot be guaranteed. There is an overflow car park to the rear of the Hall, beyond the Sports Pavilion.

Please ensure that access is always available for Fire/Ambulance Services.

13. Consideration must be shown to local residents, and noise levels outside kept to a minimum.

Bookings and Charges

There is an additional charge of £20.00 if an event involves the sale of alcohol under the Hall Licence. There is a drop-down screen for hirers to use, but if they wish to use the projector, there is an additional charge of £10.00. If the complete film system is hired (projector and speakers) there is an additional cost of £70.00. **In each case, the equipment will need to be set up by one of our trained volunteers, who must be available on the date requested, otherwise the request will be declined.**

1. A deposit of £50.00 may be required for any event involving alcohol. This is in addition to the hire fee and will be refunded after the event should there be no damage incurred or excess cleaning required.
2. The Hirer will complete a booking form online and the booking clerk will email back acceptance or otherwise of the booking
3. Hire charges are listed on the website. You will be invoiced prior to the date of hire and the invoice will contain details of how to pay.
The Hall keys will NOT be made available if payment has not been received.
4. The hourly charges include the cost of central heating, lighting and the use of the kitchen.
 - a) The kitchen circuit breakers are situated in the wall cupboard near the serving hatch.
 - b) The circuit breakers for the main lights and power for the large and small halls are in the cupboard in the main entrance hall as are the main switches for **ALL** electrical supplies.A smoke alarm in the boiler room is coupled to the main hall alarm, which will sound if there is a fire in the boiler room.

Sale of Alcohol

1. Ropley Parish Hall Management Committee is licensed to authorise the sale of alcohol on the premises. Permission should be requested on the application form.
2. In certain circumstances the Management Committee may not wish to take ultimate responsibility for the sale of alcohol at a function and will request the Hirer to seek a Temporary Event Notice from East Hants District Council Licensing Department. It is therefore important that the booking is made in good time so that the relevant permissions can be granted.
3. Bars should **NOT** be set up in the Large Hall – use either the Small Hall or the kitchen and serving hatch.
4. If the Hirer uses an outside agency to supply the bar, it remains the Hirer's responsibility to ensure that the bar is set up and dismantled during the period of hire. Failure to observe the terms and conditions relating to the sale of alcohol will result in the loss of the deposit.

Insurance

The Hall Management Committee is insured against Public Liability, Fire, Damage and Theft. Hirers are advised to check that they are covered against claims that may be made against them while they are responsible for the Hall.

Cancellations

If a confirmed booking needs to be cancelled, please inform the Booking Clerk as soon as possible either by emailing rph.bookings@gmail.com or through the website.

If it is a late cancellation and payment has already been made, you should contact the Booking Clerk as soon as possible. Refunds *may* be made, at the discretion of the Management Committee.

Note

Hirers are requested NOT to stick anything on the walls as this damages the paintwork when removed.