



Sutton Parish Council.
Clerk: Mr P Harty,
The Glebe, 4 High Street, Sutton, Ely,
Cambs, CB6 2RB
Tel: 01353 777189
Email: mail@suttonpc.org.uk
www.sutton-pc.co.uk

Conditions of hire of The Glebe

1. The person named in the application shall be the Hirer and shall be personally responsible for ensuring that these conditions are complied with in all respects. The hirer must be aged 18 or over.
2. The Management Committee of the organisation referred to in the hiring applications shall be jointly and individually liable with the Hirer for complying with this agreement.
3. The premises to be hired are part of the premises of the Parish Council and consist of the hall, meeting rooms, toilets and kitchen. Tables, Chairs, cooker, fridge, freezer, washing machine and dishwasher are provided by the Parish Council.
4. The Glebe has a no smoking policy in all areas, including the grounds.
5. The Parish Council shall not be responsible or liable for any damage to or loss of property, articles or objects placed or left on the premises by the hirer or any persons.
6. The Parish Council reserves the right to allow the use of other parts of The Glebe during the period of hire and to allow the common use of the entrance and toilets.
7. In the event of any breach of the above conditions or in the event of any misstatement in the form of application or any material omission from the form whenever discovered, the hiring may be cancelled without prior notice in the absolute discretion of The Glebe Management Committee, and any charges paid, including the hire charge, may be forfeited.
8. The Glebe Management Committee reserves the right to cancel this agreement for any good reason beyond its control.
9. The Parish Council's Hiring Agreement and these conditions of hire represent the complete contract between the Hirer on behalf of the Management Committee referred to in the hiring application and the Parish Council. No variation or amendment to the conditions shall be valid unless they are in writing signed by an authorised employee or Management Committee member.
10. All parts of The Glebe must be left in good order, clean and tidy – otherwise an additional cleaning fee will be raised.
11. The Glebe will not be available for political parties for their meetings, events or fundraising.
12. All evening bookings must be in accordance with the premises licence, unless with agreement with the Management Committee.
13. The hirer of facilities is responsible for any damage caused. Damage will be costed and a bill sent to the hirer. The bill will include a 10% admin charge.
14. The Hirer agrees.
 - a) To pay the full hire charge either within 30 days from the date of invoice or prior to period of hire for one off bookings
 - b) That he or she has inspected the premises and they are suitable for the purposes for which they are hired.
 - c) To ensure that they or some other person authorised in writing by them (the 'responsible person') is present throughout the period of hire.
 - d) To ensure that the responsible person does not leave the premises at the end of the period until the caretaker attends to secure the premises. The caretaker will allow up to 15 minutes for the hirer to



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arrive, and will lock up and leave after this time. (Unless approved alternative arrangements are in place).

- e) To ensure that the premises are not used for any purpose other than that stated in the hiring application.
- f) To ensure that members of staff of the Parish Council are allowed access to the premises at all times during the period of hire.
- g) To accept full responsibility for and to indemnify the Parish Council against all costs, charges and claims in respect of injury to any person using the premises except such as may be caused by the negligence of the Parish Council or its staff.
- h) To compensate the Parish Council for any damage caused during the period of the hire or as a result of any breach of this agreement to the building or to any apparatus, fittings or appliances belonging to the Parish Council or its staff.
- i) To compensate the Parish Council or any member of its staff should any theft occur of any items during the period of hire or as a result of a breach of this agreement.
- j) To ensure that the fire apparatus and other equipment required for health and safety on the premises is not interfered with. Please note the use of the disability Lift is for manual Wheelchairs only.
- k) To ensure that at no time during the period of hire any emergency exit from the premises is locked or obstructed.
- l) To ensure that the responsible person and at least two other people are aware of the site of fire appliances, emergency exits and evacuation procedures and that these procedures are adhered to at all times by all responsible persons present.
- m) To take all proper precautions for the prevention of accidents to any persons on the premises during the period of hire.
- n) To take proper steps to control admittance to the function and to ensure there is no intrusion or hindrance to any other event taking place in the Glebe.
- o) To ensure that all noise, including music is kept within the level set by the local authority, details of which can be obtained from the environmental health department. Windows and doors are to remain closed during live performances.
- p) To ensure that the noise level during the arrival and departure of people attending the premises is not such as to cause a nuisance or inconvenience to occupiers of neighbouring property.
- q) To ensure that the activities for which the premises are hired cease in sufficient time before the time stated for completion of the hire in the application form to enable all people to leave the premises and all apparatus concerned with the hire to be removed and the premises left tidy by the time of completion of hire. This is to include ensuring all crockery and cutlery has been washed, dried and put away.
- r) All users must park in The Glebe car park adjacent to the premises. The driveway must be kept clear at all times.

Please respect the privacy of our neighbours and leave the premises quietly. – Thank you.

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