

QUORN VILLAGE HALL (64 Leicester Rd, Quorn, LE12 8BB)
AND OLD SCHOOL (School Lane, Quorn LE12 8BL)

Quorn Parish Council Room Hire - General Terms and Conditions

1. **Availability** - the rooms may be booked between the hours of **8.00am and 10.30pm (12.00pm at the Village Hall)**. The minimum period of hire in most instances is two hours.
2. **Set up and clear up time** - must be included in the hire period. (You must book and pay for **all** of the time you expect to be in the building, not just for the duration of the event itself.) The premises must not be accessed outside of the agreed hire period and must be vacated promptly at the end of clear-up time.
3. **Payment** - One-off/single event hirers are required to pay in advance of the booking. Full payment and deposit must be received, at the latest, two weeks before the event. Regular hirers - will be invoiced monthly in arrears and payment terms are 14 days from date of invoice.
4. Prior to the date of your booking the office will email instructions, **access and intruder alarm codes**. If not received a week or so before the date of your event please contact the office
5. **Insurance** - Quorn Parish Council holds Public Liability Insurance to cover **non-commercial** community events. Commercial hirers and any teachers/tutors/leaders who are charging their students/members/audience must hold their own insurance against liability. Use by any **non-profit making** organisation or person shall not be regarded as use for commercial purposes. Commercial hirers should include copies of relevant Public Liability insurance to validate the booking.
6. **Licensed bars** - only by prior agreement with the Parish Council and in accordance with the Licensing Regulations. It is the hirer's responsibility to ensure they have complied with the legislation.
7. **Hirers** will be required to provide copies of required Certificates and Licenses at the time of booking. A licence **may** be required to play music at events where an entrance fee is charged. This is the responsibility of the hirer to arrange. <https://www.gov.uk/licence-to-play-live-or-recorded-music>
8. **Security** - responsibility for the premises rests with the hirer during the period of access to the venue. The hirer must ensure security of the external doors and children must be supervised at all times
9. **Oversight of Functions/Events**– the QPC venue management reserves the right to enter their premises at any time, to impose further conditions on the spot or curtail the event as they consider necessary for the welfare of guests or the safety of the building.
10. **Electrical Equipment** - Responsibility for the use and safety of electrical and other equipment brought onto the premises by the hirer rests entirely with the hirer. Electrical equipment (older than one year) must have passed the necessary PAT tests. No apparatus or equipment can be left on the premises.
11. **Bouncy castles** - **can be used inside the Main Halls only – not in car park or playground.**
12. **Noise must be kept to a reasonable level** at all times and music must not continue after 10.30pm. (11.30pm at the Village Hall). If windows or doors are open, the volume should be lower.
13. **We require that all venues are left clean and tidy, chairs are stacked, tables folded and returned to their storage area.** No charge is made for cleaning, provided all facilities are left clean, tidy and in good repair. Any charges incurred due to poor cleaning, failure to replace the furniture, remove rubbish etc. will be passed onto the hirer and/or the deposit retained.
14. **There are no facilities for storage** at the venues for long or short periods.
15. **Lost property** – the Parish Council will not accept responsibility for items left on the premises.
16. **Parking** – The **Village Hall car park** is at the rear of the building and has capacity for approximately 20 cars. There is **no car park at the Old School**. Parking on School Lane is limited. Please be considerate of nearby residents. The Village Car Park is on Station Road a short walk across the park or you can park at the Village Hall on Loughborough Road.
17. **Heating** – The hirer is advised to include sufficient time when booking to warm the rooms. We request that hirers use the heating sparingly at this time.
18. **Decoration** - Do not put anything on the walls.
19. **Accessibility**

Quorn Village Hall – the hall, toilets and kitchen are fully accessible from the front doors. The Council Chambers and stage area are not wheelchair accessible.

Quorn Old School Main Hall – wheelchair access to the main hall at the Old School is through the side doors and the gate at the top of the playground which can be opened from the inside only by pushing the lever. (Further info. available from the office.) The toilet is wheelchair accessible.

Quorn Community Room – fully accessible.

- 20. **The Old School Tearooms** are an independent business. Their facilities are not available for use.
- 21. If you require **exclusive use of the Village Hall** (car park, kitchen, toilets etc.) you will be required to book and pay for both the main hall and the council chambers.
- 22. **Deposits** are against damage or if additional cleaning costs are incurred but will be returned in full provided the Conditions of Hire are complied with. Deposits are not usually required for regular bookings.

Health and Safety

Maximum numbers allowed in the venues stipulated by Fire Safety regulations.		
Venue	Max.No. seated in rows OR no tables	Max. No. seated at tables
Old School Main Hall	100	70
Old School Community Room	35	20
Old School Snug	N/A	6
Library Lounge	N/A	12
Village Hall	120	100
Village Hall Council Chambers	N/A	30

- **It is the responsibility of the Hirer to ensure that the Fire Regulations are complied with at all times, that there is no misuse of the facilities and that the fire exits are identified, unobstructed and unlocked.** Emergency procedures are posted on the notice board and issued by email or paper copy.
- Hirers should ensure that they know the evacuation procedures and have Personal Evacuation Plans in place for any disabled persons. (PEEPs are available from the PC Office.)
- All fire doors must be unobstructed at all times. Fire exits and extinguishers are clearly marked.
- The fire assembly points are;
 - Old School** (All rooms) in the park opposite the gate to the Tearooms
 - Village Hall** (All rooms) at the front of the building.
 Do not allow people to gather where they may hinder the access of the emergency services.
- First-aid kits can be found in clearly marked cupboards in the Main Hall and in the Tearooms at the Old School, and in the kitchen at the Village Hall.
- Report any incident, damage to the hall or equipment failures to propertyservices@quorndon.org
- **Contact number for Emergencies Only - 07764716729 and can be found on the notice boards at the venue.** A call-out required as a result of a fault caused by the hirer will be charged (£25).

Cancellation

Quorn Parish Council reserves the right to cancel a regular booking for special events or block bookings but will give 3 months’ notice of its decision to do so. Occasionally unavoidable cancellations will be necessary but the Bookings Officer will give as much notice as possible.

Cancellations by hirers – two weeks notice is required. (There may not be a charge in certain circumstances. Regular hirers must accurately inform the office of all holiday dates.