



QUORN OLD SCHOOL LIBRARY LOUNGE CONDITIONS OF HIRE

Quorn Old School is a community facility owned and operated by Quorn Parish Council. Our objective is that it should be fully used and appreciated by all the community at minimum cost to Quorn parishioners.

SMOKING IS NOT PERMITTED ANYWHERE ON THE PREMISES

General

1. A deposit of £30 is required at the time of booking for one-off events. Deposits will be refunded after the event, subject to a satisfactory inspection and return of the key.
2. All charges for one-off hires must be paid in advance.
3. Regular hirers will be invoiced monthly in arrears. Payment terms: Strictly 14 days from date of invoice.
4. The hire period must include set-up and clear-up times.
5. The premises must not be accessed outside of the agreed hire period and must be vacated promptly at the end of booked time.
6. There is a minimum period of hire of two hours for all rooms.
7. Responsibility for the premises and the key rests with the hirer during the period of access to the venue. The hirer must make suitable arrangements to supervise the external doors during the hire.
8. It is not permitted to access the café/tearoom area and facilities except by independent agreement with the owner. (Catering can be arranged with the café owner or with external caterers.)
9. Heating is included and can be turned on for the required areas. (The hirer is advised to allow sufficient time in their set up period to warm the area that is to be used).
10. No apparatus or equipment, of any description, can be left on the premises without the prior agreement of the Village Hall Committee.
11. Responsibility for the use and safety of electrical equipment and other equipment brought onto the premises by the hirer rests entirely with the hirer. Any electrical equipment must have passed the necessary PAT tests; certificates must be produced upon request.
12. The Parish Council reserves the right to cancel a booking in order to accommodate a one-off block booking but will always give 3 months notice of its decision to do so.
13. No posters, etc. to be fixed to walls, doors, etc.
14. No responsibility can be taken for damage to or loss of 'personal' items left in the venue.
15. Public Liability insurance is included in the hire fee, providing organisations or persons shall not be using the building for commercial purposes. (Use by any non-profit making organisation or person shall not be regarded as use for commercial purposes).
16. Events that are cancelled more than two weeks in advance will not be charged for. Events cancelled at less

Rates and Times of Hire

- Room hire is charged per hour.
- Hire rates for the LIBRARY LOUNGE):
 - £8.00 per hour for Quorn residents.
 - £10.00 per hour for other hirers.
 - £12.00 per hour for commercial hirers.

(Commercial hirers: Please include copies of your relevant Public Liability insurance to validate your booking.)

- The specified rates cover use of the Library Lounge (not the Library) and the lavatories.
- The Library Lounge may only be booked outside of library hours.
- Should a call-out to the Old School be required as a result of a fault caused by the hirer, a call-out charge will be deducted from the hirer's deposit.
- If the booking is cancelled with less than two weeks' notice the full fee will be charged unless the space is re-let.

Cleaning

- No charge is made for cleaning, provided all facilities are left clean, tidy and in good repair. Any charges incurred due to breakages, poor cleaning, failure to replace the furniture, etc. will be passed onto the Hirer or deducted from the deposit.
- Tables used must be cleaned, folded down and put away and chairs stacked.
- **All refuse MUST be taken away.** There are NO facilities for refuse collection from the Old School.

Health and Safety

The entire building is a 'No-Smoking' area.

- Fire exits are clearly marked.
- Vehicles are not allowed on the premises and must NOT obstruct access to any part of the Old School.
- The fire assembly point is away from the front of the building, on the path in front of the building in Stafford Orchard.

It is the Hirer's responsibility to ensure that there is no misuse of the facilities and that the fire exits are identified, unobstructed and unlocked.

A first-aid kit is located in the Tearooms, Library, Main Hall and Parish Council Offices.

Fire extinguishers are marked.

Please report any damage to the hall or failure of equipment to adminassistant@quorndon.com

Café, toilets and outside seating

Note that the café, toilets and outside seating are public areas whenever the café is open.

Neighbours

Please be aware that the Old School is situated in a residential area and next to a public park, so noise levels must be kept to a reasonable level.

Guests must not enter neighbouring gardens and rubbish must not be thrown into the park, gardens or pavement.

Flooring and Furniture

Damage to the floor or furniture will be charged against the damage deposit.

Oversight of Functions

The Old School management reserves the right to enter the rooms at any time during an event if they have reason to believe there may be a problem, and 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.

CHECKLIST FOR HIRERS OF QUORN LIBRARY LOUNGE

BOTH DOORS TO THE LIBRARY LOUNGE MUST BE UNLOCKED AND CLEAR OF OBSTRUCTION WHILST THE ROOM IS IN USE.

In order that the room can be kept in good condition for all hirers and to maintain the favourable hire rates, would hirers please do the following at the end of a hire:

- ◆ Please ensure that the floor is left in good condition, ready for the next Hirer. A Hoover is available.
- ◆ Make sure tables are clean before being put away and put away tables and chairs where you found them. Please ensure that chairs are stacked **no more than 6** high. Failure to do this will result in clearing time being charged against your deposit.
- ◆ Please collect and take away with you all your refuse and litter, including used paper hand towels.
- ◆ Check that all taps in the cloakrooms are turned off.
- ◆ Please note any comments you may have in the visitors' book.
- ◆ **Check** that all the doors are locked, the alarm set as you leave and that the key is returned to the key safe. OR that the café staff are aware that you are leaving the building.
- ◆ Switch off all lights you have put on..
- ◆ Deposits will be returned once it is confirmed that the Conditions of Hire have been complied with.

Many thanks in anticipation of your co-operation. If these checks are made, then the favourable low rates can be maintained and all deposits can be returned intact.

QUORN PARISH COUNCIL

Emergency contact number for problems during your event: 07764716729 Please note: A call out may be subject to a £25 charge.