



Parish Rooms

Terms and conditions of hire

**Tollerton Parish Council provides the Tollerton Parish Rooms for the benefit of residents of Tollerton.
These conditions apply to use of these facilities**

1. Bond

Prior to hiring the Rooms the Hirer shall if required deposit with the Council a bond of such amount as shall be determined by the Council as security against any costs arising out of the use of the Rooms during the Hire Period, including any costs incurred in cleaning and tidying the same. The said bond, or the sum remaining at that time after deductions, will be repaid to the Hirer after the termination of hire once the appropriate amounts have been deducted as necessary.

2. Deposit

A deposit of 20% of the total booking fee may be required to secure the booking

3. Use

The hiring shall be strictly limited to the use for which the Rooms are booked and within the times agreed for the event which shall include a period for preparation before a party or social function and a period for cleaning up.

The Hirer shall not allow the Rooms to be used for any unlawful purpose or in any unlawful way nor commit or allow to be committed any nuisance or any act or thing which may be or become a source of danger inconvenience or annoyance to the Council or the owners or occupiers of any neighbouring property nor do anything or bring into the Rooms anything which may endanger the same or any insurance policies in respect thereof.

The maximum occupancy for bookings is 88 people. The hirer shall not permit more than 88 people shall be present in the Rooms at any one time. Hiring for use by 50 or more people must be with explicit agreement of the Council.

All hirings shall finish by 11.00 p.m. or at a time agreed at the discretion of the Council.

4. Alcohol

For events at which alcoholic drinks are to be sold the Hirer shall be responsible for obtaining and displaying the necessary licence for such use and for complying in all respects with the terms and conditions of such licence.

5. Health and Safety

The Hirer shall read the displayed notices on fire precautions and be responsible for the evacuation of users in the event of a fire or other hazard. The hirer must adhere to any Health and Safety rules and standards in force at the time of the use of the rooms including; ensuring that chairs are stacked no more than 4 high and that exits remain unobstructed during use. The hirer will also be responsible for ensuring that any portable electrical equipment brought into the premises is safe for use and PAT tested as appropriate.

6. Hirer's Goods and Equipment

Hirer's goods and equipment must not be stored in the premises without the written permission of the Council. Any goods left in the premises are at the hirers risk and the Council accepts no responsibility for their safekeeping. A storage charge may be levied by the Council for any good and equipment left in the premises.

7. Liability for damage/injury

The Council shall in no way be liable for any injury to persons or for damage/loss of property belonging to Hirers or persons using the Rooms.

8. Notices and Decorations etc

No nails, screws, drawing pins, etc shall be used for any purpose whatsoever and neither shall any notices decorations etc be affixed to the interior or exterior of the Rooms or its curtilage without the consent of the Council. No pictures, notices or other fixtures are to be removed from walls either temporarily or permanently without prior arrangement.

9. Live Music Groups

Live music groups will be allowed only at the discretion of the Council or its agent.

10. Rooms unfit for use

All Bookings are accepted on the basis that the Rooms will continue to be in a physical state suitable to accommodate the Hirer's function. The Council shall be under no liability whatsoever in respect of the unavailability of the Premises due to fire, flood, damage or destruction, or any other reason beyond the control of the Council.

11. Duty to tidy after use

The Hirer is responsible for leaving the Rooms in a clean and tidy condition and for removing all rubbish to the reasonable satisfaction of the Council after the event has finished and in the event of failure to do so the Council shall use as much of the bond as necessary to cover its costs in this respect and if any more is needed the Hirer will reimburse the Council as necessary.

12. Damage to the Rooms

The Hirer shall be responsible for any damage to the Rooms and/or the contents thereof occasioned during the hiring period or arising from a failure to comply with any obligation within these terms and conditions or resulting there from the cost of making good/ replacing all breakages and damages shall be borne by the Hirer. In the event of the Hirer not making good such damage the Council shall use any bond as necessary and if any more is needed the Hirer will reimburse the Council as necessary. All damage must be reported to the Council.

13. Council's rights to refuse/cancel bookings

The Council reserves the right to refuse applications for hiring; to cancel any existing bookings; or to terminate any booking for breach of these conditions should they deem this necessary.

14. Insurance

Other than for private parties and public meetings, the Hirer will affect and maintain a policy of insurance in respect of the liability of the Hirer and all their lawful visitors for all claims arising from the use of the Rooms so as fully to satisfy all claims for which the Hirer or other persons as stated above may be liable as a result of the use of the Rooms and on demand to produce evidence of such policy to the Council.

15. Indemnity

The Hirer must keep the Council indemnified at all times against all costs claims expenses demands charges or liability of any description arising out of or in connection with the hiring of the Rooms.

16. Cancellation Policy

If the Hirer cancels within 2 months of the event the deposit will be forfeited.
If the Hirer cancels within 2 week of the event the whole of the Hire charge will be forfeited.

For regular bookings the Hirer will be invoiced for the forthcoming quarter, with payment due two weeks before the first booking date. If the Hirer cancels mid-term, the Hirer will forfeit the remainder of the quarter. Any subsequent quarters can be cancelled without penalty provided 1 months' notice has been given. In the absence of one months' notice the hirer shall be liable for the cost of one month's hire on the same terms as the previous quarter. No refund will be allowed for any cancellation, including adverse weather conditions. The parish council reserves the right to waive this term in exceptional circumstances.

17. Access

Access to the parish rooms will be provided through arrangements made with the council. The hirer should not grant access to other users without the consent of the council. Where a key is provided this is solely for the use of the hirer as set out in the booking and these conditions. The key should not be passed to any other individual, colleague or agent of the hirer without the consent of the council. The key will be held for a period specified by the Council and must be returned to the Council at the end of this period or when requested. If the hirer loses or is unable to return the keys they will be liable for a charge of £50. The hirer may not make a copy of the key or allow a copy to be made.

I/We agree to be bound by the above terms and conditions

Signed

For (Organisation)

Print name

Dated