



DONNINGTON & MUXTON PARISH COUNCIL TURREFF HALL – CONDITIONS OF HIRE

- 1 The Hirer hires the Hall on the strict understanding that the Parish Council reserves the right to increase or otherwise alter the charges or any of the Conditions of Hire at any time, without notice. The Parish Council also reserves the right to postpone or cancel any period of hiring anytime whatsoever.
- 2 **DEPOSIT:** The Hirer must pay a surety booking deposit of £100.00 (One hundred pounds) to the Parish Council to secure the booking. Deposits will be refunded providing that in the Parish Council's opinion, no money should be retained to cover damage to the Hall, fixtures, fittings or furniture, or special cleaning to the building, following a hiring. If there is any dispute, the Chairman and Vice-Chairman will decide if any or all of the surety is to be retained. Approximately fourteen days after the function the surety deposit will be paid via BACS to the person whose name appears on the booking form unless otherwise requested. Please note, on no account will cash be paid out by the Parish Clerk or Deputy Clerk.
- 3 **BOOKING FEES:** For all functions the total cost of hiring Turreff Hall must be paid one month prior to the date of the party/event.
- 4 **CANCELLATIONS:** If a booking is cancelled:
 - over one month prior to the event then the Parish Council will refund 100% of the cost of hiring of the hall.
 - within a month of the event then the Parish Council will refund 50% of the cost of hiring the hall and deposit.
 - within one week of the event then no money will be refunded.

Discretion will be given under special circumstances.

- 5 **PROVISIONAL BOOKINGS:** These will be deleted from the register after 14 days, unless the deposit has been paid.
- 6 **RESTRICTIONS ON NUMBERS:** Main Hall – 100 – seated rows.
- 7 **BAR CHARGE:** If a bar is required an extra fee of £50 will be charged.
- 8 **SUBLETTING:** The Hirer shall not sub-let the Hall or any part of it.
- 9 **DAMAGE:** The Hirer shall be 21 years of age or over. They shall pay to the Parish Council the amount certified by the Council to make good any damage done to the Hall, furniture, fixtures, fittings, equipment or any article owned by the Parish Council, if said damage should occur during the Hirer's function. The Hirer shall also indemnify the Council against all claims, costs, demands in respect of personal injuries and/or loss, theft, damage to any

property, howsoever suffered, by any person or Company, which might arise out of hiring the Hall. This includes the Fire Service call-out due to smoke. **UNDER NO CIRCUMSTANCES ARE SMOKE MACHINES TO BE USED.**

- 10 All wines, spirits and other drinks, including toasts, must be bought through the Bar. No alcoholic drinks will be allowed on the premises unless the bar is in operation – or unless arrangements have been made between the Hirer and the Bar Manager or Parish Clerk.
If any evidence is found that alcohol has been brought on to the premises without the above permission, the surety cheque will not be refunded.
- 11 MAINTENANCE OF GOOD ORDER: The Hirer shall at all times, be responsible for keeping good order and shall ensure that no person is permitted to enter, remain in, or otherwise to make use of the premises, not hired by the Hirer. Upon instructions from the person in charge of the Hall, the Hirer shall remove, or cause to be removed any person from the hired premises. Dancing is not allowed in the foyer or the corridors.
- 12 VACATION OF BUILDING: The Hirer shall ensure that the building is totally vacated within 30 minutes of the end of the function and that all articles, rubbish etc brought in are also removed in that time. Should the building or any part thereof not be vacated within 30 minutes, the Hirer shall pay £25.00 per hour, or part thereof to the Caretaker, until the Hall is completely vacated. People attending the function should have consideration for surrounding neighbours and properties and not congregate in the car parks after the event, but leave in a quiet and orderly manner.
- 13 RIGHTS OF ENTRY: The Parish Council reserves the right to their Members and Clerk, the free and uninterrupted entry at all times to all parts of the building and instructions must be given accordingly. Police and Fire Officers in uniform must also have a like right at all times to enter during a function.
- 14 CAR PARK: Under no circumstances will the Parish Council accept responsibility for the loss or damage to any motor vehicle or its contents, which is parked within the precincts of the Hall in connection with a function. Car Parking is free. The Hirer shall ensure that any instructions given by any Parish Council Employee regarding parking or the use of the car park, is strictly observed. There must be no drinking on the car park.
- 15 SMOKING: There is to be **No Smoking** anywhere within Turreff Hall building. Failure to comply will result in loss of deposit.
- 16 EMPLOYMENT OF POLICE OFFICERS: When, in the opinion of the Parish Council it is deemed necessary, the Hirer shall, at their own expense, arrange for the attendance of sufficient police officers at least 2 weeks prior to the event.
- 17 OVENS, BARBEQUES ETC: On no account shall any meals be prepared other than in the facilities provided by the Parish Council in the kitchen.
- 18 CATERING EQUIPMENT: The Hirer shall not stand, or allow to be deposited in the foyer during a function, any catering supplies or equipment.
- 19 ANIMALS: No dogs (with the exception of guide dogs) or other animals are allowed in the hall without the express permission of the Parish Council.
- 20 TABLES, CHAIRS etc. Must be laid out by the Hirer and should be replaced at the end of each function – chairs should be stacked, no more than 6 high for safety reasons.

- 21 **CLEANING:** The Hall and kitchens must be left in a clean and tidy condition, and all rubbish to be removed from the premises by the Hirer. A failure to clean the Hall properly may result in some or complete loss of the surety cheque.
- 22 **RIGHT TO REFUSE:** The Parish Council reserves the right to refuse the hire of the Hall to any group, party or organisation that has previously breached any of the Terms and Conditions of Hire.
- 23 **NOMINATED RESPONSIBLE PERSON:** As a result of the new Regulatory Reform (Fire Safety) Order 2005, persons hiring Turreff Hall will have to provide a “Nominated Responsible Person” to carry out the fire safety duties as listed on the relevant Form during the period of hire.
- 24 **HEALTH AND SAFETY:** The Parish Council strives to maintain high standards regarding Health and Safety within Turreff Hall. Please note it is the responsibility of each group/club leader and hirer to ensure that there are suitable members within their organisation capable of moving tables and chairs safely for the purpose of laying out the hall - immediate advice should be sought from Parish Office staff if this requirement cannot be met. A Risk Assessment is available to see in the Parish Office if desired.
- 25 **RESTRICTIONS ON ENTERTAINMENT:** No function, activity or entertainment will be permitted if it is of an adult or sexual nature. If the hirer has any doubt regarding the suitability of their function/activity/entertainment, then they are to contact the Clerk or Assistant Clerk for clarification prior to the event.

Adopted 18th December 2018
Reviewed 8th April 2024

R Morgan – Clerk to the Parish Council