

CONTACT INFORMATION

Benson Parish Hall, Sunnyside, Benson, Wallingford, OX10 6LZ

Parish office tel: 01491 825038

Email: halls@bensonpc.org.uk

website: www.bensonpc.org.uk

Emergency Out of Hours Contact 0333 0124213

INTRODUCTION

BENSON PARISH COUNCIL

(i) The applicant requesting the booking is deemed to be the Hirer of the premises and is the Liable Payer unless otherwise specified in the application. The hiring of Benson Parish Council venues is subject to strict compliance with the following terms and conditions and to such additional regulations as the Council may from time to time deem it desirable to make. The Hirer, by requesting a booking, acknowledges that they have read the conditions and has undertaken to comply with them.

(ii) Any person or persons authorised by the Council may, for any good and sufficient reason, or in case of emergency or in the event of a breach of these terms and conditions, close the venue and shall refuse admission of any persons to the building. Any breach of regulations may result in further bookings (even if previously confirmed) being cancelled or refused.

(iii) The Council will always endeavour to provide Premises safe for public use and licensed for the use for which it was hired.

(iv) The Council **SHALL NOT** be held in any way responsible for the loss, damage, theft or accident to persons or their property within Parish Premises beyond its legal responsibility as owner of public halls.

(v) In these Terms and Conditions, the following expressions have the meaning:

"Council"	-	Benson Parish Council
"Hirer"	-	the Liable Payer named on the application form
"Premises"	-	Benson Parish Hall, Pavilion, Youth Hall and Community Hall

TERMS AND CONDITIONS OF HIRE

1 HIRE APPLICATIONS

A booking request for the use of the premises may be made and will remain a request until full payment is received at which point the booking will be confirmed. Failure to pay the hire fee in advance of the event will result in the booking being cancelled. All booking arrangements are made through the Parish Office at the above address.

No agreement or contract of hire will exist until the application has been approved and confirmed by the Council or its Officers and after the receipt by the Council of the required hire fee.

Applications from persons under the age of 21 shall NOT be accepted. Do not be offended if proof of age is requested.



The Council reserves the absolute right to refuse or cancel a booking at its own discretion without stating a reason and reserves the right to impose special conditions.

2 SESSION TIMES AND HIRE COSTS

The venues are let on an hourly basis according to session times as follows:

Day	8.00 a.m. to 6.00 p.m.
Evening	6.00 p.m. to 11.45 p.m. (Parish Hall only)
	6.00 p.m. to 10.30 p.m (Youth Hall and Community Hall)

Door access codes will be emailed to confirmed bookings (payment has been made in full) 24-48 hours before your event.

Variations to these times within the boundaries of the Premises Licence may be arranged prior to the date of the event through the Parish Office. Extensions to session time hours will be charged at an hourly rate of hire. Charges for the hire of facilities will be in accordance with the rates published and applicable at the date and time of the event. Hire rates are available upon request from the Parish Office and are subject to regular review and the Council reserves the right to vary the rates of hall hire as and when necessary. All events are to be paid in advance by the date specified in the invoice, without exception. Failure to pay by this date will lead to the cancellation of the booking without further notice.

3 CANCELLATIONS

By Hirer: Cancellations **must** be notified to the Parish Office at least 28 days before the event. Failure to do so will result in the following charges being applied: More than 4 weeks' notice – full refund. With 2 to 4 weeks notice –50% of hire charge. Less than 2 weeks' notice – full cost of hire charge. If a substitute booking of the Premises on the cancelled date and time is made, a full refund will be made. **Please note that a refundable deposit is required from all hirers.**

By Council: The Council reserves the right to cancel any letting at any time. In this event, the Council will refund in full the hiring fee. As much notice as possible of any such cancellation will be given. The Council shall not be liable to pay any

compensation to any person in respect of the cancellation of the letting.

4 INSURANCE

The Hirer is responsible for indemnifying the Council against any and all liability arising from any loss or damages, howsoever caused, and arising from the venue not being available due to circumstances outside of the control of the Council. The Hirer is advised to take out INDEMNITY INSURANCE and shall provide the Council with a copy of the certificate upon request.

5 ACCOMMODATION

The hirer agrees not to exceed the maximum permitted number of people per room including the organisers/performers.

Premises	Dimensions (approx)	Layout	Maximum Capacity
Parish Hall			300 (total)
Main hall	12m x 22m (39ft x 72ft)	All seated (theatre style) Seated at tables Dinner dance Barn dance Fair	200 180 150 100
Lounge	6.5m x 7m (21ft x 23ft)	All seated (theatre style) Seated at tables Fair	45 30 30
Committee room	8m x 9m (26ft x 29ft)	All seated (theatre style) Seated at table Fair Exercise class	30 12 20 16
Pavilion	5.5m x 4.5m (18ft x 15ft)	Seated at tables	24
Youth Hall	9.6m x 14.3m (31ft x 47ft)	Dance Seated Seated at tables	125 100 80
Community Hall Ground Floor	11m x 14.5m (36ft x 47ft)	Seated at tables	200
Community Hall First Floor	9m x 15m (29ft x 49ft)	Seated at tables	60

6 ALCOHOL (Parish Hall only)

When a Hirer intends to have alcohol on sale or allow the consumption of alcohol at an event, the form 'Application for Authorisation to allow the Sale and/or Consumption of Alcohol' must be submitted to the hall's Designated Premises Supervisor, with a named person to whom the permission is to be granted (see form attached). The terms and conditions as stated on the form must be strictly adhered to. **There is a standard fee of £25.00 for this licence.**

7 LIFT (Parish Hall and Community Hall)

The lift is primarily intended to be used by wheelchair users, mobility impaired people and their companions only. Instructions on the use of the lift are within the car and the maximum capacity of the lift must be observed at all times. The control button must be held throughout the travel.

The lift is designed to have a maximum load of 3 person to a maximum weight of 300kg. The lift has overload protection and will not run if it is overloaded. When the load is reduced the lift will resume.

DO NOT allow children to play in the lift; never jump or swing in the lift while in operation; never lean against the lift walls while the lift is in motion; do not remove parts of the lift and do not subject the lift to force or damage; signs with warning texts and safety instructions must not be repositioned, covered, or made illegible; do not spray water on the lift or subject it to other spillage; do not use the lift if it is faulty or behaves abnormally; contact the lift service company if the lift is damaged; the lift is not designed to only transport goods. In the event of a fire alarm being activated, the lift will lower to the ground floor.

8 FIRE SAFETY

In respect of fire safety, the Hirer of the Premises will be considered to be a "temporary responsible person" under a duty imposed by the Regulatory Reform (Fire Safety) Order 2005 and are therefore responsible for the fire safety of the Premises and the safety of all relevant persons, and liable in respect to any offence(s) under the Order committed as a consequence of your actions/inactions during the period of hire; *this does not remove any responsibilities or liabilities from Benson Parish Council (as principal responsible person) to have taken all reasonable steps to ensure the premises are provided with adequate fire safety arrangements that are suitable and sufficient for the proposed use as set out in the hire agreement.*

As "temporary responsible person" you are therefore required to act in accordance with the emergency fire procedures as set out by Benson Parish Council (principal responsible person) and referred to in the emergency fire action plan.

As “temporary responsible person” you are required to provide at your own cost the services of sufficient “safety assistants” to help you implement the emergency fire action plan and other associated fire safety measures in the event of an incident. When on the premises during normal working hours, the Council staff will assist in the undertaking of these roles in accordance with the emergency fire procedures.

The “safety assistants” are to act as “fire marshals” to ensure everyone leaves the premises in an orderly and efficient manner (including anyone who may be in the toilets at the time the alarm actuates) and to manage the assembly point and roll call (as far as is practical), while the “temporary responsible person” acts as overall “fire co-ordinator” to ensure a 999 call is made to the fire and rescue service, to be present to receive the fire and rescue service and to inform them as to what is on fire, where the fire is (if known), and if anyone who was in the building is believed to be missing. In addition as soon as possible the responsible person should make contact with a Council official to request their attendance.

Nothing shall take place which will invite any increased risk of fire. In the event of any such hiring, the Hirer will be required to meet the cost of any special insurance that is necessary. The “safety assistants” shall be made aware of the location of the fire extinguishers and exits in the building and the assembly point in the car park.

The conditions of the emergency procedure are attached.

9 RISK ASSESSMENTS

It is the responsibility of the Hirer to comply with the Council's Terms and Conditions of Hire and to ensure that they assess their own risks and activities. Where necessary, the Hirer needs to advise the Council of these risks and agree any action or risk management as is deemed necessary. The Council reserves the right to ask for a copy of the Hirer's risk assessment at any time.

10 ACCESS TO THE PREMISES

The Hirer is responsible for arranging with the Parish Office the collection and return of the keys and for their safe keeping whilst in the Hirer's possession. (Parish Office opening hours: 09:30 – 12:30 Monday to Friday, excluding Bank and Public Holidays.)

The Council reserves the right of entry for its duly authorised officers at all times. The emergency services shall be allowed access at all times. **The Hirer is responsible for maintaining the security of the premises during the period of hire, ensuring that only those with a legitimate connection with the Hirer, the emergency services or those authorised by the Council have access. The Hirer is responsible for ensuring the premises are closed and locked (please see clause 19).**

11 EXITS

All doors providing means of escape from the Premises are to remain unlocked, unfastened (except where fastened by any approved emergency release door furniture) and unobstructed (by furniture or any other item) throughout the period of hire.

12 SMOKING and VAPING

Smoking and vaping (e-cigarettes) of any form is strictly forbidden in ALL areas of the Premises.

13 ELECTRICAL EQUIPMENT

The Hirer is responsible for ensuring that all electrical appliances brought onto the Premises for their event have passed the Portable Appliance Test (PAT) for electrical safety within the last 12 months and are labelled as such. It is the Hirer's responsibility to ensure that the electrical supply voltage and installation facilities are suitable for the equipment and that such equipment is properly earthed. Hirers are required to produce evidence of current safety inspection certificates.

14 NOISE

The Hirer shall ensure that any disco or similar electrically powered equipment is always connected to the mains sockets located on the stage (Parish Hall only) to ensure that the noise limiter will activate should the noise levels exceed the licensed level.

The Hirer shall ensure that any noise emanating from the Premises shall not cause a nuisance to local residents. If possible, doors and windows should remain closed while music is being played. People are requested to be considerate and leave the Premises quietly. **FAILURE TO COMPLY WITH THESE REQUIREMENTS MAY RESULT IN FUTURE APPLICATIONS BY THE HIRER BEING REFUSED FOR NON-COMPLIANCE.**

15 BEHAVIOUR

The Hirer is responsible for the behaviour of all people attending the event and for ensuring that there is no offensive conduct. The Hirer is required at his own cost to provide 4 stewards to be on duty throughout the event. The stewards will be responsible to the Hirer for ensuring the permitted occupancy is not exceeded at any time and for ensuring that proper order is maintained at all times and no person who is under the influence of alcohol or is likely to cause any disturbance or annoyance is admitted to the building. The Hirer shall ensure that all stewards are familiar with the Terms and Conditions of Hire. The Hirer will accept full responsibility

for the preservation of order and seemly conduct of the event. Proper and adequate arrangements must also be made for the control of the toilets and the external perimeter of the building.

16 ACCIDENTS AND FIRST AID

It is the responsibility of the Hirer to conduct a risk assessment of the need to appoint a qualified First Aider. If deemed necessary, it is the responsibility of the Hirer to appoint a qualified First Aider who should be in attendance for the duration of the hire. A First Aid Kit and Accident Book are available in the kitchen of the Premises – Hirers are requested to inform the Parish Office of any items used from the First Aid Kit. Any accidents must be reported to the Parish Office, and the Accident Book completed.

17 CAR PARKING

If hiring the Parish Hall/ Pavilion or Community Hall, the hirer shall ensure that all cars are parked within the lined areas of the car park. People are asked to avoid parking on the roads and to be considerate to local residents.

Overflow parking is available at the Parish Hall/ Pavilion on the edge of the recreation on request but parking on any part of the recreation ground is forbidden.

The Youth Hall has a small area for loading/ unloading but does not have a car park. Hirers are asked to park on the road but to be considerate to local residents.

18 DAMAGES

The Hirer shall report any damage caused to or loss of Council property during the event as soon as possible after the event (i.e. the next working day). Damage or loss caused to the Premises and contents (including crockery) shall be the sole responsibility of the Hirer who shall reimburse the Council for the cost of rectification in full.

No chalk dust, confetti or similar materials are to be spread on the floor. The Hirer is responsible for any damage to the floor and the costs of restoring the floor to its condition prior to the hiring will be paid to the Council by the Hirer. Attention of the Hirer is drawn to the fact that stiletto heels can damage the floors.

The use of helium balloons in the Parish Hall main hall and the first floor of the Community Hall is not permitted as they rise to the ceiling and get trapped in the lights and fans. Their removal involves bringing in equipment to reach up to the ceiling and is costly. This cost will be the responsibility of the Hirer.

The use of candles or other forms of naked lights is forbidden on all premises and all decorations must be constructed of fireproof material.

19 CLOSING AND VACATING THE PREMISES

All licensable activities and sale of alcohol must cease in accordance with the times as stated on the Premises Licence. All guests must have vacated the Premises by not later than the times stated at item 2.

The Hirer shall ensure that the Premises are left in a clean and tidy condition for the next Hirer. This shall include (i) toilets being left in a reasonable condition of cleanliness (ii) all spillages cleared up (iii) tables and chairs being wiped down and put away and (iv) all rubbish cleared away and disposed of by the Hirer. **Failure of the Hirer to ensure that the Premises are left in a clean and tidy condition will result in the cleaning costs incurred by the Council being charged to the Hirer at a rate of £40 plus VAT per hour. If carpet cleaning is necessary then this will be charged at £100 plus VAT per carpet. If the caretaker has to be called out there will be a charge of £50 plus VAT** Future applications for hire of the Premises may be refused. Refund of deposit shall only be made after inspection of hired premises by Halls Manager.

The Hirer shall ensure that all waste is bagged and removed from the premises.

Cleaning equipment is provided in the broom cupboard. **Cleaning products, cloths, tea towels and bin bags are not provided.**

The Hirer shall ensure that the Premises are left safe and secure with all doors and windows closed and locked, taps turned off and all electrical and other appliances (including lights) switched off. The Hirer is to perform a 'walk-around' check to ensure that all persons have left the Premises (e.g. in a toilet).

All keys must be returned to the key box upon vacating the building. Any keys NOT returned will be charged to the hirer at £30 per set of keys plus any costs incurred in attending the building to admit later hirers.

ACCEPTANCE OF TERMS AND CONDITIONS

The sending of a booking request and, where applicable completion of an alcohol licence application form, shall be deemed to be acceptance of these terms and conditions for the hire of a Benson Parish Council venue.

BENSON PARISH HALL
SUNNYSIDE, BENSON, WALLINGFORD, OX10 6LZ

Parish office tel: 01491 825038

Email: halls@bensongpc.org.uk Website: www.bensongpc.org.uk

EMERGENCY PROCEDURES

The Hirer of the Premises is the responsible person and must familiarise him/herself with the requirements set out below of the Emergency Procedure during occupation of the Building.

IN THE EVENT OF FIRE in the building, the building should be evacuated immediately and at the earliest opportunity an emergency 999 call should be made quoting:

“Fire at:

Benson Parish Hall, Sunnyside (off the B4009 Watlington Road), Benson, OX10 6LZ

or

Benson Pavilion, Sunnyside (off the B4009 Watlington Road), Benson, OX10 6LZ

Or

Benson Youth Hall, Oxford Road, Benson OX10 6LX

Or

Benson Community Hall, China Piece, Benson OX10 6FY

The responsible person must:

- 1 Appoint a fire marshal and instruct assistants of the Emergency Procedure
- 2 Ensure that he/she acquaints him/herself with the location of the emergency equipment and emergency exits.
- 3 Ensure that the building is evacuated immediately the alarm system is activated.
- 4 Ensure that people gather outside in the Fire Assembly Point (in the car park at the far right hand side of the tennis court fencing) and be accounted for (he/she is responsible for accounting for the number of persons attending the function).
- 5 Once the building is evacuated, contact a Council Official to advise accordingly.
- 6 Ensure that no person re-enters the building until the Fire Service issue instructions accordingly.

In the interests of safety, your co-operation is requested to ensure that the instructions are adhered to.

EMERGENCY EXITS / EXTINGUISHERS – Parish Hall and Pavilion

EMERGENCY EXITS

PARISH HALL ENTRANCE DOORS (These doors must be left unlocked during use of hall)

KITCHEN	-	EXIT FACING TENNIS COURTS	
MAIN HALL	-	3 x EXITS FACING RECREATION GROUND (REAR OF HALL, ALCOVE AND FRONT OF HALL BY STAGE)	
		EXIT FACING TENNIS COURTS FRONT OF HALL	
LOUNGE	-	EXIT TO CAR PARK	
PAVILION	-	EXIT TO TENNIS COURT SIDE	(Shutters must
	-	EXIT TO RECREATION GROUND SIDE	be open during
	-	2 x EXITS THROUGH CHANGING ROOMS	use of pavilion)

FIRE EXTINGUISHERS

ENTRANCE	-	HYDROSPRAY BELOW FIRE ALARM PANEL	
KITCHEN	-	FIRE BLANKET TO RIGHT OF OVEN	
	-	FOAM EXTINGUISHER BY FIRE EXIT	
	-	CO ₂ EXTINGUISHER BY FIRE EXIT	
MAIN HALL	-	3 x HYDROSPRAYS	- REAR FIRE EXIT - TENNIS COURT FIRE EXIT - SUNNYSIDE FIRE EXIT
STAGE	-	CO ₂ EXTINGUISHER RIGHT WHEN FACING STAGE	
BEHIND STAGE	-	CO ₂ EXTINGUISHER THROUGH REAR STAGE EXIT – LEFT WHEN FACING STAGE	
LOUNGE	-	HYDROSPRAY BY FIRE EXIT	
UPSTAIRS	-	2 x HYDROSPRAYS AT TOP OF STAIRS	
	-	CO ₂ EXTINGUISHER TO LEFT OF PARISH OFFICE DOOR	
BOILER ROOM	-	CO ₂ EXTINGUISHER	
PAVILION	-	KITCHEN	- FIRE BLANKET - CO ₂ EXTINGUISHER
		MAIN AREA	- 2 x HYDROSPRAYS

MANUAL CALL POINTS (BREAK GLASSES)

MAIN ENTRANCE	-	BELOW FIRE ALARM PANEL
MAIN HALL	-	BY ENTRANCE DOORS
	-	FIRE EXIT (TENNIS COURT SIDE)
	-	FIRE EXIT STAGE (SUNNYSIDE SIDE)
	-	ALCOVE
	-	FIRE EXIT REAR OF HALL
LOUNGE	-	FIRE EXIT
PAVILION	-	EXIT TO RECREATION GROUND SIDE
	-	EXIT TO TENNIS COURT SIDE
	-	LINK PASSAGE TO MAIN HALL

IN THE EVENT OF ANY NON EMERGENCY DIFFICULTIES DURING YOUR OCCUPATION OF THE PREMISES, PLEASE CONTACT THE PARISH OFFICE (Open Mon – Fri 9:30 – 12:30pm). OUT OF HOURS, PLEASE CALL --- :033301204213

EMERGENCY EXITS / EXTINGUISHERS – Youth Hall

EMERGENCY EXITS

ENTRANCE DOORS (These doors must be left unlocked during use of hall)

MAIN HALL - 2 x EXITS FACING GARDEN

FIRE ASSEMBLY POINT

FRONT CAR PARK

EMERGENCY EXITS / CALL POINTS – Community Hall

EMERGENCY EXITS

HALL ENTRANCE DOORS (These doors must be left unlocked during use of hall)

MAIN HALL - 2 x EXITS FACING FOOTBALL PITCH AND CAR PARK

1ST FLOOR HALL - DOWN STAIRWELL TO MAIN EXIT

- EXIT IN REAR CORNER DOWN ESCAPE STAIR

MANUAL CALL POINTS (BREAK GLASSES)

MAIN ENTRANCE - BELOW FIRE ALARM PANEL

MAIN HALL - ADJACENT TO REAR FIRE ESCAPE (ADJACENT FOOTBALL PITCH)

1ST FLOOR HALL - ADJACENT TO HALL EXIT DOORS