

Benson Parish Council – Hall Hire

FURTHER INFORMATION

What's allowed and what's not

Age Applications cannot be taken from anyone under the age of 21.

Alcohol - If you want to **sell or consume** alcohol at your event then you will need to apply for a premises licence. This can be done by completing the form Application for Authorisation to allow the Sale and/or Consumption of Alcohol. There is a standard fee of £25.00 for the licence.

Animals - Dog events eg dog shows can take place in the Parish Hall (hard floor areas only) but cannot take place in the Community Hall. All hair and mess from the dogs should be thoroughly cleaned up after use. Assistance dogs are welcome and other animals can be brought into the halls but should be discussed with the Facilities Manager.

Balls and sports - Ball games are not permitted in the Main Parish Buildings or the Community Hall.

BBQs – BBQs are permitted outside the halls but should be discussed with the Facilities Manager.

Bouncy Castles can be put up in the halls but the height of the inflatable should be checked.

Candles The use of candles or naked lights is not allowed due to fire risk.

Dry ice cannot be used in any hall as it can interfere with the fire alarms.

Helium balloons are not allowed in the Parish Hall as the ceilings are very high and they can become stuck in the fans.

Music. Commercial hirers will need a PPL license if using music and this is a requirement under the conditions of hire.

The Parish Hall (Main Hall) has a PA system which you can link to your own music via Bluetooth or using an AUX cable.

The Parish Hall (Main Hall) contains a Hearing Loop.

Smoking and Vaping (e-cigarettes) is not allowed in any of the internal venues.

Accessing the Venues

Once full payment has been received for the hiring, the Facilities Manager will contact you a few days beforehand with instructions on how to gain entry.

Disabled users

All venues have flat access and escape routes suitable for wheelchair users. The Parish Hall and Community Hall have accessible lifts serving the first floor. All venues have visual fire alarms.

Accessible toilets are available.

Caretaking services

You can pay for our caretakers to set up tables and chairs and/or to put them away after your event. These services can be booked in advance at a current cost of:
£20 + VAT per hour Monday to Friday 8am-6pm
£30 + VAT per hour weekdays after 6pm
£40 + VAT per hour after 6pm on Fridays, all day Saturdays, all day Sundays and bank holidays.

Cleaning up after use

All hirers are expected to clean up after use and leave the venues as they found them. This includes sweeping floors and taking away all rubbish. You will need to bring your own bin bags. If a venue is not left in a clean and tidy state, the Parish Council reserve the right to charge for cleaning.