Stanton St Quintin Hall Committee Ltd

Email:ssqparishhall@gmail.com
www: ssqparishhall.co.uk
Facebook: stantonstquintinvillagehall

TERMS & CONDITIONS – for Hirers

Definitions:
For the purposes of this agreement and the SSQ Parish Hall conditions of hire, the term 'Hirer' shall mean an individual or organisation. 'Premises' means the Parish Hall and all land that falls within the boundary fencing. 'Booking' means the contract between the Hirer and Stanton St Quintin Hall Committee Ltd as detailed within this document and the Booking Form. 'Period' means the time or times reserved under these conditions and 'Event' or 'Function' means that described on the Booking Form and authorised by the Booking.

Bookings:
1. All bookings are taken at the discretion of the Committee or appointed representative. The booking rates can be found at Annex A. The rates quoted include the use of the hall (lighting/heating), use of kitchen drinks facilities for tea/coffee making and use of lavatories.
2. Hirers must be 18 years old or over. When the event is for under 18s, the Hirer must give assurances that children under 18 will be supervised.
3. Commercial Hirers must provide evidence of Public Liability Insurance to validate a booking – this includes all uses of the hall for business, income or profit.
4.Once the booking form is signed the contract is made and the Hirer is accepting all terms and conditions.
5.A deposit for the hire of the hall will be paid to the Booking Secretary at the time of booking. The deposit will be: a) £25 (this is non-returnable where the Hirer cancels the booking); b) Damage deposit (refundable) of £50 for non-residents or £30 for residents of the Parish.
6. The balance of the fee (excluding the £25 deposit) will be payable 28 days prior to the event.
7. Where invoices are required by regular Hirers, these must be paid within 14 days of the date of invoice. Failure to comply will result in a late payment charge of £10.
8. Residents' and regular bookings will be given preference.

Cancellation:
9. Where a Hirer cancels a booking at less than 7 days the £25 deposit is non-refundable.
10. Cancellation of hire by the committee due to unforeseen circumstances (e.g. urgent hall maintenance or elections) will not make the Committee liable for any expenses incurred by the Hirer.
11. The Committee will cancel a hire where the Hirer has failed to obtain written consent from the Committee prior to applying for Temporary Event Notice (TENs) licence. Failure to advise and obtain consent may force the Parish Hall into exceeding its annual licence limits.
12. The Committee will cancel a hire where the Hirer has failed to procure the relevant licences required for the event and the deposit will be forfeited

Hall Access:
13. It is the responsibility of the Hirer to contact the Booking Secretary at least one week prior to the event to arrange collection of the keys.
14. A Hirer may enter the hall 15 minutes prior to booking, but only if there is no user at the hall at that time.
15. Setting up and clearing up before and after an event is to be carried out during the booked period.
16. Hirers are not allowed to enter the building while another event is taking place.
17. Hall Trustees are entitled to enter the hall at any time, during any events.

End of Hire:
18. After use, all facilities are to be left clean and tidy. Routine cleaning is not charged for.
19. The Hirer will pay for any breakages or damage to the building or grounds and also for any extra cleaning that has to be undertaken, whether or not the cost is within the deposit figure.
20. All rubbish must be taken away and the hall properly locked and secured unless directed to do otherwise.

21. All equipment temporarily removed from their usual positions (i.e. chairs / tables) shall be properly replaced; otherwise the Committee shall be at liberty to make an additional charge.
22. It is the responsibility of the Hirer to ensure all persons, including helpers, musicians, bar staff, etc., vacate the hall by the end of the hire period.
23. When using materials provided by the Committee, kitchen equipment must be thoroughly cleaned and replaced in cupboards / drawers provided. All breakages must be reported to the Booking Secretary as soon as possible.
24. Hirers must use only those cleaning liquids provided and approved by the Committee. Hirers must not bring in their own cleaning liquids for use in the hall.
25. Deposits will be refunded one week after the event, once the Committee is satisfied there has been no damage and the premises have been left as the Hirer found them.
26. Keys are to be returned to the Booking Secretary.

Damage/Theft:
27. Breakages or damage no matter how minor they may appear, are to be reported to the Booking Secretary as soon as possible.
28. The Hirer will be charged for any breakages or damage to the building or grounds that have occurred during the event.
29. Where the breakage deposit does not cover the cost of like-for-like repair or replacement, the Hirer will be invoiced for the sum expended by the Committee.
30. Where damage has occurred, Hirers must not attempt to carry out a fix themselves without the prior approval of the Committee.
31. The Committee accepts no liability for loss, damage or injury to the Hirer, guests or their property; or for theft of items from the hall during the period of hire.

Music & Entertainment
32. Music must not be played outside the hours of 8 a.m. and 11 p.m.
33. Music volume is to be kept to a reasonable level so as not to cause a disturbance to neighbours.
34. If a Temporary Event Notice (TENs) is required for a regulated event, it is the responsibility of the Hirer to make it known to the Committee that music is to be played and to apply for the TENs licence.
35. A TENs licence can only be applied for on receipt of written permission from the Committee, the number of licenced events in a single premises during a year are strictly controlled under current legislation.
36. TENs licences must be applied for at least 10 days before the event is to take place. (https://www.gov.uk/apply-for-a-licence/temporary-event-notice/wiltshire/apply-1).
387. It is the responsibility of the Hirer to ensure that any other licences required for events (e.g. PRS, Single Title Screening Licence) are applied for and in place one week prior to the event taking place.
38. Equipment brought into the hall for events is the responsibility of the Hirer. Electrical equipment must have passed recent PAT testing, with certificates being presented on request.
39. Public Liability Insurance cover is to be in place for such equipment. Where insurance is not in place, Hirers may be asked to remove the equipment from the hall.

Alcohol
40. If a Hirer wishes to sell alcohol a TENs licence must be applied for. See paras 34, 35 & 36 above.
41. Alcohol must not be sold or served to people under the age of 18, except that 16- & 17-year olds may consume wine, beer or cider with a meal and accompanied by an adult.

Food Preparation:
42. Hirers serving or selling food must observe all relevant Health and Hygiene regulations. Information can be found in the hall information folder or on the Food Standards Agency website.
43. Hirers are to provide their own chopping boards, tea towels and any utensils that may be needed.

Legislation:
44. Hirers must ensure any activities for **children under 8 years old** comply with the **Children Act 1989** and that only fit and proper persons who have passed the Disclosure and Barring Service (DBS) check have access to the children. Checks may also apply where children over 8 and/or vulnerable adults are taking part in activities.
45. It is the responsibility of the Hirer to ensure **fire exits**, and routes to fire exits, must always be kept clear . **Regulatory Reform (Fire Safety) Order 2005** refers. Evacuation notice can be found on the board in the entrance lobby.

46. The Parish Hall is a **No Smoking** building; the **Health Act 2006** refers. See more details in paragraph 63 below.
47. It is the responsibility of the Hirer to ensure that there is no contravention of the **Gambling Act 2005** (gaming, betting, lotteries and raffles) during hire.
48. Hirers are responsible for ensuring compliance with the **Licensing Act 2003** when alcohol is being sold or consumed during a hire.

Car Parking:
49. Car parking is available at both the front and rear of the premises, with two designated disabled user bays at the front.
50. Parking on the premises is at the user's risk. The Parish Hall Committee accepts no responsibility should damage occur to a vehicle while parked at the hall.
51. There will be no overnight parking allowed without prior agreement with the Booking Secretary. Overnight parking may attract an additional charge.
52. If parking on the road, please remember farm vehicles and buses use the road. Do not block the highway. Please do not park on the road if there is space in the car park.

What is not allowed:
53. Nothing is to be pinned or stuck to the internal walls of the hall.
54. To avoid damage to the floor, do not drag chairs or other furniture across the floor.
55. Generally dogs are not allowed in the hall unless Guide or Assistance dogs. Other dogs may, for specific purposes, be allowed in the hall at the discretion of the Committee.
56. Illegal drugs and substances are not allowed on the premises at any time. The Committee may notify the relevant authorities if any are found on the premises or have been found to have been used during a booking.
57. There are to be no pressurised gas canisters, other than domestic helium canisters used for balloons, in the hall. Canisters are to be taken away at the end of hire.
58. No items are to be stored in the hall without prior agreement of the Committee. *Please note: due to limited storage space, the Committee retains the right to charge fees for storage of hirers' equipment.*
59. Fly-posting is not allowed. If a hirer wishes to advertise an event on hall premises the agreement of the Booking Secretary must be sought in advance.
60. Use of drones is banned from the premises and its environs.
61.. Smoking is not permitted within the hall – under the Health Act 2006 - it is a 'No Smoking' building. This ban includes e-cigarettes. The Hirer shall ensure that all persons within the premises comply with the prohibition of smoking in public places provision of the Health Act 2006 and regulations made thereunder. Anyone breaching this provision may be asked to leave the premises. Smoking is permitted in the car park, but all cigarette butts and ash should be removed by the Hirers.
62. There is to be no sub-letting of the premises.

Stanton St Quintin Hall Committee Ltd

Email:ssqparishhall@gmail.com
www: ssqparishhall.co.uk
Facebook: stantonstquintinvillagehall

Annex A

BOOKING FEES

	Weekdays (per hr.)	Weekday Evenings (per hr.)	Weekends (per hr.)
Residents	£6.00	£7.00	£7.50
Non-Residents	£7.00	£8.00	£8.50
Commercial* - from	£13.50	£13.50	£13.50

			PER BOOKING
Weekend Evening Parties (access 5pm to midnight)			£150.00
Additional time for Clean-up (if needed)			£7.50 per hr
Wedding Parties			£175.00
Overnight Parking		£5 per car per night	£5 per car per night

Any hiring is a minimum of two hours.
Preparation and clearing up must be within the hire period.

PAYMENT OF DEPOSITS:
All Hire: £25.00 (non-refundable in cases of cancellation by the hirer);
PLUS - Against Damage: £50.00 (refundable); Parish Residents £30.00 (refundable).

Deposits are payable at the time of booking.

THE BALANCE OF THE HIRE FEE (i.e. total fee less £25.00) MUST BE RECEIVED BY 28 DAYS PRIOR TO THE EVENT.

*NOTE – A Hire will be considered as a Commercial Hire if the Hiring Company has 5 or more employees.