



## TERMS AND CONDITIONS OF HIRE

Booking Secretary: Mrs Ros Whiting  
Contact No.: 01666 837115

### **BOOKING FEES**

	<b>Weekdays (per hr.)</b>	<b>Weekday Evenings (per hr.)</b>	<b>Weekends (per hr.)</b>
<b>Residents</b>	£6.00	£7.00	£7.50
<b>Non-Residents</b>	£7.00	£8.00	£8.50
<b>Commercial - from</b>	£13.50	£13.50	£13.50
			<b>PER BOOKING</b>
<b>Weekend Evening Parties</b>			£150.00
<b>Wedding Parties - from</b>			£175.00

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).

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

The Committee can use its discretion to agree a special arrangement with regular hirers. Invoices shall be paid within 14 days of date of invoice, otherwise the Committee reserves the right to charge a £10.00 late payment fee.

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### **CONDITIONS OF HIRE**

1. All bookings are taken at the discretion of the Committee or its appointed representative. No sub-letting is allowed. The Hirer shall not use the premises for any purpose other than that stated on the Hiring Agreement.
2. Cancellation of hire by the Committee due to unforeseen circumstance (e.g. elections) will not make the Committee liable for any expenses incurred by the Hirer.
3. The Committee accepts no liability for loss, damage / injury to the Hirer, guests or their property; or for theft of items from the hall during the period of hire.
4. Members of the Committee who are trustees have the right to enter the hall at any time.
5. It will be assumed that hire by regular users will automatically continue unless notified otherwise.

6. **It is the Hirer's responsibility to contact the Booking Clerk at least one week prior to the booked date in order to arrange collection of keys.** Keys must be returned at the end of the agreed booking time.
7. After use, all facilities are to be left clean and tidy. 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 no the cost is within the deposit figure.
8. Under no circumstances may anything be stuck to the internal walls of the hall, and no pressurised gas canisters, other than domestic helium canisters are allowed in the hall. Helium canisters must be taken away at the end of the hire.
9. Deposits will not be refunded until the Committee or appointed representative is satisfied that there has been no damage, the premises have been left as the Hirer found them, and the keys have been returned. Deposits will be returned one week after the event if all is in order.
10. **End of Hire:** The Hirer shall be responsible for leaving the premises and surrounding area clean and tidy. **All rubbish must be taken away** and the hall properly locked and secured unless directed to do otherwise, and any equipments temporarily removed from their usual positions (i.e. chairs / tables) properly replaced; otherwise the Committee shall be at liberty to make an additional charge. The key-holder has instructions to close the hall at the end of the booking time. It is the responsibility of the Hirer to ensure all persons, including helpers, musicians, bar staff, etc., vacate the hall by that time. ***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.
11. Do not drag chairs or other furniture across the floor, please lift instead.
12. Use of chairs, tables, crockery (those in the cupboards marked 'for general use' only). There is some cutlery available.
13. Hirers must bring their own chopping boards, tea towels and other utensils that may be required.
14. **FIRE EXIT doors MUST BE KEPT FREE FROM OBSTRUCTION, BOTH INSIDE AND OUTSIDE, AT ALL TIMES.**
15. **In the event of a fire or other emergency<sup>1</sup>, it is the Hirer's responsibility to sound the fire alarm, evacuate the building, call the emergency services and account for all users at the event.**
16. Blinds must be closed and the hall floor swept at the end of the session.
17. **Noise:** Please be aware that some residents live close to the hall, so every effort must be made to keep noise levels and other nuisance down. Failure to do this may jeopardise the refund of the deposit.
18. **Licences:** Live music may be played in the hall between 8 a.m.-11 p.m. providing the audience is fewer than 100 people. The Hirer needs written consent from the Committee for music after 11 p.m. and must obtain a TENS licence. Each premises may have up to 15 TENS a year (Licencing Act 2003 (Legislative Reform (Entertainment Licensing) Order 2014)).
19. The hall may hold no more that 100 people at any one time. If the hirer wishes to stay longer than these times, or wishes to sell alcohol, then a **Temporary Events Notice (TEN) must be obtained from Wiltshire Council at least 10 working days before the event.** Licence evidence to be provided to the Booking Secretary when paying the deposit.

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<sup>1</sup> Evacuation notice can be found on the notice board and/or in the hall folder.

20. The Hirer shall obtain the written consent of the Committee, on the form provided for this purpose, before applying for a TENs licence. Failure to do so will result in cancellation of the hiring without compensation, as there is a limit to the number of TENs which can be granted annually for any premises. Lack of co-operation could affect future fundraising by the Committee and local voluntary organisations.
21. If the Hirer intends to use the hall to make a profit or sell tickets for an event with alcohol included in the ticket price, the Hirer should have their own Public Liability Insurance as well as acquiring a TENs licence.
22. If alcohol is to be served, the Hirer must operate a 'proof of age' scheme; no one under 18 years of age may be provided with alcoholic drinks. No illegal drugs may be brought onto the premises.
23. **Animals:** The Hirer shall ensure no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed by the Committee. No animals, whatsoever, are to enter the kitchen at any time.
24. **Compliance with the Children Act 1989:** The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of the Children Act 1989, and that only fit and proper persons who have passed the appropriate Disclosure and Barring Service (DBS) (formerly known as CRB) check, have access to the children. Checks may also apply where children over eight and / or vulnerable adults are taking part in activities. The Hirer shall provide the Committee with a copy of the Child Protection Policy on request. **THE HIRER OR NOMINATED ADULT** is responsible for ensuring the safeguarding of all children under 18 years of age.
25. If preparing / serving food, the hirer must observe all relevant food and safety / hygiene<sup>2</sup> regulations.
26. Any electrical equipment brought to the hall by the Hirer must be in good working order and used in a safe manner in accordance with the Electricity at Work Regulations 1989.
27. **Stored equipment:** NO EQUIPMENT may be left or stored in the hall without prior permission of the Committee. The Committee can accept no responsibility for any equipment stored. **Please read Annex to this T&Cs document for full regulation on Storing Equipment.**
28. **By returning requested deposit and / or sending written confirmation, the Hirer is accepting all terms and conditions herein.**
29. **Age:** The Hirer, not being a person under 21 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when public are present and for ensuring that all conditions under this Agreement, relating to management, supervision and legal use of the premises are met.
30. **Smoking:** The Hirer shall ensure that all persons within the hall comply with the prohibition of smoking in public places provision of the Health Act 2006 and regulations made thereunder. Any person who breaches this provision shall be asked to leave the premises.
31. **Parking:** Overflow parking must not obstruct the highway

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<sup>2</sup> H&S Regulations document can be found in the hall folder.

# Stanton St Quintin Parish Hall



Charity No: 1165682

## STANTON ST QUINTIN PARISH HALL – BOOKING FORM

PLEASE USE BLOCK CAPITALS:

Name:	
Address:	
Post Code:	
Phone No:	
Email Address:	
Day & Date of Hire:	
Nature of Hire:	
Time and Duration:	

I / We hereby confirm the I / We have read and agree to the attached Hire Terms and Conditions and enclose the initial payment payable to: SSQ Hall Committee Ltd

Signed:

Date:

**Please return signed form to the Booking Secretary:**

Mrs Ros Whiting  
18 Newbourne Gardens  
Lower Stanton St Quintin  
SN14 6BX.  
Tel: 01666 837115  
Email: [ros.whiting@btinternet.com](mailto:ros.whiting@btinternet.com)

**Payments for hall hire can be made by: cheque (made out to SSQ Hall Committee Ltd); cash or by bank transfer to sort no. 30-91-99 a/c no. 63793660 (a reference number will be provided by the booking secretary)**



## Storage by Hirers

1. Occasionally Hirers may want to store equipment at the hall. This can be a problem as the hall has very little suitable storage and the Committee has a duty to ensure H&S, and other, legislation is adhered to, to enable all hall Hirers and guests to enjoy the hall in the knowledge that they are safe. Due to its location and the limitations of the storage area, strict controls must be applied.
2. The storage space at the hall is in the loft – **CHILDREN ARE NOT ALLOWED ACCESS TO THE LOFT AT ANY TIME.**
3. Generally, all equipments used for events or activities at the hall are to be removed at the end of the booking period.
4. **NO EQUIPMENT is to be stored in the hall without the prior permission of the Booking Secretary.**
5. Charges will be made for the storage of equipment in the hall – this may equal hourly charges for hall hire.
6. At the discretion of the Booking Secretary, acting on behalf of the Committee, some equipment may be stored overnight for an event the next morning.
7. Storage is allowable for 'light' equipment only. The location of the storage site at the hall makes it unsuitable for the storing of heavy items.
8. The following are not to be stored in the hall under any circumstances:
  - a. Combustible solids, gases or liquids;
  - b. Flammable solids, gases or liquids;
  - c. Large amounts of clothing or similar.
9. The Committee retains the right to dispose of any equipment stored without permission. The equipment may be sold or scrapped and any costs incurred by the Committee will be passed onto the owner of the equipment.
10. Any equipment stored for which storage costs are in arrears will be disposed of as the Committee sees fit if still in the hall seven days after notice for removal has been given.
11. All equipment stored in the hall is at the owner's risk. The Committee cannot accept responsibility for loss or damage to individual's equipment. The hall Public Liability Insurance does not cover the storage of Hirers equipment.