

WARBOYS PARISH COUNCIL

WARBOYS PARISH CENTRE – CONDITIONS OF HIRE

Please read the following conditions of hire carefully and retain when submitting the booking form. By signing the booking form, you are accepting the conditions of hire and are bound by them when booking the Parish Centre. These conditions apply to all hirings. Additional conditions apply to the use of the premises for ‘regulated entertainment’ and the sale of alcohol. If you wish to hire the Centre for musical entertainment or dancing or plays to which the public are admitted, i.e. if you are selling tickets or admitting the public free of charge, you will be responsible for complying with the terms and conditions attached to the premises licence, a copy of which will be supplied to you in such circumstances. If you wish to sell alcohol, you will be responsible for giving the required notice to the licensing authority as described below.

If you are intending to provide any form of gambling, there are certain exemptions in the gambling legislation for non-commercial equal chance gaming (e.g. bingo) where the proceeds are for non-commercial or charitable fund raising purposes. The charitable funds may be raised through an entrance fee, participation fee or other payments relating to the gaming but all players must be told the purpose of the fund raising, the maximum payment that each player makes to participate at all of the games is £8 and the aggregate amount of the value of all prizes is £600.

1. A minimum deposit at the discretion of the Clerk must be paid at the time of the booking.
2. In the event of cancellation by the hirer at least 14 days before the event is to take place, the deposit will be refunded. If cancellation takes place less than 14 days prior to the event, the refund of the deposit will be at the discretion of the Council.
3. All lettings must end at 12 midnight except by the special permission of the Council.
4. Alcohol must not be taken to or consumed on the premises without the permission of the Council. Where alcohol is to be **sold** (irrespective of whether this is a public or private function), the hirer is responsible for serving the required Temporary Events Notice under the Licensing Act 2003 on the licensing authority (at Huntingdonshire District Council, Pathfinder House, Huntingdon, PE29 3TN) and Cambridgeshire Constabulary (at March Police Station) at least 10 working days prior to the event. A third copy of the notice must be supplied to the Clerk as confirmation that this has been served in accordance with the Act. Copies of the notice can be obtained from the licensing authority or downloaded from their website at www.huntingdonshire.gov.uk. There is a strict limit on the number of notices that may be served and the days to which they apply for each premise in a calendar year. The hirer should enquire of the Clerk, at the time of submitting the application, if the number of notices/days for that year has been exceeded.
5. Persons hiring the premises will be held responsible for any damage to the building, furniture, equipment or other property attributable to their use of the premises. Hirers should notify the Council of any damage to the premises, its contents or its environs during the course of or associated with its use of which they are aware.
6. If additional expense is incurred in the removal and replacement of furniture, or any exceptional additional cleaning is found to be necessary in the use of the premises, the person hiring the building will be responsible for any such expense.
7. The Council cannot accept any responsibility for any loss, damage or accident during the occupation of the premises nor to any vehicle parked in the adjoining car park.
8. The hirer shall be liable for and shall indemnify the Council in respect of any loss, damage or injury which may be incurred by or be done or happen to the hirer or any person or persons in his employ or any of his sub-contractors or by or to any other person or persons resorting to the Parish Centre by reason of the use of the hired premises by the hirer.
9. The Council reserves the right to refuse to let the Parish Centre or any part thereof to any person or organisation and to cancel any booking with a refund of the deposit paid by the hirer if it feels that there is just cause for doing so.
10. In the event of a review of charges at any time, the Council reserves the right to charge the new charges from a date to be determined and undertakes to give adequate notice of such change to the hirer.
11. Users of the kitchen are expected to clean all crockery and utensils after use. If the cleaning is considered to be unsatisfactory, the Council may make an additional charge for the cost incurred for such cleaning.
12. The hirer is responsible for setting up and taking down tables and clearing the tables and floor of rubbish. This work **must** be completed by 10.00 a.m. of the day following the hire and the key(s) returned to the Clerk at his home by that time.
13. No person under the age of 18 may hire the Parish Centre in his/her own right. Any such hiring must be made by an adult parent/guardian on behalf of the young person and an adequate number of adults to the satisfaction of the Council must be in attendance for the whole of the period of the hire.
14. Hirers are responsible for instructing groups not to drag disco or other equipment across the floor. Hirers will be responsible for the cost of repair for any damage to the floor caused in this manner.
15. The maximum number of persons for fire safety purposes must not be exceeded as follows:-

Main Hall	Seated audience or dancing (without meals)	150
	Dinner/Dance	100
Meeting Room		30

16. No inflatable equipment (bouncy castle) should be installed in the Parish Centre by the hirer which exceeds 2.4 metres or 8 feet in height. The hirer should ensure that the supplier has public liability insurance for the use of the equipment.
17. No temporary electrical installation shall be wired so as to obstruct any exit or passageway provided for means of escape or routed or positioned so as to present a tripping hazard. Any temporary wiring shall be carried out using tough rubber sheathed cables.
18. Each item of portable electric or electronic equipment, including connecting leads, provided by or on behalf of the hirer shall have a portable electrical test certificate issued by a competent electrician.
19. All means of exit from the premises shall be kept clear at all times while the premises are in use.
20. In the event of a fire, all persons shall leave the premises immediately and assemble on the Library car park. The hirer is responsible for contacting the Fire and Rescue Service by the nearest available telephone and shall thereafter notify the Clerk to the Council as soon as practicable.
21. The hirer shall ensure that no noise emanates from the premises which gives rise to a nuisance or unreasonable disturbance to occupiers of premises in the vicinity. Any directive by the Council regarding noise shall be complied with as soon as practicable.
22. First aid equipment is located in the Kitchen but the Council accepts no responsibility for any claim for the inappropriate use of nor any adverse personal reaction to any such equipment.
23. The hirer is responsible for closing all windows and locking all doors at the end of the period of hire.
24. The hirer is responsible for switching off all lights **and turning off all gas and electrical appliances** at the end of the period of hire.
25. Hirers are responsible for and should supervise the actions of all children in the premises during the period of hire. Hirers should particularly not permit children to remain unaccompanied in the Kitchen and should keep children away from all gas and electrical appliances in the Kitchen and Bar areas.
26. No special effects equipment such as lasers, holographs or smoke capsules shall be used in the premises and no fireworks shall be discharged nor Chinese lanterns lit either in or in the vicinity of the premises, except with the express consent of the Council.
27. The Council accepts no responsibility for any injury, damage or loss occasioned by the hirer or any of his guests while using the Centre as a result of equipment supplied by the hirer or at his order.
28. **Smoking is not permitted in the Parish Centre. Failure to comply is an offence in law for which the maximum fine is £200. Hirers are responsible for ensuring that this condition is being complied with.**
29. Hirers who are hiring the premises for events or activities to which the public are invited either by payment or without charge should have a policy to safeguard children, young people and vulnerable adults. If they do not have a policy of their own, they should comply with the safeguarding policy adopted by the Parish Council which will be supplied to them. They should carry out a risk assessment and should comply with any coach/pupil ratios of the relevant national governing body or in the absence of such body, with social services coach/pupil ratios. Where considered relevant by the Council, they should be a member of a relevant national governing body or similarly recognised body, have public liability insurance of a minimum of £5 million and maintain a register of participants including any medical conditions.

In the event of an emergency involving anti-social behaviour or similar, please contact the Police by dialing 101. In any other case, contact the Clerk on 01487 823562.