

Breedon Parish Hall CIO Terms and Conditions of Hire

Registered Charity No. 1203242

Breedon Parish Hall is a community facility controlled by the Breedon Parish Hall Charitable Incorporated Organisation (CIO). It is operated by the CIO Trustees in line with the Governing Document for the benefit of Breedon Parish residents.

We have two separate areas available for hire:

The large **Main Hall**; measuring 12.5M x 9M (40ft 6" x 29ft 6") approx

An **Upstairs Meeting / Conference Room** with a useable area 5.5M x 5M (18ft" x 16ft 6")

The primary method of booking either the hall or the meeting room is:

Online booking system (breedonparishhall.com) or,

Email: breedonparishhallbookings@gmail.com or,

Mobile: 07774-686993

Maximum occupancy of the Main Hall is:	Standing	200 people
	Seated as Audience	120 people
	Seated at Tables	96 people

Maximum occupancy of the Meeting Room is:	Seated rows / tables	25 people
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The Hall may be booked during the following hours:

Monday to Thursday	8.00am – 10.30pm
Friday & Saturday	8.00am – 11.00pm*
Sunday	8.00am – 10.30pm

Entertainment

Entertainment is only allowed until 10.00pm Sunday to Thursday and 10.30pm Friday and Saturday*; except for New Year's Eve when it is allowed until 12.30am

Rates for Hire of the Parish Hall

MAIN HALL

For Parishioners of Breedon Parish (including the WI and Parish Council)

Weekday

Daytime (Mon - Fri)

£13/hr Session

£20/2hr Session

£35/Half Day (8.00am - 12.30pm or 1.00pm - 5.30pm)

£60/Daytime (8.00am - 5.30pm)

Evening (Mon-Thurs)

£25/2hr Session

£50/Full Evening (6.00pm - 10.30pm)

All Day

£100/All Day (8.00am - 10.30pm)

Weekend**Daytime (Sat, Sun)**

£15/1hr Session

£25/2hr Session

£40/Half Day (8.00am - 12.30 or pm 1.00pm - 5.30pm)

£70/Daytime (8.00am - 5.30pm)

Evening. (Fri, Sat, Sun)

£30/2hr Session

£60/Full Evening (6.00pm - 11.00pm (10.30pm Sunday))

All Day

£120/All Day (8.00am – 11.00pm (10.30pm Sunday))

*(Saturday evening bookings may be extended by 1hr subject to prior agreement and adherence to strict conditions)

For Non-Residents**Weekday****Daytime (Mon – Fri)**

£15/1hr Session

£25/2hr Session

£40/Half Day (8.00am - 12.30pm or 1.00pm - 5.30pm)

£70/Daytime (8.00am - 5.30pm)

Evening (Mon-Thurs)

£30/2hr Session

£60/full evening (6.00pm - 10.30pm)

All Day

£120/All Day (8.00am - 10.30pm)

Weekend**Daytime (Sat, Sun)**

£18/1hr Session

£30/2hr Session

£50/Half Day (8.00am -12.30pm or 1.00pm - 5.30pm)

£90/Daytime (8.00am - 5.30pm)

Evening. (Fri, Sat, Sun)

£40/2hr Session

£80/Full Evening (6.00pm - 11.00pm (10.30pm Sunday))

All Day

£160/All Day (8.00am-11.00pm (10.30pm Sunday))

*(Saturday evening bookings may be extended by 1hr subject to prior agreement and adherence to strict conditions)

***Saturday Evening Extension to Midnight**

The following conditions must be strictly adhered to:

1. The extension must be pre-booked and an additional fee of £20 will be charged.
2. Amplified music by Live Acts or Discotheque may only be played until 11.00pm.
3. Background music may be played after 11.00, at a reduced volume, causing no nuisance to neighbouring properties, until 11.30.
4. The Hall MUST be vacated by 12.00 Midnight when The Caretaker arrives to examine and lock up.
5. Should The Hall be in an unsatisfactory condition at 12.00 Midnight, extra time will be given to clean The Hall from 9.00am on the following morning but will attract an additional hire fee of £18 per hour or part thereof. If this is not possible The Hall cleaning staff will perform this task and the cost will be deducted from the booking deposit.

All above charges include use of basic A/V set-up (microphone and projector), kitchen facilities, non-consumables, toilet facilities.

Use of full A/V equipment set-up

Hire Fee by negotiation, depending on complexity and staffing requirement.

Upstairs Meeting / Conference Room

For Residents

£10/hr

£25/session (morning, afternoon, evening)

For Non-Residents

£12/hr

£30/ session (morning, afternoon, evening)

Residents Wedding Package

(All facilities of the Parish Hall. Booked for the wedding of a Parish resident: bride or groom)

1 Full Day (*including Saturday night extension) + 2 x 4hr Sessions (evening of day before and am of day after)

£350

Non-Residents' Wedding Package

(All facilities of the Parish Hall Booked for the wedding of non-residents: bride and groom)

1 Full Day (*including Saturday night extension) + 2 x 4hr Sessions (evening of day before and am of day after)

£450

Commercial Events (Conference, Exhibition etc.)

Weekday

£80/Half Day (8.00am - 12.30 or 1.00am - 5.30pm)

£150/Daytime (8.00am - 5.30pm)

£100/Evening (6.00pm - 10.30pm)

£220/Whole Day (8.00am - 10.30pm)

Weekend

£100/Half Day (8.00am - 12.30pm or 1.00pm - 5.30pm)

£180/Daytime (8.00am - 5.30pm)

£125/Evening (6.00pm - 11.00pm)

£275/Whole Day (8.00am - 11.00pm)

***Hire Charges for Wedding and Commercial Events include use of kitchen facilities, toilet facilities etc, use of A/V equipment and professional cleaning afterward. (Not including removal of waste, rubbish etc.)**

All charges for one-off hiring MUST be paid at the time of booking confirmation.

Deposit

A deposit of £50, is required at the time of booking confirmation, in addition to the hire fee. For evening parties, the deposit is £100. Ideally, the deposit should be paid online, together with the booking fee. However, a separate cheque is also acceptable which we will return, or destroy, AFTER the hire period and once the conditions of hire have been complied with. This is subject to a satisfactory inspection by the bookings clerk or caretaker. Deposit payments made online, will be credited back to the hirer's account.

Note: A series of regular bookings will only require one deposit of £50, which will be held for each subsequent booking. If it is necessary to use the deposit to cover damage caused in any hire period, then a further deposit will need to be provided.

Conditions/Notes

1. The Hire Charges cover the use of the hall, kitchen, toilets, and consumables. (Excluding any items belonging to other users) Cleaning materials and tea towels are not included.
2. The Hirer must ensure that all fire exits, including the external exits from the main hall, must be unlocked, kept free from obstruction and free to open at all times that The Hall is in use.
3. For all events where amplified music is played, the external doors and windows must be closed.
4. Bookings cancelled within 14 days of the event will forfeit 50% of the Hire Charge. Bookings cancelled within 7 days of the event will forfeit 100% of the Hire Charge. UNLESS, in both cases, The Hall can be re-let for the same agreed hire period.
5. The Hire Period must include set-up and clear-up times. The Hall should not be accessed more than 10 minutes before the hire period and should be vacated not more than 10 minutes after the agreed hire period.
6. All groups hiring The Hall for Animal Training Classes must properly clean surfaces and wet mop floors with an appropriate anti-bacterial/antiseptic cleaning product.
7. For evening parties/events a clean-up period can be booked on the following morning providing The Hall isn't already booked.
8. Responsibility for the premises rests with The Hirer during the period of access to The Hall.
9. Heating/Air Conditioning is included and is controlled by a programmable thermostat; this can only be changed by prior request.

10. No apparatus, of any description, may be left on the premises outside the period of hire without the prior agreement of The Trustees.
11. Regular or repeat bookings can usually be accepted.
12. Bookings for events to be held on special calendar days, e.g., New Year's Eve, are subject to approval by The Trustees.
13. Any regular or repeat bookings, by any organisation, must be flexible to allow for one off events in exceptional circumstances. In such circumstances at least 14 days' notice will be given of the need to cancel.
14. No posters, banners or documents shall be fixed to The Hall walls, doors etc. A notice board will be provided for regular users.
15. Any decoration of The Hall for events must be removed immediately after the event and should leave no damage or marks on walls, doors etc. Repair of any such damage will be charged to The Hirer.
16. Unsupervised children, under the age of 16, are not allowed in the kitchen under any circumstances.
17. Failure to vacate The Hall at the specified time may incur an additional charge.

Clear-Up

No further charge is made for cleaning, provided that all facilities are left clean, tidy and in good condition (including toilets, cooker and refrigerator if used). All litter, rubbish, recycling, food, and kitchen waste **MUST** be removed from The Hall **AND TAKEN AWAY** after each event. Should The Hall be left in an unsatisfactory state, a cleaning fee will be charged. Suitable refuse and recycling bags will be provided for this purpose.

Insurance

Public Liability Insurance is included in the Hire Charge so long as persons or organisations shall not be using The Hall for commercial purposes. (Use by any not-for-profit organisation shall not be regarded as use for commercial purposes) In the event of a claim on the above insurance, The Hirer shall be responsible for any excess applied by the policy. For commercial users, copies of Certificates of Insurance must be provided prior to the event.

Responsibility for the safe use of any electrical equipment brought onto the premises by The Hirer, rests entirely with The Hirer. Such equipment must be identified at the time of booking and Public Liability Insurance cover must exist for this equipment; without adequate insurance cover this equipment must not be used, and The Hirer may be asked to remove the equipment from the premises. (The Public Liability Insurance included in The Hire Charge specifically excludes liability for the use of Bouncy Castles or similar equipment.)

Risk Assessments

The Trustees have carried out a risk assessment for the general use of the hall and a copy is available for inspection both on the Parish Hall website and in The Hall itself. The Hirer is responsible for reviewing this and ensuring they are familiar with it. The Hirer is additionally responsible for carrying out any risk assessment necessary for their specific use of The Hall, prior to the event.

Health and Safety

1. The entire building and property, including all external areas, are NO SMOKING areas. Any cleaning of cigarette ends etc. left outside the building or on the car park is the responsibility of The Hirer.
2. If the kitchen equipment is used, the safety instructions must be complied with at all times.
3. Fire exits are clearly marked. The fire assembly point is on the far side of the car park.
4. All Hirers must ensure that all fire exits, including the external exits from the main hall, must be unlocked, kept free from obstruction and free to open at all times that The Hall is in use.
5. Car parking facilities are limited. The Hirer must always ensure that everyone in their party parks responsibly and with consideration to residents of neighbouring properties.
6. No ball games shall be played on external areas of The Hall.

7. A first aid kit is available in the kitchen.
8. Fire exits and fire extinguishers are marked.
9. Please record any personal accidents, any damage to The Hall, or failure of equipment (including tables and chairs) in the logbook in the kitchen.
10. During children's parties there must be appropriate supervision at all times.

Security

The Hirer is responsible for the security of The Hall, its contents, and their use, during the Hire Period. For all events, The Hirer is the designated responsible person and should be present on the premises at all times.

Neighbours

Please be aware that The Hall is in a residential area, therefore noise outside The Hall must be kept to a level acceptable to the Trustees. If a neighbour is disturbed by unacceptable noise from The Hall and they politely request that the noise is reduced to an acceptable level, it is The Hirer's responsibility to comply with this request and to maintain it at that level for the remainder of The Hire Period. For all events where amplified music is played, the external doors and windows must be closed. In warm weather the air conditioning should be used to maintain a comfortable temperature in the "closed" hall.

Oversight of Events

The Trustees reserve the right to enter The Hall at any time during an event, if they have reason to believe there may be a problem or they have received a complaint, and to immediately impose further conditions or curtail the event, with the assistance of the Police if necessary, for the welfare of neighbours, guests, or the safety of the building.

Alcohol Policy

For our Alcohol policy see the complete policy document

Emergency contact numbers for problems during your event

Booking Clerk 07774686993

Caretaker RSS 07890335034 or RT 07966147947

Chairman 07720348860

The Conditions of Hire may be amended from time to time as deemed appropriate by The Trustees and upon giving reasonable notice to The Hirer.

Created by Roy Bates

Issued 22/5/2023

Latest update 5/7/2023

Version 6