COGENHOE & WHISTON VILLAGE HALL & PLAYING FIELD

HIRE CONDITIONS

www.cogenhoeandwhiston-pc.gov.uk

These premises are NOT licensed for the use of Alcohol or Music (for public events).

Conditions of Hire:

- The times stated are when the facilities will be opened and closed.
- The use of the kitchen is included in the charge and available to all users of the facilities.
- The Hire fee is to be paid **in full** before keys will be made available.
- Hirers must leave the whole premises clean and tidy before they leave, and ensure all heating and lights are switched **OFF**. Failure to do so will mean that charges for heating or cleaning will be made at the appropriate rate which could include overtime charges.
- All **rubbish** must be taken away when you leave.
- **The Hall is in a residential area.** The hirer is responsible for the supervision of the premises, noise levels and behaviour of all persons present, inside and outside the hall, including the car park and field, throughout the period of hire.
- Hirers are expected to be aware of and comply with the Parish Council's safeguarding policy. https://www.cogenhoeandwhiston-pc.gov.uk/uploads/safeguarding-policy-jan-2021.pdf
- **If you are a commercial hirer copy of your Public Liability Insurance and risk assessment for your activity must be included with this booking. We would also assume you have a Safeguarding Policy in place.**

A separate deposit of £50 (£100 non-village resident) is required with this completed Booking Form to secure the booking and cover possible damage and cleaning costs. This will be returned within 7 days if the conditions have been met. Any additional damage will be charged at cost. **Bank account details Cogenhoe & Whiston Parish Council Village Hall, Sort Code 608301, Account Number 20430537.**

Cancellation – full fees are payable unless **48 hours notice of cancellation** are given

The hirer is responsible for the supervision of the premises, noise levels and behaviour of all persons attending the function, inside and outside the hall, including the car park, throughout the period of hire.

SMOKING is not permitted inside the building. Please ensure that cigarette ends are not left on the ground outside.

The Hirer and at least one other person over 25 must be on the premises at all times and to be responsible for the safety of the people present.

The Hirer must be familiar with the operation of the **FIRE DOORS and GATES** through the outside fence to the playing field which **MUST** be kept **Clear for Access** at ALL times.

All electrical equipment brought in for an event must be safe, in good working order and used in a safe manner in accordance with the Electricity at Work Regulations 1989.

The Hirer must familiarise themselves with the location of the **FIRE EXTINGUISHERS**, the **FIRE ALARM** in the foyer and how to operate them in an emergency.

The Hirer must check that the **EMERGENCY LIGHTING** is illuminated.

The insurance for this hall does not cover the use of Bouncy Castles; hirers must ensure that they are personally covered for these if necessary. The Public Liability insurance does not cover commercial usage.

Any property brought into the premises is **uninsured.**

The premises must be vacated by **10pm** at **the very latest**.

MAXIMUM number of persons permitted
120 in the Large Hall 50 in the York room

The Playing Fields and Village Hall are operated by Cogenhoe & Whiston Village Hall Management Committee .

September 2022