NORTON PARISH HALL - BOOKING TERMS AND CONDITIONS

Wadborough Road, Littleworth, Worcester, WR5 2QB

These standard terms and conditions apply to all hiring of the parish hall. If the Hirer is in any doubt as to the meaning of the following, the Hall Manger should be contacted. By receiving this document and paying your booking fee and security deposit you agree to these conditions. It is advised you read these thoroughly.

1. The Hirer is responsible for the actions of all his/her guests.

2. The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise. Cleaning utensils are made available in the store room and should be used to ensure the hall is left clean.

3. Bookings cannot be accepted for parties for persons under the age of 22 unless there is adequate supervision from someone of age 22 or more who takes responsibility for the hire.

4. A refundable security bond of £100 must be paid with the booking fee. {This is increased to £200 when you book the wedding package or host a party for someone under the age of 22}. We reserve the right to retain the bond in full or in part if:

    - There has been a breach of any of these terms and conditions
    - The premises have not been left in a clean and tidy condition
    - The hirer stays over their booked time slot (includes arriving early)
    - Electrical appliances have been left switched on or water taps left running
    - Damage or theft etc has been caused to the Hall or its contents during the hire
    - Damage or theft etc has been caused if the Hall was not left secure e.g., windows/doors left open or unlocked
    - Rubbish has not been appropriately deposited in the council bins (located in fenced area to side of hall) or removed if the bins are full

5. The hirer shall be responsible for any damage caused to the hall and is responsible for the full cost of repair over and above that which is covered by the aforementioned security deposit.

6. All rubbish must be removed from the premises and may be placed in the allocated council waste bins at the side of the hall behind the fencing; ensuring recyclable material is put in the appropriate bin. The rubbish will need to be taken **off** the premises by the Hirer if the bins are at capacity.

7. The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night. The Hirer shall, if using sound amplification equipment, ensure music etc is switched off at midnight.

8. Roller discos are **not** permitted in any room at the parish hall.

9. If a booking is cancelled 30 days before the date of the booking the fee will be returned, less a £15 admin fee. Cancellation less than 30 days before incurs a fee of £75.

10. The maximum number of persons allowed: 200 in the Freeman Windsor hall; 40 in the Littleworth Suite; 50 in the Coffee Shop; 75 cars in car park. Hire of the Freeman Windsor hall includes use of the adjacent kitchen.

11. When a booking is made in the Coffee Shop only beverages purchased on site are permitted; you may serve your own food (buffet) or put decorations up, but must clear up afterwards and leave it how you found it.

12. Smoking/vaping is not permitted within any part of the building.

13. All fire equipment is regularly checked but it is the Hirers responsibility to ensure all fire exits are kept unblocked. That all escape routes and corridors are free of obstruction and can be safely used. The location of the Hall's Assembly point is on the car park, adjacent to Wadborough Road and is marked by a sign.

14. The Fire Brigade should be called to any outbreak of fire, however slight, and details should be given to the Hall Manager.

15. Decorations must not be attached to the walls or doors using any form of permanent fixing. **No** type of adhesive tape must be used on any painted walls or woodwork.

16. No alteration can be made to any fittings or electrical wiring.

17. Hirers are responsible for ensuring any electrical equipment brought onto site is safe and in good working order and where applicable has had appropriate electrical safety checks. It is the responsibility of the hirer to ensure that cables are made secure and safe when in use.

18. The Hirer must ensure that the hatched area in front of the hall entrance is **ALWAYS** kept clear to allow access of emergency vehicles.

19. If more than 75 cars are expected then it is the hirer's responsibility to arrange marshals to manage the parking and to notify the local police that a large amount of on-road parking is expected.

20. In the event of an accident of injury the hirer must record the details in the accident book which is located in the hallway with the First Aid box. The Hall Manager should also be informed. If use is made of the First Aid box the hirer must advise the Hall Manager so it can be replenished. The nearest A&E is the Worcester Royal Hospital, Worcester WR5 1DD.

21. The use of tables and chairs are included in the booking fee for the Freeman Windsor Hall and Littleworth Suite, these should be cleaned and returned to their storage area correctly after use.

22. Food trucks, cocktail vans, barbeques etc will only be allowed with appropriate permission at the hirer's risk if a professional organisation is employed with appropriate insurances and it is located in the designated area, to be advised by the Hall Manager. Permission **must** be granted before booking anything of this nature.

23. Fireworks, Chinese lanterns, pyrotechnics, or similar items are strictly prohibited anywhere on the premises, including external areas and car park.

24. To display moving pictures (TV), or to broadcast copyright material by projection or any other means the Hirer may need to apply for a non-theatrical film licence. To hold a live stage performance the Hirer may need to apply for a theatre licence. These licences can be obtained from Wychavon District Council and the hirer is responsible for ensuring any relevant licence is issued prior to the event taking place.

25. The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

26. In order to sell alcohol at an event in the Freeman Windsor Hall there is a charge of £20 for the appropriate licence, please advise Hall Manager when booking if you require this.

27. The Hirer shall ensure that in order to avoid disturbing neighbours to the Hall and avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk nor to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.

28. Any loss or damage to property or vehicles brought onto the Hall premises by the Hirer or his/her Third Parties is entirely at the Hirer's risk. The Parish Hall accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded.

29. Hirers are responsible for completing their own risk assessments and appropriate insurances to cover their own activities and equipment, plus that of any Third Parties e.g. bouncy castles, discos etc.

30. Children using the play area must be supervised by an adult at all times.

31. There is a key safe box mounted on the entrance door and the access code to retrieve the front door key will be provided via text prior to the event. On no account can the keys from here be removed off site or given to a third party. The hirer is responsible for ensuring the keys are returned there at the end of the hire period.