HIRING AGREEMENT - STANDARD CONDITIONS OF HIRE

Rowlands Castle Parish Hall - Registered Charity No. 305024

1. Bookings must be paid for in advance and bookings are not confirmed until the payment is received. There may occasionally be agreements made with the PHMC Representative.
2. The Hirer will, during the period of hire, be responsible for supervision of the premises, fabric and contents, their care and safety and freedom from damage and the behaviour of all persons using the hall whatever their capacity, including proper supervision of the car parking arrangements so as to avoid obstruction of the highway, pavement and fire exits.
3. The Hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sublet or use the premises or allow the premises to be used in any unlawful way, nor bring onto the premises anything which may endanger the premises or invalidate any insurance policies on the premises.
4. The Hirer must inform the PHMC at the time of hiring if they plan to sell alcoholic drinks on the premises. The hirer must adhere to the conditions of the Premises Licence concerning the sale and consumption of alcoholic drinks, and other licensable activities e.g. playing of recorded music, performance of a play.
5. The Hirer shall ensure that nothing is done on the premises in contravention of the law relating to gaming, betting and lotteries nor allow entertainment of an indecent nature or that may cause a nuisance or annoyance to neighbours of the hall.
6. The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority and local Magistrates Court, particularly in connection with any event which includes public dancing, music and alcohol.
7. The use of nails, screws, sticky tape, blue tack or anything that will permanently mark the walls is strictly forbidden. Wall mounted notice boards may be used to display decorations or banners but these must be removed and any notices taken down must be replaced.
8. All internal and external passageways and doors intended for use as exits and emergency exists shall be kept clear at all times. The hirer will familiarise themselves with the hall's fire instructions and escape routes.
9. Smoking or vaping is not permitted anywhere on the premises; this includes the garden.
10. No naked flames allowed anywhere on the premises. BBQs are NOT allowed due to the netting installation.
11. The Hirer shall ensure that any electrical appliances brought onto the premises for the event shall be safe, in good working order and used in a safe manner.
12. The Hirer shall ensure that minimum noise is made on arrival and departure.
13. The Hirer shall ensure that no animals, except assistance dogs, are brought onto the Premises
14. The Hirer shall reimburse the PHMC from their deposit, the cost of repair of any damage to any part of the building which may occur as a result of the hire. Please refer to separate Security Deposit Deductions Guide.
15. If the Hirer wishes to cancel the booking 14 days before the date of the event and the PHMC is unable to accept a replacement booking, a cancellation fee may be charged at their discretion.
16. At the end of the hiring, the Hirer shall be responsible for leaving the hall and its surrounds in a clean and tidy condition; this includes the kitchen and toilets and any equipment used (i.e tables, cooker and crockery etc.). All the Hirer's own property should be removed together with all rubbish and recycling. Failure to do so may entail forfeiture of some, or all of the hiring deposit.
17. The PHMC reserves the right to cancel the hiring if required. In that event, the Hirer shall be entitled to a refund of any hire fee and/or deposit paid.
18. Private parties must finish by 11.59pm (New Year's Eve by 12.59) Failure to do so may render forfeiture of the deposit.
19. Unless otherwise informed, the person signing the Hire Agreement is deemed to be the person responsible for the event and ensuring that the conditions of hire are complied with.
20. The hirer shall ensure that the safety of the food they are preparing and serving meets current legislative requirements**.**
21. The hirer shall take out their own Public Liability insurance, where it is deemed necessary and/or appropriate, to cover the planned activities within and around the hall. We may request a copy of this for evidence.