

## Terms and Conditions for the hire of Langtree Parish Hall

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These terms and conditions apply to all occasional bookings. Failure to comply may result in the loss of your £100 booking fee paid.

Additional conditions may be required by us for some bookings; these will be advised at the time of acceptance of the booking. By signing the booking form, you are entering into a contract of hire with us - it is important that you read these terms and conditions fully, as they require you to accept specific responsibilities and liabilities. It is your responsibility to understand fully what is required. Please ask the Booking Secretary if you are unclear.

The hall is licensed by Torridge District Council for the sale of alcoholic drinks, including wines, beers, and spirits. The hirer is required to abide by the conditions of the premises license for any function, booking or activity where such liquors are served, sold, or made available for consumption on the premises. The hirer must be fully aware of the terms and conditions of the premises licence, the permitted hours and the nature of the licensable activities which may be carried out. The hirer has a duty to ensure that all those using the hall or attending functions booked by the hirer abide by the terms, conditions and permitted hours. The hirer's attention is drawn to the specific conditions within the hire agreement relating to the sale and consumption of alcohol.

### **1. Bookings and Fees**

Bookings are made through the Booking Secretary, who may be contacted on 01805 601602 or email on [hall@langtreeparishhall.co.uk](mailto:hall@langtreeparishhall.co.uk)

The scale of charges may be revised at any time at the Langtree Parish Hall Committee's discretion.

Bookings are only accepted when the £100 booking fee has been paid and the Langtree Parish Hall Booking Form/Contract is signed, and at the discretion of the Parish Hall Committee.

Bookings are not confirmed until you receive written acceptance of the booking in the form of Langtree Parish Hall Booking Form/Contract. This must be completed and returned to the Booking Secretary, along

with the £100 booking fee. The full amount for the Hire fees for the event must be paid by 6 weeks before the event.

Provided there is no damage or additional cleaning required the £100 booking fee will be returned after the event.

## **2. Use of the premises**

The hirer shall only use the premises for the purposes specified on the booking form, and not for any purpose which is unlawful. Evening events must finish by 12 midnight.

It is the hirer's responsibility to ensure that enough time has been booked. We normally charge extra for preparation and clearing time. Another hirer may be starting immediately after your booking time ends.

## **3. Supervision and Care**

There is CCTV operating throughout.

The hirer is responsible for the supervision and care of the premises during the hire period. This includes:

- Safety
  - For only a maximum capacity of 200 people.
  - The hirer must be familiar with safety arrangements, including fire exits, and make suitable public safety announcements. Fire regulations require that when the hall is in use all exits must remain clear at all times. To ensure the safety of staff and those attending the event security staff may be necessary, this will be discussed at the time of booking and will be at the hirer's expense.
- Behaviour
  - The hirer is responsible for good order and behaviour and must not sub-let or transfer the booking to another party. Children should be supervised at all times inside and outside the premises.
- Care of premises
  - The hirer is responsible for any damage to the fabric of the building or fittings.
  - Any damages or breakages must be reported to the Committee as soon as possible after the incident, and the cost of making good such damage will be taken from the booking fee.
  - If the costs to repair exceed the booking fee, the committee reserve the right to charge additional fees.

## **4. Alcohol**

The hirer acknowledges receipt of a copy of these conditions for the sale and consumption of alcohol.

The hirer, not being a person under the age of 18, hereby accepts responsibility for ensuring adherence to the conditions relating to the sale and consumption of alcohol on the premises.

If alcohol is to be sold or consumed on the premises, the hirer accepts responsibility to prevent:

- a. Underage drinking. It is an offence to sell to a child under the age of 18 or to knowingly allow alcohol to be sold to a child under the age of 18.
- b. Agents. It is an offence to sell alcohol to someone (an agent) on behalf of someone else who is under 18.
- c. Public nuisance and dangers to health from over consumption.

The Langtree Parish Hall Committee reserves the right to make spot checks to ensure these conditions are being observed and will end events if they are breached.

## 5. Noise

Rehearsals which involve the playing of amplified music must not start before 9.30am.

All live or recorded music must be played through the noise limiter, this must not be tampered with or circumvented, if it is not used as intended the event may be stopped. Music must only be played outside the premises at the discretion of Langtree Parish Hall Committee.

The hirer acknowledges that it is an offence to cause or permit to be caused any noise amounting to a nuisance and agrees that during any function when amplified music is played, steps are taken to ensure that the volume is maintained at a level which will not cause a nuisance to the inhabitants of the neighbourhood. **IN NO CIRCUMSTANCES IS MUSIC TO BE PLAYED AFTER 12 MIDNIGHT**

The event organisers shall ensure that all doors and windows remain closed after 11pm when live or recorded music is being played in the Hall.

The hirers will personally ensure that when persons leave the Hall during or after a function they will do so in a quiet and reasonable manner.

## 6. Insurance

The Hall has its own third party and public liability insurance and will extend this to non-commercial events organised by village organisations or individuals.

Commercial events should carry their own insurance for third party risks.

The Hall cannot accept responsibility for loss or damage to hirers' property brought to the Hall, or to motor vehicles parked at the Hall car park.

## 7. Decorations

The hirer shall only fix decorations in a manner which does not leave permanent marks or require re-decoration.

**The use of foil or paper confetti is not permitted inside or outside the hall premises.**

## 8. Cleaning and end of hire

The Hall is cleaned regularly to a good standard. At the end of any period for which the Hall is hired, the hirer shall clear it of all equipment and decorations which have been brought in. The tables and chairs should be returned to their original places. All lights must be turned off and the Hall left in a clean and tidy condition. Cleaning materials, brooms, mops and vacuum cleaner can be found in the cleaner's cupboard in Reception. Any spillages of liquids on the main Hall floor should be wiped up immediately using warm

water only. Crockery, if used, must be washed and put away. The cookers must be left clean, all tables wiped down before storing and **ALL RUBBISH TO BE TAKEN AWAY FROM THE HALL.**

By agreement with the Booking Secretary, it may be possible for hirers to return to the Hall on the following morning to finish tidying if required.

Please check before locking up:

- Taps in the disabled toilets and the kitchen
- Windows are closed and locked
- Doors are closed and locked
- Lights off
- Fire exits are clear
- All equipment is properly stored away
- The hall is locked up

Unless otherwise arranged, keys must be returned as soon as practicable in the letter box.

## 9. Cancellation

If the hirer wishes to cancel the booking before the date of the event, they must tell the Booking Secretary as soon as possible. If cancelled within 21 days of the event taking place a cancellation fee of your initial booking fee of £100 will be kept and all other payments will be refunded.

We reserve the right to cancel a booking in the event of the Hall being required for an emergency, Governmental or any such business, in which case the hirer shall be entitled to a full refund of any monies paid. We shall not be liable for any resulting loss in such a case.

## 10. Other aspects of hire

- Compliance with the requirements of the Children's Act 1989 and associated regulations and guidance relating to the protection of children.
- The national smoking ban in public buildings
- No vaping throughout the premises
- No Illegal substances throughout the premises
- Age restrictions on the public screening of some films
- Fair trading laws
- Health and hygiene regulations for preparing, handling, serving and selling food
- Gaming, betting and lotteries legislation.

Please sign and date these terms and conditions to confirm that you have understood them and agree to abide by them.

Name: \_\_\_\_\_ Signed : \_\_\_\_\_ Date: \_\_\_\_\_