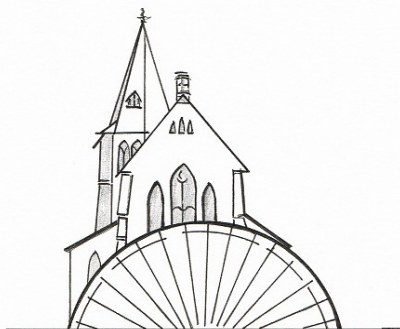


# Annesley & Felley Parish Council



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## **TERMS AND CONDITIONS FOR THE HIRE OF THE ANNESLEY AND FELLEY PARISH HALL**

Hiring of the Annesley and Felley Parish Hall is subject to the following terms and conditions:-

### ***Booking the hall***

1. Hirers are advised to contact the Booking Officer in the first instance to discuss the availability of the premises on the requested date(s), the appropriate hire charges and any other relevant details.
2. The hire period must make allowance for and include any setting up time before the event and any clearing up time after the event has finished.
3. All applications for using the premises shall be made by submitting a fully completed booking form to the Booking Officer. The booking will be confirmed after the booking form and the deposit have been received.
4. A non-returnable deposit of 50% of the total hire charge will be required to secure the booking, unless otherwise agreed by the Parish Council.
5. A deposit may not be required for regular bookings by established clients, but all hire agreements will be subject to renewal at least once a year.
6. The maximum occupancy for any event is 80 people seated and 120 people standing.
7. Please note that the minimum booking period for the hire of the hall is 2 hours.

### ***General***

8. The Parish Council reserves the right to cancel any agreement to hire by giving at least seven days' notice of cancellation and returning any monies paid by the Hirer, and the Hirer shall have no further claim on the Parish Council.
9. The Parish Council accepts no responsibility for injury, accident or death to any persons attending the premises or for damage, loss or theft of any property belonging to the Hirer or to other persons attending the premises. The Parish Council does not accept any liability in respect of the parking or damage to any vehicle within the area of the hall. Hirers are advised to arrange their own insurance to cover any perceived risks.
10. The Hirer shall indemnify the Parish Council for any expense incurred as a result of hiring, including claims for infringement of copyright.
11. Members of the Parish Council and duly authorised officers shall be allowed access to the premises at all times.
12. These conditions are subject to any variations as may be required to comply with the law or local authority requirements.
13. The hire charges and conditions of hire shall be reviewed annually by the Parish Council and the latest versions of these shall be used in all instances.

### ***Using the hall***

14. The Hirer (or other adult nominated by the Hirer) shall be present for the whole period of the hiring. If the Hirer wishes to nominate another adult to oversee the event, the name and address of that person shall be given to the Booking Officer before the date of hiring.
15. The Hirer shall take all reasonable steps to prevent occurrence of any injury, loss, damage or harm to any persons attending the premises.

16. In the event of any injury to any person, the Hirer will inform the Caretaker and they will both complete the accident book recording all details to who suffered the accident, the cause and details of the injury.
17. The Hirer shall be responsible for any damage to the premises, furniture and fittings therein.
18. No posters or other notices shall be posted inside or outside the premises without the prior approval of the Parish Council.
19. No tickets shall be sold at the door to members of the public without the prior approval of the Parish Council.
20. FIRE EXITS, which are clearly marked, shall be kept free of obstruction at all times.
21. The use of lighted candles (except for those on a celebration cake) shall not be allowed without the prior approval of the Parish Council.
22. There shall be NO SMOKING in the hall.
23. The use of pins and adhesive tape is strictly forbidden on all surfaces. Blue Tac can be used, but must be cleaned off the surfaces after use.
24. The hall, including the toilets, must be left in a clean condition and comparable to that at the start of the hire period.
25. Anything spilt on the floor, furniture or walls shall be cleaned immediately.
26. All kitchen surfaces shall be left clean and tidy and all taps shall be securely turned off.
27. All kitchen equipment must be cleaned after use and left in a condition comparable to that at the start of the hire period.
28. China, cutlery and other utensils shall be left clean and put away after use.
29. The Hirer shall provide his/her own tea towels.
30. All unused food and drink shall be removed from the premises.
31. All breakages shall be declared and paid for.
32. The Hirer shall take away all rubbish and generated waste for disposal.
33. Chairs and tables shall be tidily stacked away, as per instructions.
34. NO ALCOHOL shall be sold on the premises without the prior approval of the Parish Council and confirmation that a bar licence has been obtained by the Hirer.
35. The Hirer shall be responsible for maintaining good order and ensuring that NO NUISANCE is caused to nearby residents.
36. The hall shall not be used before 9am or after 11pm without the approval of the Parish Council. The hall shall be vacated at the end of the agreed hire period.
37. No sub-letting shall be allowed.
38. The Hirer shall take every care to ensure that no disorderly person enters or remains on the premises.
39. Central heating and water heating arrangements are pre-set and shall not be altered without consent from the Parish Council.
40. The decision of a member or employee of the Parish Council on acceptable noise levels and proper use of the premises shall be final.
41. In the event of failure to comply with a request or direction of a member or employee of the Parish Council regarding the proper use of the premises, the member or employee is entitled to terminate the hiring and direct the premises to be vacated immediately. The Parish Council will not be responsible for any loss to the Hirer or any refund of hire charges, in these circumstances.

### **Payment**

42. For individual events full payment must be received at least fourteen days prior to the event.
43. For regular bookings full payment must be received at least seven days prior to the event.
44. Prompt payment would be appreciated and cheques should be made payable to "Annesley and Felley Parish Council" or payment by bank transfer to the account of Annesley and Felley Parish Council, sort code 20-55-62, account number 53888975. Other forms of payment cannot be accepted.
45. Records will be kept of all monies received, but receipts will only be sent to the Hirer if requested.

### **Feedback**

46. In order to continually improve our services, all hirers are asked to complete the "Satisfaction survey form" presented to them on the date of the event.

**Revised 25/07/2014**