

HOOK PARISH HALL - CONDITIONS OF HIRE



A copy to be given to the Hirer.

1. Capacity of the Hall

The Hirer shall not permit the number of persons during the letting period to exceed the maximum seating capacity, namely 200 persons seated and 150 persons seated at tables.

2. Suitability for the purpose of Hire

The Hirer must satisfy himself / herself that the Hall is suitable for the purpose for which it is hired. The Hall Committee accepts no responsibility for disappointment.

3. Written Application and Returnable Deposit

The Hirer shall pay the Hall Letting's Clerk a returnable deposit of £100 (which shall not include the Hiring Fee) at the date of submitting a written application.

Any costs incurred from breakages, other damage or additional cleaning relating to the Hall shall be deducted from the deposit before it is returned to the Hirer. Should these costs be in excess of the sum deposited an additional charge will be made.

4. Alterations in purpose of Hiring

The Hall shall not be used by the Hirer for any purpose other than that stated in the Application without the express and prior written permission of the Hall Committee. The Hall Committee reserves the right to cancel the letting at any time if the use or the intended use of the Hall is for the purpose other than that stated on the Application form and the returnable deposit may be forfeit. Sub-letting of an agreement to hire the Hall is not allowed under any circumstances.

5. Cancellation of Booking

A cancellation of a booking of the Hall shall be subject to no less than three months notice given to the Hall Letting's Clerk in writing. The returnable deposit may be forfeit, unless an alternative booking is made at that time.

In the case of Regular Hirers, the Hall Lettings Clerk is to be notified by the 1st of January, April, July and October if the Hall is not required by the Hirer during that quarter. Three Months notice is also required by both the Hirer and the Hall Committee to terminate a contract.

6. Times of Entry and Vacation

The Hirer and persons using the Hall for the purpose of the letting shall not enter the Hall, unless agreed to by the Letting's Clerk, before the agreed commencement time, and shall vacate the Hall at or before the agreed time of departure.

7. Evening Closing Times and Penalties

A Saturday evening letting shall finish not later than **11pm** at which point the hall **must** be vacated. All music and entertainment shall cease at or before **10.45pm**. If not withstanding this requirement the sum of £25.00 shall be deducted from the returnable deposit for the first 15 minutes after 11pm, £50 for the following 15 minutes and £75 per 15 minutes or part thereof during which the Hall is occupied after 11.30pm.

8. Liquor Licence

The hirer shall be responsible for obtaining any necessary licence for the sale and consumption of alcohol during the letting from the Local Licencing Authority (Royal Borough of Kingston). It is an offence to sell intoxicating liquor without a Licence granted by the Licensing Authority. The Hirer shall provide a copy of any such Licence to the Letting's Clerk **ten** days before the date of letting, failing which, the sale of alcohol shall not be permitted under any circumstances.

9. Nuisance to the Neighbours

The Hirer shall be responsible for ensuring that no nuisance is caused to the Neighbours of the Hall by reason of excessive noise, loud music or any other unsocial behaviour and due consideration to the neighbours is given when vacating the hall.

10. Tidiness and Storage of Hall Property

The Hirer shall be responsible for ensuring that the Hall is left in a tidy state. Chairs and tables, after being wiped clean, should be stacked neatly in the Store Room. The floor should be thoroughly swept and any spillages removed and cleaned up. The Kitchen area should be left clean and all food removed from the refrigerator. All rubbish is to be removed by the Hirer and taken away from the premises.

11. Notices

No Notices or other articles shall be appended to the walls of the Hall under any circumstances other than upon the boards provided. Decorations including bunting, streamers, etc., must be removed at the end of the function. Any remaining will be removed by the Hall Committee which reserves the right to charge for the cost of redecoration (if necessary).

12. The Stage, Equipment and Outside Play Area

The Hirer is not permitted to use the stage, stage equipment, scenery drops, props and fittings except by prior arrangement with the Letting's Clerk. **The Outside play equipment IS NOT TO BE USED under any circumstances; this belongs to Hook Pre-school and is not part of the Parish Hall Lettings.**

13. Variations of these Conditions and in the Hire Charges.

These Conditions of Hire may be amended at the discretion of the Hall Committee and Hirers notified in writing.

In the case of Regular Hirers, the Hall Committee shall have the right to give not less than six weeks notice of any increase in Hire Charges. Hirers will pay quarterly in advance, unless by other agreement with the Letting's Clerk.

14. **Smoking**
The Main building, Annexe and surrounding area within the perimeter fence are designated **NO SMOKING** areas.
15. **Loss and Damage to Property of Hirer and other Users**
The Hall Committee does not accept liability for loss or damage to any property, clothing or other articles brought into the Hall by persons during a Letting. All such items should be removed from the premises at the end of the Letting. No items shall be stored on the premises except by prior written permission given by the Hall Committee and no responsibility is accepted for security of any items for which such permission has been given. Where such permission has been given for cupboards, a key must be made available to the Hall Committee.
16. **Entry by Persons on Hall Business**
The Hall Committee reserves the right to permit the entry of the Caretaker, workman and other persons on Hall business during the period of Letting. (Such a right shall not be exercised unreasonably).
17. **Insurance**
The Hall Committee is not responsible for and does not hold cover for personal injury or damage to personal property for persons booking the Parish Hall. It is the responsibility of the Hirer to ensure that relevant insurances are in place and a copy of the Public Liability Insurance Certificate is given to the Letting's Clerk. In addition, any hirer is to ensure that third parties bringing equipment/activities in to the hall (ie: bouncy castles) have the relevant insurances.

In the case of regular Hirers, a copy of the Insurance Certificate is to be given to the Letting's Clerk on an annual basis.

The Hirer is to ensure all their electrical equipment is PAT tested annually and copies of certificates are available to the Hall Committee upon request.
18. **Loss of Earnings**
If the Hall is not available for hire for any reason, the Hall Committee shall not be held liable for the loss of earnings to the Hirer. In this instance the hire charges shall be returned.
19. **Fire Exits / Risk Assessments**
The hirer is to ensure that they familiarise themselves with the fire exit routes on arrival and also the Risk Assessments, which are displayed on the Parish Hall Committee Notice Board.
20. **Safeguarding**
All Hirers are required to follow the St Paul's Parochial Church Council's Policy in ensuring that all children and adults who may be vulnerable are protected at all times. The hirer is to ensure that they familiarise themselves with our Safeguarding policies which are displayed on the Parish Hall Committee Notice Board. A separate signed declaration form will be required by regular hirers for activities with children/vulnerable adults.
21. **Accident Book**
The Hirer must report all accidents to the Letting's Clerk by completing the Accident Log Book located on the notice board.
22. **Interpretation**
"Hirer"
The person applying for the use of the Hall (except where that person is acting on behalf of a body corporate).
"Hall Committee"
The Committee appointed by St Paul's Parochial Church Council to manage the Hook Parish Hall.
"Hall"
The Hook Parish Hall (excluding the Annexe unless the booking of the same is included in the terms of hire) and its curtilage including perimeter walls, hedges and fences.
"Annexe"
The building known as the Annexe to the rear of the Hall which is not to be used by the Hirer unless the same is expressly included in the terms of hire.
"Hall Property"
Fixtures, fittings, furniture, crockery, utensils, scenery props, drops, refuse bins and other property used and stored at the Hall, whether owned by the Hall Committee or otherwise.
"Letting"
Permitted use (or period of such) of the Hall on the terms herein.
"Regular Hirer"
A person who hires the Hall on a succession of occasions extending over a period in excess of six weeks.
"Letting's Clerk"
The person appointed by the Hall Committee to receive booking and payments on its behalf.
23. **The Annexe**
The Annexe is available for hire separately or together with the Hall on terms set out above so far as they are applicable subject to the following terms:-

* The capacity of the Annexe for the purpose of Paragraph 1 is 35 persons.