

GREAT BADDOW PARISH COUNCIL

Conditions of Hiring for The Parish Hall

1. Application forms for the hire of the above premises are available from the Council Offices, The Parish Hall, 19 Maldon Road, Great Baddow, CM2 7DW.

Applications will not be accepted more than 18 months in advance. The Council reserves the right to decline an application. Persons wishing to hire the premises must be over the age of 18 years.

All hirers who wish to use outside services during the hire ie. Live bands, discos, children's entertainers, bouncy castles/soft play equipment, caterers etc must complete a separate form giving details of the service to be used and include a copy of the service providers' Liability Insurance Certificate at least 14 days prior to the hire.

2. Bookings will only be confirmed upon receipt of a completed booking form and the appropriate deposit.

The balance of the hiring fee is payable not less than 14 days before the date of the hire.

For social functions, an additional deposit is payable not less than 14 days before the date of hiring to be held against loss, damage, extra caretaker hours or extra cleaning.

If the Council cancels a hiring, the deposit will be returned to the hirer but no compensation will be paid by the Council in respect of any loss sustained by any person due to the cancellation of the hiring.

3. The hiring may not be assigned or transferred to any other person or persons.

4. The Caretaker will open the premises at the stated time and will return to lock the premises, again at the stated time. There is no time allowance for setting up and/or clearing up and if you require this, it must be arranged at the time of booking.

5. The hirer/s shall accept full responsibility for the preservation of good and orderly conduct during the period of the hire and must remain on the premises throughout the duration of the hire. They shall bear the cost of making good any damage for which they can be held responsible as having been done to the premises and/or contents during the period of hire or incidental thereto. The Council has the right to terminate the hire if orderly conduct is not maintained on the premises.

6. Hirers must leave the hall in a clean and tidy condition and must ensure that all tables are cleaned and replaced and all chairs used are replaced.

Brooms can be found in Committee Room 2 for sweeping the floor. Hirers must remove all personal property at the end of the hire. The Council is not responsible for property left on the premises. All rubbish and waste must be placed in the bins to be found at the side of the hall.

7. The consent of the Council must first be obtained if the hirer wishes intoxicating liquor to be sold in the Parish Hall during the period of hire. All alcoholic beverages consumed or sold in the Parish Hall must be purchased solely through the Parish Hall bar, where the licence for the sale of intoxicating liquor is held. The bar will close promptly at 11 pm on Saturdays and on other days, 30 minutes before the expiry of the time booked for hire. All times allocated to the hiring must be strictly adhered to due to insurance restrictions on the building.
8. Parishioners' rate for the hire of the premises will only apply if more than 50% of members of an organisation are parishioners of Great Baddow or Galleywood.
9. No alterations to the electrical or any other equipment shall be made by the hirers except with the written consent of the Clerk of the Council. It is the responsibility of the hirer to ensure that any electrical equipment they may connect to the supply will be compatible with the 13 amp (KW) sockets provided and should this condition be ignored the Council will not be responsible for any resulting failure in supply. In the event of a supply greater than the normal 13 amp being required, arrangements must be made with the Clerk of the Council at the time of booking.

All portable equipment brought into the hall must hold a current PAT test certificate or written confirmation of safety testing, which must be produced to the office at least 14 days prior to the hire.

10. The Council reserves the right to limit the numbers allowed to use the Parish Hall at any one time to
 - 98 persons seated for a meal or similar
 - up to 153 persons seated for a play or licensable activity dependant on conditions applied by the Premises Licence
 - 200 persons for a dance or similar function
11. Hirers are not permitted to attach any decorations or notices to the fabric of the premises. No sellotape, drawing pins, blue-tac or fixings of any kind for decoration or notices is allowed.
12. The wearing of footwear that might cause damage to the floor, especially stilettos, is not permitted.
13. No motorcycles shall park on the forecourt of the Parish Hall and car owners must not park in the lay-by adjacent to the Parish Hall.

14. The premises must not be left unattended during the times of the hire, must not be used by hirers before the time of hire and must be vacated at the time stated. Failure to do so will result in extra charges being made against the damages deposit or the next invoice. The use of facilities other than those specifically stated on the hiring form will also incur extra charges on the damages deposit or the next invoice. If the hire finishes early for any reason, you must telephone the caretaker and inform her.
15. The Parish Hall must be vacated by 11.45 pm or a fee will be charged for extra caretaking. Power to the stage sockets in the Parish Hall is automatically turned off at 11:30 pm and equipment still operating may be damaged. The Parish Council will accept no responsibility for such damage.
16. The Parish Council has installed a decibel meter (Electric Orange) in the Parish Hall. When noise is over a certain limit, the bulb above the stage flashes orange as a warning signal, if the noise is not reduced the power is cut off. The power is off for a period of ten seconds and then comes back on automatically, the process is repeated indefinitely.
17. For parties/discos for young people of eighteen years or younger the council require supervision of one adult to every ten young people. (adults being 25+ years). Hirers are asked to make written agreement to this condition. For hire of premises for 18th Birthday Parties, hirers must reside within the boundaries of the Parish, be over 25 years of age and be present at the function.
Hirers are asked to leave a returnable deposit of £150 against loss, damage, extra caretaker hours or extra cleaning and in the case of an 18th or 21st birthday party, a deposit of £300.00.
18. Smoking is not permitted in any part of the building at any time. On 1st July 2007 a new law was introduced to make enclosed public spaces and workplaces in England smokefree. The Smokefree (Premises and Enforcement) Regulations 2007 provide the details about smokefree premises.
Under The Smokefree (Penalties and Discounted Amounts) Regulations 2007, the maximum fine for the offence of smoking in a smokefree place is Level 1, which is currently £200.
19. The use of smoke machines is not permitted in the Parish Hall.
20. Fire Procedures – Hirers should familiarize themselves with the location of fire exits and fire alarm points. If you detect a fire, the fire alarm points are activated by pushing the black button. The building must be evacuated through the nearest and safest fire exit; the meeting point is the Vineyards car park. Please note the fire alarm is connected to the fire station and the fire brigade will attend if the alarm is activated. If the alarm points are activated when no fire is detected, the fire brigade may levy a charge on

- the Parish Council, which after consideration of the circumstances may be passed onto the hirer by way of deduction from the damage deposit.
21. The hirer to be responsible for first aid.
 22. Hirers are responsible for making certain that none of the fire doors are obstructed at any time. In the case of a public entertainment event or a play, if the licensee feels that this has happened, steps will be taken to correct the situation. The licensee's decision on any such matter is final.
 23. Amendments to the booking including extending times of the booking, additional facilities required or cancellations, will only be accepted in writing.
 24. No refunds will be given on any booking cancelled by the hirer with less than 7 days notice for a regular hirer or 14 days for a function hirer.
 25. Whether the hiring fee is paid in cash or by cheque, refunds can only be made by cheque. The cheque must be signed at a Finance meeting of the Council and therefore it may take up to four weeks for the refund to be made.
 26. If the conditions in paragraphs 1, 2 and 9 are not complied with, the hire will be cancelled without further notice.

As a responsible Local Organisation, we operate on a 'Good Neighbour' principle. Please do your best to ensure that the guests/participants at your event leave the premises as quietly and promptly as possible at the end of the hiring.

Thank you for you co-operation.

Miss A. Wood
Clerk of the Council

Great Baddow Parish Council
Council Offices
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CM2 7DW

Caretaker - Lynn Alderson
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SEPTEMBER 2007