

## **WHITWICK PARK HALL - Whitwick Park, North Street, Whitwick, LE67 5HB**

Whitwick Park Hall is a community facility operated by Whitwick Parish Council as charity trustees, which we hope will be valued by and of benefit to our community.

### **Terms and Conditions of Hire:**

Please read these Terms and Conditions of hire **before** making your booking - by signing the booking confirmation form you will be agreeing to abide by them. **If there are any aspects you don't understand please check with us first.**

You must be at least 18 years of age to hire the hall. If the event is to involve under 18s, you must undertake that they will be supervised by a responsible adult.

### **1. Booking, Fees and Payments**

**1.1 Bookings** are made by contacting the Community Office who will advise on availability of the premises. The Hall may be booked for single or multiple lettings.

**1.2 Fees** are charged by the hour subject to a minimum hiring of 2 hours. The hire period must include your set-up and clear-up times. The fees charged will be those in force at the time of booking. Bookings taking place on a Bank Holiday will be charged at double the standard rate.

A regular hirer may have access to the office (if available) without charge, a casual hirer may book the office for a £5 supplementary charge for the duration of their booking. The office may be independently booked by a hirer for the same hourly rate as the hall.

**1.4 Full payment** for the Hire must be made 28 days before the event or the booking will be cancelled. Bookings less than 28 days before the event will be subject to a **£5** late booking fee and will require full payment at the time of booking. Regular on-going bookings can be paid for on a monthly basis in advance, although the same cancellation conditions apply as per 1.5 below.

**1.5 Cancellation** - you may cancel your bookings by giving at least 14 days' notice, if you do cancel within 14 days (inclusive) full hire charge will remain applicable. Any notice given after 14 days shall incur no costs.

If the hall is required for a shelter as a result of a civil emergency or upon the death of a Monarch the hirer shall be entitled to a refund of any deposit already paid, but the Council shall not be liable to the Hirer for any resulting direct or indirect loss or damages.

**1.6 Opening and closing** of the premises will be undertaken by the Council's Caretaker. All bookings must have cleaned up and departed the hall by 9pm.

**1.7 Facilities** included in the hire are the hall, tables and chairs, kitchen and equipment. The kitchen is fitted with a water boiler for hot drinks and some limited crockery is provided but it is recommended for you to supply your own disposable cutlery and crockery wherever possible. You also have use of the car park (though this is not exclusive) and access to all public facilities within the park during opening times.

**1.8 The maximum capacity** of the premises is no more than 75 people standing or 40 people seated in a 'cafe style' or 60 people 'theatre style'.

**1.9 Access for all** - there is access for wheelchair users and a designated lavatory. Assistance dogs are welcome in the Hall.

### **2. Hirer's responsibilities**

**2.1** You agree to indemnify the Parish Council against any actions, costs or claims arising out of your use of the Hall. You must ensure that you have any necessary licences or insurance appropriate to your use of the premises.

For those hirers who use the building for business purposes or on a regular basis, we will ask to see evidence of your public liability insurance and appropriate qualification certificates. The Parish Council, as charity trustee, holds a Performing Rights Society/Phonographic Performance Licence (PRS/PPL).

**2.2** You must take reasonable precautions to ensure that your use of the premises is carried out in a responsible way. The Parish Council's health and safety policies are available on the website or on request.

**2.3** There is a damages/cleaning surcharge of £50.00 that will be charged to you as the hirer if the hall is not returned to its original state. It must be free from damage and left clean and tidy. Please report any damage or breakages.

**2.4** No charge is made for cleaning, provided all facilities are left clean, tidy and in good repair. Any equipment used must be returned to its proper storage space after use.

**2.5** Any **rubbish** must be taken away and not left within the premises.

**2.6** Please do not attach anything to the **walls** i.e. no pins, adhesive tape, blu-tac etc.

**2.7** No **fireworks** or other incendiaries/inflammables (e.g. liquid gas) are allowed within the premises with the exception of candles on a birthday cake.

**2.8** No **smoking/or vaping** is allowed anywhere within the premises.

**2.9** No **illegal drugs or weapons** may be brought onto the premises.

**2.10** While you can consume your own **alcohol** brought onto the premises with prior permission, sale of alcohol is strictly forbidden as the premises are not licensed for this purpose.

**2.11** No **animals or birds** (except assistance dogs) are allowed on the premises without prior approval.

**2.12** No **Confetti or party sprinkles** are to be used on the premises.

**2.13** No **bouncy castles** to be erected inside or outside of the premises.

### **3. Necessary Legal Stuff**

**3.1** You must nominate a 'competent person' to take charge in case of **Fire** who will be responsible for ensuring that everyone in the Hall can escape unimpeded through the Fire Exits and assemble in the car park or other nominated assembly area. 'Competent persons' must make themselves familiar with the location of the fire extinguishers and the instructions for use, emergency exits and of the importance of fire doors. They must inform all those using the Hall of the position of the emergency exits and familiarise themselves with the displayed instructions on what to do in case of fire. Improper use of the fire extinguishers will result in the automatic loss of the deposit. Fire doors **MUST** remain unobstructed during your hire. There is no telephone connection, so you need to bring a mobile phone in case of emergencies.

**3.2 Health and Safety** you are responsible for the health and safety of your group and all risk assessments associated with your activity and all of your undertakings, especially any employees you may bring onto site if any.

**3.3** Any **electrical equipment** brought into the Hall premises during your hiring (e.g. music players, disco equipment, extension leads etc.) must be PAT Certified.

**3.4 Food safety** - Under the Food Safety Act 1990, it is the responsibility of persons providing food for any event held in the Hall to ensure that they are aware of and abide by the legal requirements. The Parish Council is not responsible for any food brought into the Hall.

**3.5 Child Protection/Vulnerable Adults** - It is the responsibility of the Hirer (under the Children Act 2004) to ensure the safety of all children at all times at any event. There is also a responsibility to safeguard vulnerable adults. Hirers are responsible for the observance of the law regarding child protection; in particular that adults having continuing and close contact with children or vulnerable adults should have undergone a DBS (Disclosure & Barring Service) check. A declaration form for such user groups must be signed and returned with the booking form.

**3.7 No apparatus or equipment** of any description can be left on the premises without the prior consent of the Management Committee.

**3.8** Any **accidents** should be reported to the Caretaker at the end of your hiring and an Accident Report Form completed. A first aid kit is available in the kitchen.

**3.9** The Council reserves the **right to cancel** any booking by giving notice in writing and returning the hiring charge and deposit in emergencies (e.g. should the premises or access to them be unsafe) or should the purpose of the hiring be in any way improper or unauthorised. The Parish Council shall not be liable to pay to the Hirer any money/loss incurred by the cancellation.

**3.10** Should you not adhere to any of these conditions, the Parish Council reserves the right to cancel and/or refuse any future bookings.

#### **And finally**

Please:

- use the Hall responsibly and leave it as you would wish to find it
- be as quiet as possible to respect the neighbours when leaving the Hall, especially if it is late at night.

We thank you for your co-operation and hope that you enjoy the use of our Hall. If you have, please tell others; if you have not, please **tell us**.