

HADLOW OLD SCHOOL HALL
Parish Office, Old School Hall, Hadlow, TN11 0EH
Tel: 01732 851878 E-mail: clerk@hadlowpc.co.uk

PRIVATE FUNCTION HIRE CHARGES / BOOKING FORM (w.e.f. 1 January 2012)

	Session Times	Hire fees	Occupancy Numbers
HALL (minimum 3 hours)	09:00 - 19:00	£12.00 per hour	Standing 120 Seated 90 Seated at tables 55
	19:00 – 22:00	£40.00 weekdays £55.00 weekends	

NB: Please see Conditions of Hire concerning availability for evening bookings

ANNEXE (2 rooms)			
Carpeted room (large)	09:00 – 12:30	£10.00 per session for 1 room	Each room seats 30 Large room seated at tables 15 Small room seated at tables 20
	12:30 – 15:30		
Vinyl room (small)	16:00 – 19:00	£20.00 per session for 2 rooms	
	19:00 - 22:00		

NB: Commercial functions will be charged additional rates – apply to Parish Clerk for details

HIRERS ARE ALLOWED IN THE HALL HALF AN HOUR BEFORE THE BOOKING TIME. UNDER NO CIRCUMSTANCES SHOULD YOU ATTEMPT TO ENTER THE HALL BEFORE THEN AS YOU WILL TRIGGER THE ALARM

NAME OF HIRER/ORGANISATION:

ADDRESS (inc postcode):

.....

TELEPHONE NO (Home/mobile):

ROOM(S) REQUIRED (Please tick): MAIN HALL: **ANNEXE:**

PLEASE NOTE THAT BOUNCY CASTLES CANNOT BE ACCOMMODATED IN THE OLD SCHOOL HALL

DATE REQUIRED:

TIME REQUIRED: From: **To:**

PURPOSE OF HIRE:

Is alcohol to be sold? YES / NO If YES, has a TEN notice being issued? YES / NO

FEE ENCLOSED: £.....

Returnable deposit *: £ 20.00

Cheques payable to Hadlow Parish Council

*** (see Conditions of Hire details)**

NB: IT IS THE HIRER'S RESPONSIBILITY TO PICK UP/RETURN FRONT DOOR KEYS TO PARISH OFFICE

SIGNATURE OF HIRER:

DATE:

Please return completed form to the Parish Office at the above address

HADLOW OLD SCHOOL HALL & ANNEXE

RULES & CONDITIONS OF HIRE

1. **DEPOSITS:**

Weddings, parties & charitable functions: for evenings, £50 at time of booking; at other times, 25% of hire fee or £20, whichever is greatest. Balance of hire fee to be paid one month before date of hire.

Commercial functions: 50% of hire fee or £50, whichever is greatest, at time of booking. Balance of hire fee to be paid one month before date of hire.

The deposit is secured against breakages, damage or additional cleaning or failure to vacate at agreed time. Any breach of these conditions will result in forfeiture of the deposit.

Regular users: Hire charges to be paid monthly in advance. No deposit required. An additional charge may be levied against breakages, damage or for additional cleaning.

2. **Please note that evening bookings MUST FINISH NO LATER THAN 20:00 FOR CASUAL HIRERS.**

3. **CANCELLATIONS:** Deposits will only be returned if the hall/rooms cannot be re-let.

4. **ALTERATIONS TO BOOKINGS:** Any proposed change to a booking must be notified to the Parish Clerk at least seven days prior to the event.

5. **BOOKING POLICY:** Whenever the Council is asked to consider bookings from two organisations simultaneously, preference will be given to Hadlow-based organisations.

6. **HIRE CHARGES:** The Council reserves the right to change hire charges at one month's notice.

7. **REFUSAL, CANCELLATION OR TERMINATION OF BOOKINGS:** The Council reserves the right to refuse, cancel or terminate any function or bookings at their discretion.

8. **RESPONSIBILITIES OF HIRERS:** Any person signing a booking form must be 18 years of age or over and the hirer must be present at the function

9. All users of the Old School Hall must have regard to the well-being of nearby residents. If windows and doors are opened in warm weather adjustment must be made to noise levels (eg music). Always leave the premises causing as little disturbance as possible, especially at night (eg car doors, etc).

10. The Council cannot accept any responsibility for loss or damage to any property of the hirer, or any other person connected with the function. Hirers should ensure that adequate insurance is obtained to cover against loss or damage, if appropriate.

11. The premises must be left clean and tidy at the end of the session. All equipment for catering, etc must be cleared from the premises on the day of the hire unless special dispensation had been granted.

12. Any complaints should be made in writing to the Clerk of the Council within 48 hours of the function.
13. Hirers are responsible for the behaviour of persons at their functions, both inside and outside the building. The Council may deduct from any deposit held the cost incurred of engaging Neighbourhood Police Officers to preserve order prior to, during, or after any function at the premises.
14. It is the responsibility of the hirer to ensure that only authorised persons connected with the function have use of the Hall/Annexe and the facilities provided (eg toilets).
15. The right of entry to the Hall/Annexe is reserved to any member of the Council or its Officers at any time.
16. No function shall terminate later than 20:00 hours on any day of the week in respect of casual hirers or 23:00 hours for regular users.
17. Occupation will be restricted to the numbers advised by the fire regulations (see booking form).
18. Hirers are responsible for ensuring that their function complies with any requirement concerning copyright or performing rights and appropriate documentation must be submitted to the Parish Office in advance of any function.
19. In the observance of licensing laws it is the responsibility of the hirer to obtain a licence and provide a copy to the Parish Office before the function.
20. **FIRE REGULATIONS:** Fire regulations require that when the Hall/Annexe is in use ALL exits must remain clear at all times. **NO SMOKING IS PERMITTED INSIDE THE BUILDING.**
21. In the event of a fire, immediately operate nearest alarm point (one is located on wall to rear of hall; another on the wall by entrance to the toilets). Dial 999 and ask for Fire Service. Tell operator location of fire as follows:

Old School Hall (entrance via car park)
Hadlow, TN11 0EH

Tel: 01732 851878

Do not replace receiver until location has been repeated by Fire Service.

22. Evacuate building by appropriate fire exit (door to rear of hall or front doors, whichever is safest). It is the Hirer's responsibility to ensure that all people for whom you are responsible are accounted for. Assemble at far side of car park.
23. Alert Old School Hall keyholders as follows: Ed Bright (01732 850590 / 07807 365616) or Jo Stacey (01732 852286 / 97785 504064) or Parish Clerk (07832 408270).
24. If the fire is an electrical fire, there is an 'electrical fire extinguisher' behind the kitchen door. Use this only if it is safe to do so. A first aid kit is located on the kitchen wall, as is a fire blanket.

25. Hirers must make their own arrangements for insurance in respect of claims for injury or damage arising from the hire. The Council's insurance covers its own liabilities and NOT the liabilities of the Hirer.
26. All Hirers must ensure that any electrical equipment (e.g. CD player) has been properly PEAT (Portable Electrical Appliance Test) tested.

Hadlow Parish Council
November 2011