



LEAMINGTON HASTINGS
PARISH HALL

LEAMINGTON HASTINGS PARISH HALL – HIRING CONDITIONS

1. BOOKINGS - GENERAL

- a) By booking the hall you agree to the following booking conditions.
- b) The whole premises can be hired or the large or small rooms may be hired individually, with or without the use of the kitchen.
- c) Note The Bowls Club and Tennis Members may occasionally use the hall toilets whilst using the outside facilities.
- d) If a Bouncy Castle is being used it is the hirer's responsibility to ensure appropriate insurance is in place, and the hirer will be responsible for any Personal Injury claim or damage caused.
- e) The hire charges include the cost of electric lighting, heating and power. There may be an additional charge for Bouncy Castles and prices may also be subject to a power surcharge during the winter. Charges may be reviewed during the year.
- f) Any person aged 18 or over may hire the hall whether a resident of the Leamington Hastings Parish or not. There are no distinctions of gender, race, political, religious or other opinions.
- g) The hall can be hired for meetings, lectures, classes and other forms of recreation and leisure provided these activities do not contravene the law.
- h) Enquiries can also be made via info@lhparishhall.co.uk or by text or phone to 0796 4891742.
- i) The fee is payable via bank transfer 2 weeks before booked date to **Co-op Bank , Account Name "Parish Hall", Sort Code 08-92-99, Account No. 67299508.**
- j) The sale of alcohol on the premises is only allowed if agreed by the hall committee at the time of booking and the hirers obtain a temporary alcohol licence which is shared with the committee in advance of the booking date.
- k) Smoking is not allowed on the premises
- l) Candles, naked flames of any kind or fireworks are not allowed on the premises.

2. HIRER'S RESPONSIBILITIES

1. To ensure compliance with the above rules by event users.
2. A maximum of 100 people can be accommodated seated at tables, 150 seated in rows. The hirer is responsible for ensuring these numbers are not exceeded.
3. No additional electrical equipment can be used without the consent of the Committee.
4. The hirer is responsible for:
 - a) the good behaviour of all those using the hall and equipment during the period of hire.
 - b) the general caretaking of the event including sweeping, general tidying, removal of rubbish and washing up of any crockery and cutlery use.
 - c) all breakages and damage to the property, should be reported to the Committee as soon as possible after the event to info@lhparishhall.co.uk, the Hirer will be charged replacement costs.

3. SAFEGUARDING CHILDREN, YOUNG PEOPLE & ADULTS AT RISK

Hirers must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children's Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, hirers must provide us with a copy of your safeguarding policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported. Note: Bowls Club and Tennis Members may occasionally use the hall toilets whilst playing. It is the responsibility of parents to supervise their children whilst in the hall.

4. FIRE RISK/PROCEDURE

- a) The Hirer must make themselves familiar with fire procedures (see Noticeboard) and location of fire doors and equipment.
 - b) The hirer must take precautions to minimise fire risk during the hire period. No hanging decorations of any kind, or the use of naked flames, candles or fireworks may be used.
 - c) **At the end of the event the Hirer is responsible for checking the premises, ensuring all heating, lighting and electrical equipment is turned off and the building is locked. A charge may be levied to cover any additional costs if power/equipment is left on.**
5. No dogs, except assistance dogs, are allowed in the Hall, except by prior arrangement.
 6. No ball games are allowed in the Hall, except by prior arrangement.
 7. No parking is allowed in front of the Hall.
 8. The Hall Committee will not accept responsibility for the loss of any property, placed or left in the premises by the Hirer, or for any personal injuries sustained by any person during the use of the premises. The Hirer will indemnify the Committee against all claims and demands by reason of loss or injury aforesaid.