

PARISH OF WARBLINGTON-WITH-EMSWORTH

Parish Hall Booking Conditions – Revised July 2018

1 - BOOKINGS

- a. Only a person aged at least 18 years shall make bookings.
- b. The hall committee reserve the right to refuse inappropriate bookings.

2 - INSURANCE

- a. Hirers must have adequate insurance in force for the activity concerned and where sporting activity is involved, must hold a relevant supervisory qualification.
- b. Hirers must have adequate insurance in place for personal and collective belongings and equipment. The loss, theft, or damage of any such items is not covered by the Hall insurance policy.

3 - HEALTH AND SAFETY

- a. No naked flames or flammable liquids are to be used or left on the premises.
- b. All emergency exits and passageways must be kept clear at all times.
- c. The Hirer must agree to restrict the number of people in the hall at any time to 150 maximum, in line with the hall licence.
- d. Smoking is not allowed anywhere on the premises.
- e. The step ladders provided shall only be used in accordance with HSE guidance as in the 'Safe use of ladders and step ladders' publication, of which a copy is displayed adjacent to the steps.
- f. No wheeled vehicles other than wheelchairs and children's pushchairs and perambulators are permitted on the premises.
- g. Nothing should be placed on or over the wall heaters.
- h. The hirer should be familiar with the accident and emergency procedures displayed on the notice board.
- i. The hirer shall act as or appoint a fire warden, who should be familiar with the emergency procedures in the event of a fire. He or she must brief those attending on the evacuation procedures and location of the fire exits, these being the front doors and the emergency door adjacent to the kitchen, particularly noting that wheelchair users are able to use the front doors only. The assembly point in the event of an evacuation is the lych gate at the entrance to the churchyard.
- j. The hirer must ensure that two adults work together when assembling the stage or tables.
- k. The hall committee does not accept responsibility for any electrical equipment not on the hall's inventory. Users of electrical equipment in the hall do so at their own risk.

4 - DUTY OF CARE

- a. It is the responsibility of the hirer to ensure that all guests are adequately cared for while on the premises, including taking measures to prevent accidents.
- b. The Parish, as owners of the hall, have a clear policy on the protection of young children and vulnerable adults. In line with this, hirers must ensure that such individuals are treated fairly and equitably, irrespective of gender, class, race, ability, colour or creed. The hirer has a duty to ensure that such individuals are suitably supervised such that their physical and emotional well-being is assured. A full copy of the Parish policy is available on request.

5 - FOOD PREPARATION

- a. Hirers of the hall have a legal obligation to comply with food hygiene regulations. Where a full meal is being prepared, it is preferable that this is overseen by a person who has received basic food hygiene training.
- b. Children under the age of 12 should be kept out of the kitchen during food preparation.

6 - ALCOHOL

- a. The hall is not licenced for alcohol. Hirers may bring their own alcohol for consumption on the premises, but no alcohol shall be sold on the premises unless the hirer has a current licence to do so.

7 - STORAGE

- a. Nothing is to be left or stored on the premises unless authorised by the hall committee.
- b. Chairs must be stacked neatly, tables wiped clean and returned to their trolleys and all left at the end of the hall after each booking.

8 - MUSIC

- a. The hirer must ensure they have a suitable licence to play any pre-recorded music.

9 - GENERAL

- a. The hirer may not normally enter the hall more than fifteen minutes before the paid booking slot begins and respect the privacy of previous users.
- b. The hall should be vacated promptly, within fifteen minutes of the end of the agreed hire period. Premises should be left clean and in good order.
- c. Users must ensure that no disturbance is caused to local residents.
- d. Nothing should be attached to walls which will damage or leave marks.
- e. Any damage caused or loss of equipment during the hiring must be reported to the hall committee who reserve the right to recover the cost of repair or replacement from the hirer.

10 - CANCELLATIONS

- a. The hall committee reserve the right to cancel a booking by giving at least 8 weeks notice should the hall be required for church purposes.
- b. The hall committee reserve the right to withhold 50% of the booking fee in the event of the hirer cancelling the booking within 7 days of the booked event.