

Radnage Parish Council

Village Hall – Conditions of Hire

1. The Premises comprise: Main Hall, Bar Area, Small Hall, Kitchen and Toilets. There is disabled access.
2. The Hiring is restricted to no more than 120 people in the Main Hall and 40 people in the Small Hall at one time.
3. Provisional bookings will be held for 10 days. If at the end of that period the booking has not been confirmed, with a signed Booking Form and deposit/full payment, the Parish Council reserves the right to re-let the hall and will cancel the booking.
4. A deposit will be required at the time of booking which will be returned after the premises have been inspected and everything found to be in good order. The balance must be paid in full six weeks in advance or at the time of booking, whichever is the shorter
5. Payments should be made by bank transfer. Bank details are on the Booking Form.
6. All single bookings must be paid for in advance. Block bookings may be paid for by negotiation with the Bookings Clerk.
7. Bookings cancelled less than one month before the date of use may be liable to a cancellation charge of 50% of the total booking fee. Bookings cancelled one week or less before the date of use will be liable to a cancellation fee of 75% of the total booking fee.
8. 16th, 18th and 21st birthday parties are not allowed unless approved by the Parish Council. The Parish Council will require guarantees of good behaviour, assurances that the building will be left clean, tidy and undamaged and that there will be no disturbances. A deposit of £300 will be required.
9. The Parish Council has the right to refuse a booking without explanation.
10. The Parish Council reserves the right to refuse a booking without notice or to cancel this hiring agreement at any time, either before or during the term of the agreement upon giving 7 days' notice in writing (or by email) to the Hirer at the address on the Booking Form. The hirer shall be entitled upon such notice to reimbursement of such monies, including the deposit or a proportion of the same, as has been paid by the Hirer to the Parish Council, but the Parish Council shall not be liable to make further payment to the Hirer.
11. The Parish Council reserves the right to enter the building during any function and without giving a reason. Access must also be granted to all members of the Emergency Services whilst they are acting in pursuit of their lawful duties.
12. The Parish Council reserves the right to cancel any hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-elections, in which case the Hirer shall be entitled to a refund of any deposit already paid.
13. In the event of the hall or any part thereof being rendered unfit for the use for which it has been hired, the Parish Council shall not be liable to the Hirer for any resulting loss or damage whatsoever, other than reimbursement of hire fees and deposits.

14. Bouncy Castles/Inflatables are permitted inside the hall but Hirers must ensure that the supplier has Public Liability Insurance and that the equipment is no higher than 8ft/2.45m high.
15. The Hirer must record any accidents in the Accident Book.
16. The hirer must notify all of their guests, participants and other attendees of these booking conditions and agrees to be responsible for any contravention of these conditions by any of their guests, participants and other attendees.

Any contravention of the above booking conditions will mean that the security deposit will not be returned.

Inside the Hall

1. Under no circumstances should anything be fixed to the walls (posters, decorations, etc) other than to any hooks provided.
2. Smoking or Vaping is not allowed anywhere on the premises.
3. All rubbish must be taken out by the hirer at the end of each hire and put in the correct bins.
4. The use of candles or other naked flames within the centre is strictly prohibited.

Outside the Hall

1. Vehicles must only be parked on the car park and NOT on the grassed areas leaving clear access for Emergency Services at all times.
2. The Hirer will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage - however slight - or change of any sort, and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car-parking arrangements, so as to avoid obstruction of the highway. The Hirer will adopt all reasonable measures and provide adequate supervision to prevent disturbances inside or outside the hall and to prevent any activities likely to be a nuisance or annoyance to nearby residents
3. The Hirer shall not use the premises for any purpose other than that described on the Booking Form and shall not sub-hire, use or allow the premises to be used for any unlawful purpose or in any unlawful way. The Hirer shall not do anything or bring on to the premises anything which may endanger the same or render invalid any insurance policies in respect thereof. The Hall does NOT have a licence for selling alcohol. See front of Booking Form for how to apply for a temporary alcohol licence. The Hirer will not allow the sale or use of drugs on the premises.
4. In the event of a fire, please exit the building via the closest and safest fire exit. Call 999 to report the fire. Head towards and meet at the fire assembly point, located in the car park. Make sure everyone is accounted for.
5. The Hirer shall not bring, use or set off any fireworks in, on or around the premises including the recreation ground/ football pitch and playground.
Any contravention of the above "Indoor/Outdoor booking conditions" will mean that the security deposit will not be returned.

Indemnity conditions

1. At the end of the hiring, the Hirer shall be responsible for leaving the premises and surroundings in a clean and tidy condition with all windows closed, doors and gates locked.