

**The Hall / Y Neuadd, Llanishen**

**Serving the Communities of Llanishen, Trellech Grange and Llanfihangel Tor y Mynydd**

Application for Hire of Hall

Name of Applicant/ Organisation

.....

Address

.....

.....

Tel No .....

Hire of:-(Delete as applicable) Main Hall; Meeting Room; Art and Teaching Room; Whole Building

Will kitchen be required?          Yes/ No

Purpose of Hire .....

Expected Numbers in Attendance .....

Date ..... Times .....

I/We have seen and agree the Conditions of Hire detailed overleaf and to pay the charges in accordance with the Schedule below.

Signed.....

Dated .....

Signed on Behalf of The Hall .....

Dated .....

## Hire Fees 2011/2012

Hire of meeting room or teaching room only	£7.50 per hour.
Hire of main hall only (short periods)	£12 per hour.
Hire of Kitchen	£2.50 per hour
Hire of Hall –half day (morning or afternoon or evening from 7pm)	£60
Hire of Hall - Full Day (Either Morning & Afternoon or Afternoon from 4pm through evening)	£120
Hire of Hall - Full Day and Evening	£150
Children’s soft-play parties (nominal 2 hours) (to include bouncy castle and use of whole hall)	£75
Older children’s parties (nominal 2 hours) (to include the “Whatever” inflatable and use of whole hall)	£95
Supplement for use of cash-bar at parties:	£50
Commercial use:	By negotiation.
Deposit (returnable if no damage caused)	£100

## Conditions of Use

### Definitions

- 1 For the purposes of these conditions “hall” means the Llanishen Parochial Hall its car park and grounds, “the committee” means the hall management committee and “hirer” means the individual who hires the hall. “Event” means the purpose for which the hall has been hired.

### Bookings

- 2 Applications to use the hall must be submitted to the booking officer using an application form.
- 3 Bookings are subject to these conditions and to the scale of charges in force for the time being.
- 4 The committee must not approve applications to hire the hall for events which conflict with its obligations under the management scheme imposed by the Charity Commissioners or the terms of the lease of the Glebe Fields.
- 5 Notification of acceptance of a booking will be given as soon as possible but some applications to book the hall must be referred to the committee for approval (generally but not exclusively bookings for events whose nature may conflict with the hall scheme or lease, bookings made more than three months

before an event, bookings on public holidays or weekends preceding or following public holidays or bookings where it may be anticipated that the event is for the benefit of persons under 21 years of age other than young children's daytime parties).

6 The committee will not treat a booking as firm until approved by the committee (where necessary) and the hire charge and required deposit have been paid. Where payment is made by cheque, payment does not occur until the cheque has cleared.

7 The committee reserves the right to refuse any application, postpone or cancel a hiring and revise the charges from time to time. Every effort will be made to give reasonable notice should any of these actions prove necessary. The committee's decision to refuse a booking is final.

8 Applications for use of the hall for events for the benefit of persons under the age of 21 will only be accepted from a parent or guardian or where sponsored by those appearing to the committee to be responsible adults. The parent or sponsoring responsible adult must be present in the hall throughout the event and is personally responsible for the maintenance of good order and adherence to these conditions.

9 The committee may make additional requirements as a condition of hire to ensure the safe and proper use of the hall. Additional requirements may include a higher than usual deposit as a condition of hire or requirement that additional responsible adults are present during an event.

**10 Alcohol may not be provided (whether by gift or sale) for or be consumed by persons under 18 at the hall.**

#### **Cancellation of Booking**

11 Notice of cancellation of a booking must be given by the hirer to the booking secretary at least seven days prior to the event otherwise the full charge is payable.

#### **Deposit**

12 A minimum £100 deposit is payable at the time of application for booking for all bookings for dances, discos, weddings and other evening parties. Where the booking secretary or committee feels that a larger deposit is required then notice of that decision will be given to the hirer as part of the offer to hire the hall. The committee's decision to require a larger deposit is final.

13 The deposit will be refunded by cheque or cash at the booking officer's discretion within seven days of the conclusion of the period of hire provided that:

a. Damage caused to the hall its contents or grounds has been reported, arrangements for repair have been made and effected and paid for by the hirer to the satisfaction of the committee; **and**

b. The committee is satisfied that the conditions of hire have been complied with.

14 It is a matter for the management committee to determine whether and if so how much of any deposit shall be forfeit in the event that any breach of the conditions of hire, which matter will be decided at the next scheduled committee meeting or at such later time as the committee may decide. The hirer may make written or oral representations at that meeting. The committee's decision is final.

15 Additional time for preparing and clearing up may be allowed at the discretion of the booking secretary in which case the provisions of paragraph 12 will apply from the end of that additional time. The extended period must be sought before the event begins.

#### **Use of the Hall**

16 Keys to the hall will be released to the hirer in person and only on production of the approved application form.

17 Use of the hall, grounds and any equipment, including the soft play equipment, is entirely at the risk of the hirer.

18 The hirer must bring to the notice of the committee any defect in or apparent damage to the hall as soon as is practicable. The hirer must not use or permit to be used any equipment which they are not competent to use or which appears unsafe or defective.

19 The hirer agrees to indemnify the committee in respect of and to satisfy any claims made by third

parties as a result of the event. **See “Insurance” below.**

- 20 The hirer must make sure that the hall and any equipment used within it is safe and suitable for the purposes of their event.
- 21 Only that part of the hall specified on the application form may be used, or additional charges will be levied. **The balcony area is out of bounds to the public and does not form part of the hired hall.**
- 22 The hirer must use their best efforts to ensure that the hall is used properly. The hirer must ensure that children are properly supervised at all times.
- 23 The hirer should use only such water and electricity as is necessary for their purpose and should avoid wasting energy and water.
- 24 The hirer is personally responsible for the part of the hall hired and must leave it clean and tidy. Foodstuffs should be removed from the refrigerator or freezer at the conclusion of the event. Decorations for the event must be taken down and removed. Rubbish and litter must be taken off the premises and disposed of responsibly. The toilets must be cleaned and the WCs flushed. The floor of any room used during the event must be swept clean and washed if necessary. Taps must be turned off. Tables, chairs and any other equipment must be properly stacked and returned to storage. The building must be secured, lights extinguished, the car park gate locked and the keys returned at the conclusion of the event or later time agreed under paragraph 15.
- 25 The hirer is responsible for dealing with any lost property at their event and must check the hall for lost property before returning the keys. The hirer must make their own arrangements for the retention/restoration/disposal of lost property at their event.
- 26 Any personal injury, loss or damage said to have occurred in the hall or its grounds during the event must be reported as soon as possible to the booking officer and no later than when the keys are returned.
- 27 Property (other than refuse) left at the hall as the result of the hiring will be disposed of after a period of three months.
- 28 Use of the hall for public entertainment is governed by the terms of the Hall’s Premises Licence (“the licence”). The terms and conditions of the licence form part of this agreement and a summary schedule of the licence is displayed on the Hall’s notice board. **Music and dancing must end no later than the latest time specified in the schedule to the licence.**
- 29 The hirer is personally responsible for ensuring that all legal requirements for their use of the hall are met and observed. The hirer must obtain any permissions or licences relevant to the purposes of their event and for ensuring that no illegal activities take place in the hall or grounds. In particular the hirer must ensure that no substantial disturbance is caused to local residents and that any noise is kept to a minimum.

#### Insurance

- 30 The committee has public liability insurance but the hirer is responsible for considering the extent to which their liability towards those attending their event or who might be affected by it should be covered by insurance and for securing appropriate insurance. The hirer is liable for claims brought by third parties in relation to their event (see paragraph 19 above) and **must consider insuring himself in respect of third party claims.**

#### Health & Safety

- 31 The hirer is responsible for the safety of persons at their event.
- 32 Hirers using electrical equipment at their event must make sure that the equipment is in good condition and safe for use on its own or in conjunction with other equipment.
- 33 Hirers must not overload electrical circuits.
- 34 Hirers must not tamper with any circuit board, circuit breaker or other electrical devices.
- 35 **The boiler room is out of bounds.**
- 36 Hirers must report in writing the circumstances under which any fire equipment is used. It is a criminal offence to discharge a fire extinguisher other than for the purposes of fighting fire.
- 37 Where first aid equipment is provided the hirer may use that equipment. The booking officer must

be informed where first aid equipment is used except in the case of the use of sticking plasters for minor abrasions.

38 The hirer is responsible for ensuring that any need for provision of first aiders or first aid equipment during their event is met.

39 Safety notices must be read and obeyed.

40 Hirers should familiarise themselves with the location of fire exits and fire alarm points.

41 Fire exits must be kept free from obstruction at all times.

42 Fire doors must be kept shut except when in use.

43 Pyrotechnic equipment (including fireworks) may not be used indoors or outdoors except with the prior written agreement of the committee.

44 **Smoking is prohibited by law in all places within the hall building.**

45 The hirer is responsible for ensuring compliance with Health and Safety rules and good practice applicable to the circumstances of their event.

### **Decorations**

46 Hirers may decorate the hall for the purposes of their event. Where the hirer wishes to make use of substantial decorations then the hirer must seek the prior approval of the committee.

47 Hirers must not fix any decoration to any surface with adhesive tape or drawing pins. Blu-Tack or similar should be used for such purposes.

48 Decorations and fixings must be removed at the conclusion of the event.

### **The Stage**

49 The stage may be used with the approval of the booking officer.

50 Access to and from the stage is only allowed by means of the fixed stairs and ramp.

51 Care must be taken when using the stage to avoid injury by falling.

52 Care must be taken not to damage or soil the stage curtains.

53 Children may not play on the stage.

54 Children using the stage must be closely supervised at all times and are not allowed to climb onto or jump off it.

55 Wheeled toys are not allowed on the stage.

56 Stage lighting may be used with the approval of the committee.

### **Power to Close the Hall**

57 Where it appears to not less than two committee members that the hall is being used for an illegal or improper purpose or that these conditions of hire are being broken or that disorder is taking place or that there are reasonable grounds to anticipate disorder at the hall then those committee members may close the hall and its grounds and by so doing terminate the event forthwith.

58 Where an event is terminated under paragraph 57 the hirer will clear the hall of all persons attending the event and surrender forthwith the keys to the hall. The hirer's obligations to clear up etc., after the event remain and the committee members exercising the power contained in paragraph 57 may make arrangements for the hirer to return and clear up the hall.

59 A committee member wishing to exercise the power under paragraph 57 must first take steps to notify such other committee members as may be reasonably available in person or by telephone and the decision whether or not to invoke this power shall be decided by a majority of them.

### **Power of Entry**

60 Committee members and/or the caretaker may enter the hall at any time and during any event for the purpose of monitoring compliance with the conditions of hire.