

Stokenchurch Parish Council (SPC)

Terms & Conditions – Hire of Longburrow Hall

Revision 4.0



Hereinafter, **Longburrow Hall** shall be referred to as 'LH', **Stokenchurch Parish Council** shall be referred to as 'SPC', and the **Hirer** names on the invoice shall be considered and referred to as the 'Hirer'. Where an organised is named on the invoice, the person named on the invoice confirms that they do so with the full authority of the organisation they represent.

The Hirer, for the purposes of this agreement, is deemed to be the nominated person. In accepting the terms of hire, the nominated person will be responsible for the security. Fire safety and management of all persons attending the function. The nominated person must remain on the premises at all times until the hall is cleared, and the doors are locked.

These terms are deemed ACCEPTED by the Hirer upon payment of the Booking Fee to SPC.

A. GENERAL TERMS AND CONDITIONS

1. Facilities

There are two halls available which may be hired individually, or together:

Small Hall	Large Hall	Both Halls
11.7m (L) x 5.9m (W)	11.9m (L) x 10.4m (W)	n/a
75 people dancing	75 people dancing	75 people dancing
46 people with casual tables / chairs	75 people with casual tables / chairs	75 people with casual tables / chairs
72 people with close seating	75 people with close seating	75 people with close seating
There are sufficient tables and chairs for the maximum capacities listed		
Table sizes: 122cms (L) x 61cms (W) approx.		
Note: The maximum capacity for Longburrow Hall is 75 and this must not be exceeded		
Note: No booking can exceed 9pm		

Where both halls are hired for a single function, the sliding partition doors may be opened only by a designated member of SPC.

This must be pre-arranged at the time of booking; doors will not be opened on the day of the event under any circumstances.

For safety and operational reasons, the Hirer and any member of their party are strictly prohibited from operating the sliding doors at any time during the hire period.

2. Hire Charges

Parishioner and Parish Organisation/Charities	Small hall £10.00 per hour
	Large hall £12.00 per hour
Non parishioner and outside organisations	Small hall £18.00 per hour
	Large hall £23.00 per hour
Commercial use/sales/antiques/toy	Both halls £55.00 per hour
All day function (parishioner) e.g., wedding functions	Both halls £350.00 (9am – 9pm)
All day function (non-parishioner)	Both halls £575.00 (9am – 9pm)

Damage / cleanliness waiver	£200 refundable deposit for bookings not exceeding 6pm (excl. wedding functions) * £400 refundable deposit for bookings exceeding 6pm (excl. wedding functions) * £1,000.00 refundable deposit (wedding functions only)
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These charges include use of the kitchen/bar facilities, which may have to be shared if separate bookings are made for each hall. SPC not supply saucepans, baking trays, cooking utensils, corkscrews, can openers or a microwave.

There is a refundable deposit of £50 for the hire of additional crockery, provided it is left as is found.

The Hirer is responsible bringing black bags, tea towels and washing up liquid, to clean up after use.

Use of the refrigerator on the right-hand side in the kitchen and freezer under the counter by the sink is permitted Use of other refrigerators and removal of food from these refrigerators is NOT permitted.

Energy charges are included in the hire charge.

3. Booking and Deposit

50% of the total invoice is payable immediately, to secure the booking. The balance is payable at least 30-days before the function.

If a booking is made within 30-days of the function, payment in full is required at the time of booking.

The deposit is refundable, subject to satisfactory inspection of the building by a SPC Representative. SPC reserve the right to retain all, or any part of, the total deposit, in the event that LH is not left in an acceptable condition, any damage is incurred, and/or if these Terms and Conditions are deemed to have been breached.

Payment via bank transfer is preferred, and bank details will be provided on the invoice. Payment via cheque or cash is permitted, although less preferred.

There will be an inspection of the hall after the hire and the refund will be approved by the SPC Clerk. Payment will be by bank transfer within 3-5 working days.

4. Cancellations

In the event of a cancellation, all payments will be refunded IN FULL, less an administration charge of £10.

In the event of cancellation within 30-days of the function, the booking will be subject to a charge of 50% of the booking cost.

5. Sub-Let

The Hirer shall not sublet LH or any part thereof.

6. Right of Refusal

SPC may refuse any application for the hire of LH or access to LH, without stating a reason.

7. Cessation of activity

SPC reserves the right to put a stop to any entertainment or meeting not properly or reasonably conducted.

8. Access

A key safe is in place and the code will be provided a couple of days prior to the booking. Please ensure the key is placed back in the key safe at the end of your booking.

9. Entry

The right of entry to the building is reserved to any agent of LH and/or SPC, and any member of the emergency services at any time during the hiring.

Animals are NOT permitted in the hall (except assistance dogs).

10. Occupation and use

The hire of LH is for the specific agreed times shown in the booking form and does not entitle the Hirer to use or enter LH at any other time.

LH shall only be used for lawful activities.

SPC does not represent that LH is suitable for any particular purpose and the Hirer must satisfy themselves in this respect.

11. Performing Rights Licence

LH has a Performing Rights Licence. The conditions attached to the Performing Rights Licence for LH shall be duly observed. A copy of such Licence may be seen on application to SPC, and the Hirer shall be deemed to have had notice of all such conditions.

Any bar must stop serving at 9pm. All music must have the volume turned down and all external doors must be closed by 9pm. All music must cease at 9pm.

LH does NOT have a television licence.

12. Events

The licence for LH only covers the Hirer for certain events. You will need to contact the Buckinghamshire County Council (High Wycombe Area Office) for a Temporary Event Notice (TEN) if you want to carry out a 'licensable activity' on unlicensed premises in England or Wales.

Licensable activity includes:

- Selling alcohol.
- Serving alcohol to members of a private club.
- Providing entertainment, such as music, dancing, or indoor sporting events.
- Serving hot food or drink between 11pm and 5am.

The process of applying is formally known as 'serving' a Temporary Event Notice. If such a Notice is necessary, two months' notice (in writing) is required.

13. Other Licences, Theatre & Performing Rights Society.

LH's licence does not cover performances of Ballet, Opera, Choral Works, etc. The Hirer is responsible for obtaining the requisite Performing Rights Society Licence and any other licence that may be required for their intended purpose. Any such licence must be exhibited to SPC.

If you are having an event in the halls which involves sport or any other theme, you must request written permission from SPC.

14. Marquees and Bouncy Castles

The use of bouncy castles/inflatables not more than 10ft (3m) in height inside LH is permitted, as long as Public Liability Insurance is in place and evidence of the insurance can be provided to the SPC Clerk.

A Public Liability Insurance Certificate must be supplied, should the Hirer be running a business via the use of LH.

15. Alcohol

Alcoholic drinks may be served free, but NO SALE of alcoholic drinks may be undertaken unless the permission is sought from SPC, and an occasional Licence for LH has been obtained. SPC does NOT have an alcohol licence.

No events may be advertised stating the availability of any alcoholic drinks (whether free or not) without the prior permission of SPC.

16. Smoking and naked flames

Smoking is NOT permitted in any part of LH, at any time. This includes the use of E-cigarettes.

Use of smoke, fog and haze machines is not permitted. The use of any cold spark machines is forbidden. Fireworks are not permitted to be used in the playing fields, car park or surrounding area at any time.

The use of naked flames (e.g., hog roasts, barbeques) is NOT permitted in the hall, with the exception of candles for celebration cakes.

17. Fire Exits and Procedure

Fire Exits must NOT be blocked or propped open.

Emergency exit doors must only be used in the event of an emergency.

Chairs or other obstructions must NOT be placed in corridors.

Fire appliances must NOT be removed or tampered with.

A Fire Evacuation Plan is displayed in the hall. PLEASE READ THIS CAREFULLY.

For the purposes of fire safety, and in the event of a fire, the nominated person is responsible for the evacuation of the building and summoning the Fire Brigade.

In case of a fire or other emergency, please congregate by the play area.

18. Signage

The Hirer shall remove any sign, flag, emblem, or other decoration displayed by the Hirer outside or inside LH if in the opinion of SPC it shall be unseemly or expose LH to an undue risk of fire or in the opinion of SPC is likely to lead to disturbance or a breach of the peace.

The use of pins, tape, blu-tack, white-tack, etc, on the walls or woodwork of LH is NOT permitted.

19. Lighting

No additional lights or extension from the existing electric light fittings shall be used without the previous consent of SPC.

20. No additions to the building

No fixtures/fitments of any kind shall be driven into any part of LH, nor shall any placard or other articles be fixed thereto.

21. Stage shows

Any show involving the use of scenery or the like on stage is subject to the inspection and approval 14-days prior to the engagement by the local Authority and, if appropriate, Fire Brigade. Evidence of such approval must be provided to SPC.

22. Advertising

All advertising of events is subject to the approval of SPC. Advertising includes posters, newspaper inserts, magazine inserts, tickets, radio and television announcements, internet websites and all other forms of media.

23. Parking and access

Parking is limited on the approach to LH and road users must travel through Park Lane in a slow and courteous manner, for the safety of all pedestrians, fellow road users and residents.

What3Words: [///whizzing.highways.com/plies](http://whizzing.highways.com/plies)

Vehicle noise MUST be kept to a minimum, with no revving of engines or similar unnecessary noise.

LH has two spaces for the disabled car parking. All cars must be parked in the car park away from the entrance doors, off grassed areas and off the access roads both to the hall and the cemetery beyond. The gate is locked at 12 midnight and access will not be available until the following morning.

LH car park has a maximum capacity of 40 vehicles. The Hirer is NOT permitted to park additional vehicles in the car park beyond this maximum capacity, and on no account is vehicular or pedestrian access to the cemetery gates to be obstructed in any way.

In the event that the number of cars attending a function exceeds the maximum permitted capacity of LH car park, the Hirer is responsible for ensuring that guests seek alternative parking (where safe to do so, without causing an obstruction and where no parking restrictions apply) or the Kings Hotel car park (for example).

Obstruction to any residents car parking will result in potential removal of hirer's vehicles at hirer's expense, and the immediate termination of the event.

The nominated person must ensure clear access to members of SPC and emergency services AT ALL TIMES. CCTV cameras are in operation both inside LH and in the outside areas.

24. Conduct and Good Order

The Hirer shall ensure that good order is kept inside and outside LH during the hiring. The Hirer will also ensure that those attending the function maintain good order during arrival and departure from the building. At all times the Hirer will take reasonable care to ensure that the occupants of neighbouring properties are not inconvenienced by noise, obstruction by vehicles, and the like.

Fireworks and/or floating Chinese lanterns (or similar) are NOT permitted inside LH or its grounds.

Confetti and/or party poppers are NOT permitted inside LH or its grounds.

25. Breakages and Damage

The Hirer is responsible for all damage to the building, equipment, furniture, and property in LH and its grounds occurring during the period of the hiring or while persons are entering or leaving the building pursuant to the hire, however and by whomsoever caused. Any breakages or damage must be reported to SPC Clerk as soon as possible.

The Hirer will be responsible for replacement 'as new' of any equipment, furniture, or property and for the full cost of making good any damage to the building, fixtures, and fittings.

26. Culpability

Except for wilful negligence on the part of SPC, SPC shall not be responsible for any loss of, or damage to, the Hirers or any third parties property arising out of the hiring, nor for any loss, damage, injury or death which may be incurred by, or be done to or happen to, any person or persons using LH and/or car park and/or playing field during the hiring, arising from any cause whatsoever or for any loss due to any breakdown of machinery, failure or supply of electricity, leakage of water, fire, government restriction or act of God which may cause LH to be temporarily closed or the hiring to be interrupted or cancelled. The Hirer shall indemnify SPC against any claim which may arise out of the hiring, or which may be made by any person using LH during the hiring in respect of any loss, damage, injury, or death. Event organisers and Hirers are strongly recommended to ensure adequate safety and first-aid provision is made, plus any insurance is in place, as required.

SPC will not accept any responsibility for damage to cars or the theft of cars from LH car park.

27. Condition on vacation

On vacation of LH, the Hirer shall leave LH in a clean and orderly state and all wastepaper, food debris and any other waste matter must be cleared from the building and suitably disposed of in the waste bins provided. Any leftover food must be discarded from the refrigerator.

Hirers are instructed to remove any rubbish and personal effects at the end of the event, and the use of the playing field bins is forbidden. The hall must be left clean and tidy, as found at the beginning of the hire period. There is no facility for storage of hirers items/effects overnight. Any tables which have been used must be wiped down and the hall, kitchen and toilets left in the same condition as they were found. Cleaning spray, brooms and mops can be found in the kitchen and large bins can be found in the car park for disposal of rubbish.

It is the responsibility of the Hirer to set out and replace tables and chairs, returning them to the position found at the start of the hire, and ensuring no fire exits are blocked. It will affect the Hirers return deposit if the hall is not left in the condition it was found on arrival. Hirers must leave LH in a condition suitable for the next Hirer.

Sufficient time must be booked to allow for the setup of the function before the function is due to start, and to allow for cleaning and clearing up afterwards. This should be included on the booking form. All functions should finish by 9pm and the premises and grounds must be vacated by 9pm.

At the end of the function, all lights and electrical appliances must be switched off and plugs removed from sockets.

All toilets and halls must be checked to ensure they are empty before locking up.

All windows must be closed, doors locked, and keys returned promptly through the letterbox in the envelope provided.

For security reasons, if a Hirer of the hall does not return the front door key, a charge of £100 will be levied.

28. Property

The property of the Hirer and the Hirer's agent must be removed from LH within 15-minutes after the expiration of the hiring or fees will be charged for each hour or part thereof until the property is removed.

SPC accepts no responsibility for any property left in LH after the hiring. In the case of bazaars, jumble sales and any other occasion when property is brought into LH for sale, all property remaining unsold at the termination of the hiring will be considered the property of the Hirer for the purpose of the condition.

B. PRIVACY POLICY

SPC uses personal data for the purposes of managing the hall, its bookings, and finances, running and marketing events at the hall, staff employment and fundraising activities.

Your privacy is important therefore we ensure that your data is stored on a password protected computer system and is only used for the booking purpose. We shall never share your data with any secondary parties. If you do not opt in to receive communications of SPC events, then your details will be destroyed from our records at the end of the financial year after your booking takes place.

C. KEEPING IN TOUCH

SPC uses personal data for the purposes of managing hall bookings, events, and publicity. New data protection laws mean we need your permission to stay in touch, even if you are a long-term Hirer or you have given us permission before.

If you chose to hear from us, we may send you information on events held at LH.

If you do not opt in, then you will no longer receive communications after your event.

----- END -----

Please sign and date below to acknowledge you have read and understood the Terms and Conditions

of Hire of LH and return to SPC.

SPC wish all Hirers of LH a pleasant and trouble-free function and remain at your disposal to support wherever required.

Signature of Hirer: Date:

Print Name:



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