

BRITTONS ASH COMMUNITY HALL (BACH)

These are the terms and conditions for hire of the premises, as agreed by the hirer. Agreement is required before a booking can be secured.

Those hiring the premises are responsible for:

1. The supervision, fabric and contents of the building and the behaviour of all persons using the premises.
2. Ensuring the premises and surrounding area are left clean and tidy, including removal of all rubbish (from kitchen bins, waste paper baskets and nappy bins) and properly locked and secured (unless directed otherwise), including the car park gate.
3. Ensuring that no blue tac, Sellotape or other adhesives are used on the walls to hang decorations or similar materials. Hooks are provided in the activity room at the top of the walls for this purpose.
4. Ensuring that the intended use of the hall is made clear at the time of booking and that the space hired is suitable and appropriate for that use.
5. Ensuring that the time you have booked includes adequate time for you to set up prior to your event and clean up afterwards.
6. Being familiar with the contents of the Fire Notice displayed in the BACH Lobby including the Fire Assembly Point
7. **Appointing a responsible person to take responsibility for evacuating the premises in the event of a fire.**
8. Obtaining required licences; the sale and supply of alcohol, provision of entertainment and provision of late night refreshment are all licensable activities under the Licensing Act 2003. A licence or Temporary Event Notice (issued by SW&T Council) is required to carry out these activities.
9. Obtaining insurance appropriate for the purposes of the hiring.
10. Ensuring that a minimum of noise is made on arrival and departure from the premises.
11. Reporting accidents and dangerous occurrences to a member of the Parish Council or the Clerk and recording them in the Accident Book, located in the Kitchen.
12. Ensuring there is no excessive consumption of alcohol and no drunk and disorderly behaviour within the building or vicinity.
13. Ensuring no unsafe electrical appliance is brought on to the premises.
14. Making good any marks and other damage to the floors, walls, furniture and fittings, if professional restoration services are needed, the hirer will be charged. Hirers of the Activity room should have regard to the wooden floor in particular.
15. Ensuring that where goods are sold that it complies with the Fair-Trade Laws.
16. **Appointing a person responsible for safeguarding children and vulnerable adults.**

Deposits and Cancellations:

1. For bookings made more than two months in advance of the date of hire, a 50% non-refundable deposit will be required to secure your booking. Payment of the 50% deposit must be made within 7 days of making your booking in order to secure it.
2. At least one month's notice must be provided by regular hirers to cancel future bookings for a refund to be permitted.
3. For all other hirers, if you haven't cancelled your booking 7 days prior to the booking, you will be liable for the full cost of hire, except in exceptional circumstances which should be outlined in writing (by email or letter) for the consideration of the BACH committee.
4. Refundable deposits will be returned by application to the assistant clerk as long as there is no damage, the hall is left in a clean and tidy condition and all rubbish has been removed from the premises.
5. If payment is not received for hire of the hall in advance of your booking the BACH Committee reserves the right to cancel your booking.

And that:

1. If you encounter any problems or issues when you come to use the hall please report them immediately to the BACH chairman: barrYGage@westmonkton.net
2. No fitness classes involving loud music will be permitted.
3. No responsibility is accepted by the hall committee for equipment or property stored or left on the premises.

4. No explosives and flammable substances are to be brought on to the premises: and no decorations of a combustible nature are to be erected without prior permission.
5. No illegal drugs / substances are to be brought on to the premises.
6. No smoking is to take place anywhere on the premises or in its vicinity.
7. No dangerous or unsuitable performances or activities are allowed to take place on the premises.
8. Sub-letting of the BACH is not permitted; it must be used by the hirer for the purposes agreed when making the booking.
9. No animals except guide dogs or hearing dogs for the deaf are to be brought into the premises (unless for a specific event for which permission has been obtained).
10. No fly posting is allowed, but suitable materials may be posted on the notice boards in the Lobby and any parish noticeboard: West Monkton Parish Council reserves the right to remove unsuitable material from the noticeboards.

Capacity

Activity Room

Size: 8 metres x 9 metres (height 2.6 metres)

Recommended capacity – 80 people

Committee Room

Size: 5 metres x 7.3 metres (height 2.6 metres)

Recommended capacity – 40 people

Office

Size: 1.8 metres x 3.5 metres (height 2.6 metres)

For individual / business use as an office. The office includes a desk and chair and Wi-Fi access.

The office can be hired by one person/business for no more than 4 hours in a 24 hour period and no more than 20 hours in any 7 day period.

Anyone using the office should clear it on a daily basis after each period of hire.

A deposit will be included on the invoice. If, on inspection following the hiring, nothing is amiss, the deposit will be refunded in full. To reclaim your deposit please email clerk@westmonkton.net and quote your account name, sort code, and account number. All deposits will be returned by BACS.

I confirm that I have read the Terms and Conditions of Hire and will abide by them.

Confirm by email to clerk@westmonkton.net

OR PRINT AND SIGN Date issued