**Booking conditions for hirers, Jubilee Hall and Priory Park**

1. Where access to the building is required before the booked arrival time, this must be by prior arrangement through the Parish Office; an additional charge will be made. Extension of vacation time will also be charged.
2. Payment to be made at least 14 days prior to hire date. Details of payment methods will be on your invoice.
3. The Hirer will be legally responsible for any damage howsoever caused during the period of hire.
4. For large events, a £200 holding deposit is required (if unsure please contact the Parish Office), this will be returned within fourteen days if no damage occurs. Should damage occur, the Parish Council will contact the hirer for a joint inspection and part or all of the holding deposit may be forfeited. A deduction from the holding deposit will be made if the premises are not left in a clean and reasonable condition. Damages includes any broken or missing crockery/cutlery if included in hire.
5. For small events, a payment of 50% deposit of the booking fee (paid by BACS) must be made when returning the booking form. This payment will be credited towards the total cost of the hire.
6. If the booking is cancelled within 14 days of the hire date, full payment will be required unless the hall is rehired.
7. All goods and property whatsoever belonging to the hirer or guest must be removed from the building and premises at the vacation time.
8. The Hirer is responsible for arranging tables and chairs and for putting same away, unless prior written arrangements have been made.
9. Any member of the Parish Council, their representative or Caretaker, shall have the right of admission at all times without prior permission.
10. The person signing the contract (the Hirer) is personally responsible for the good behaviour of guests and visitors, and must ensure that they observe the licensing laws, local by-laws and conditions of hire as applicable. The hirer must ensure all guests are familiar with the evacuation procedures in the event of an emergency. The Caretaker will advise the hirer on arrival to the building.
11. Please be aware that all hire charges given are only quotes and they are subject to our annual rate review each April, any changes will be applied to your final bill.
12. The hirer shall not sub-let any area to a third party.
13. The consent of the Parish Council must be obtained prior to applying for a Temporary Events Notice from Winchester City Council for the supply/sale of alcohol on the premises. The Parish Council reserves the right to inspect the T.E.N.S. at any time. Details of Licensee must be completed on the booking form.
14. The hall is licensed by The Music Licence, and hirers music arrangements must be detailed on the booking form.
15. Maximum capacities for each room are listed on the Booking Form and must NOT be exceeded.
16. The Emergency Exit Doors are not to be opened for any other purpose than the emergency evacuation of the premises.
17. All Hirers should ensure that noise is kept to a minimum. Hirers to note they are in a residential area and vacate building quietly. The hirer should make an announcement to this effect at the finish of the function. Volume of music must be kept to a reasonable level in order to avoid nuisance to neighbours. The music, singing and dancing license require that all music must end at 11pm. The Caretaker has the authority to see this condition is complied with.
18. The building must not be left unattended. If a booking finishes earlier than the vacation time booked, the Caretaker must be contacted on 07435970502 which is also displayed on the notice boards. Any damage caused as a result of hall being left unattended will be the responsibility of the hirer.
19. The Parish Council is not liable for any personal accident or injury, loss or damage, including hirers property.
20. If the purpose of the Hire is for sports use, please ensure that all footwear is suitable for purpose. Please ensure that Non-marking shoes are worn at all times, these are shoes that have sole material that does not scuff off and leave marks on the floor. There are some shoe sole materials that are designed for good traction that will leave marks, usually black marks on the floor.
21. The Parish Council advises all hirers to take out Public Liability Insurance to cover circumstances arising from clause 19 above.
22. Hirers should ensure they are familiar with fire warning/evacuation procedures. The Caretaker will carry out periodic Fire Drills as required.
23. It is against the law to smoke in these buildings and naked flames are prohibited at all times. Sticky tape or similar is not permitted on the walls or woodwork.
24. Portable Appliance Testing: The Parish Council has a responsibility under the Health and Safety Act 1974 and the Electricity at Work Regulations 1989 to ensure that ALL electrical items in use within the building owned by the Parish Council are safety tested on an annual basis. In order to comply with the act the Parish Council has issued instructions that ALL electrical equipment, including that belonging to hirers, must be tested on an annual basis, the test results recorded, and must carry a passed label. Testing and costs on hirers equipment is the responsibility of the hirer.
25. The sale of all foods and other merchandise is not permitted on all Parish Council premises without the prior written permission of the Parish Council and all food cooking must be conducted within the kitchen facility. BBQs are not permitted within the building, 5 metres of the building boundary. BBQs for all areas must be authorised in writing by the Parish Council.
26. Any complaint regarding the building or its running must be directed to the Parish Office.
27. The decision of the Parish Council is final in all respects including the right to cancel any booking due to unforeseen circumstances without being liable to costs. The Jubilee Hall is a nominated Prepared Rest Centre for the Winchester area, should the need arise all bookings will be subject to immediate cancellation without compensation.
28. No pets are allowed in the halls with the exception of Assistance/Guide dogs.

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