



Jubilee Hall and Priory Park Clubhouse – Conditions of Hire

halls@bishops-waltham-pc.gov.uk

1. For all events, a payment of 50% of the booking fee must be paid via BACS once you have received your booking confirmation as a deposit. This payment will be credited towards the total cost of hire.
2. Final payment to be made at least 14 days prior to hire date. Details of payment amount will be outlined to you on your invoice. This will be sent to you in advance.
3. The Parish Council requires a minimum of 14 days' notice prior to your booking date of any cancellation, a full refund will then be issued for any payments made.
4. If the booking is cancelled within 14 days of the hire date, full payment will be required unless the hall is rehired.
5. The Hirer will be legally responsible for any damage howsoever caused during the period of hire.
6. All goods and property whatsoever belonging to the hirer or guest must be removed from the building and premises at the vacation time. This includes any rubbish that may have been generated.
7. The Hirer is responsible for arranging tables and chairs and for putting same away unless prior written arrangements have been made.
8. Any member of the Parish Council, their representative or Caretaker, shall always have the right of admission without prior permission.
9. 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 bylaws, 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.
10. 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.
11. The hirer must not sub-lease any area with a third party.
12. 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.
13. The hall is licensed by The Music Licence, and hirers music arrangements must be detailed on the booking form.
14. Maximum capacities for each room are listed on the Booking Form and must NOT be exceeded.
15. The Emergency Exit Doors are not to be opened for any other purpose than the emergency evacuation of the premises.
16. All Hirers should ensure that noise is kept to a minimum. Hirers note they are in a residential area and vacate the building quietly. The hirer should make an announcement to this effect at the end of the function. Volume of music must be kept to a reasonable level 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.
17. 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 because of the hall being left unattended will be the responsibility of the hirer.
18. The Parish Council is not liable for any personal accident or injury, any loss or damage, including hirer's property.
19. 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 always worn, 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.
20. The Parish Council advises all hirers to take out Public Liability Insurance to cover circumstances arising from clause 19 above.
21. Hirers should ensure they are familiar with fire warning/evacuation procedures. The Caretaker will carry out periodic Fire Drills as required.
22. It is against the law to smoke in these buildings and naked flames are always prohibited.

23. Sticky tape or similar are 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. The Parish Council Buildings are closed on all Bank Holidays, a request must be made in writing to the Halls and Grounds Committee, where approval must be granted before you can use the facilities, if permission is granted, please note the hire rate would be at double time.
27. Any complaint regarding the building or its running must be directed to the Parish Office.
28. 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.

Signed

Name/On behalf of

Date

FAILURE TO COMPLY WITH THESE CONDITIONS WILL INVALIDATE YOUR BOOKING

Please read and sign this form to confirm acceptance of the terms. Return one copy to the Parish Council office and keep one for your records

For Office use only:

Security/damage deposit received:

Date:

Bishop's Waltham Parish Council has made a resolution supporting the journey to plastic free community status. As part of the kitchen hire, we offer the use of a wide range of crockery. If possible, we would like to ask you to consider using this facility or to use a plastic free alternative, wherever possible.

FOR FURTHER INFORMATION, PLEASE VISIT. <https://plasticfree.org.uk/>