

FLIXBOROUGH PARISH COUNCIL

CONDITIONS OF HIRE

Your attention is drawn to the following terms of contract hire:

GENERAL

Unless otherwise arranged, the Clerk or a member of the Parish Council will be present to open the facility at the start of hire and lock up at the end. In certain circumstances, a key safe access code may be provided to the hirer to enable entry and/or locking up. The facility must not be left unlocked or unattended at any time.

The minimum age to hire the Village Hall is **18 years**. The hirer, or another responsible person aged 18 or over, shall always be in charge and present at the premises during the hire and must ensure effective supervision of all attendees.

The hirer must not sub-let the premises. The Parish Council reserves the right to inspect the premises at any time during the booking and, if necessary, halt the event.

The hire period **must include all set-up, clear-down and cleaning time**.

Responsibility for the premises rests with the hirer for the entire period of access.

The maximum permitted occupancy of the Hall is **60 persons** and must not be exceeded. The Hall must be vacated by **11.00pm**, except on New Year's Eve when it must be vacated by **12.30am**.

The hirer is responsible for ensuring the Hall is left in a clean, tidy and safe condition and will be liable for the cost of any additional cleaning, damage, breakages or deficiencies arising during the hire. Excess rubbish that cannot be accommodated in the bins must be removed from site.

FEES, DEPOSITS AND ADDITIONAL CHARGES

Parish groups¹, Parish residents² and registered charities can book the Village Hall at a discounted rate. To receive the resident discount, please provide proof of your parish address when making your booking.

A cashless payment system is operated. Payment is taken at the time of the booking by bank transfer.

A **refundable deposit** is required for all bookings to cover damage, breakages, specialist or excessive cleaning, or failure to vacate the premises at the agreed time. Where costs exceed the value of any deposit paid, the Parish Council reserves the right to **recover the full additional cost from the hirer**.

An **additional refundable cleaning deposit** is required for:

- Dog-related events.
- Events involving food preparation, catering, or food service.

Deposit amounts and payment arrangements are set out in the Booking Form Agreement.

¹ A Parish Group is defined as an organisation or community group with clearly established links to Flixborough Parish, including Flixborough village and Skippingdale.

² Parish resident's rate only applies to residents booking for personal use, residents booking on behalf of a business will be charged the full rate.

CATERING, LICENCES AND ENTERTAINMENT

The hirer is responsible for ensuring that any catering providers, entertainers or third-party suppliers:

- Hold appropriate **Public Liability Insurance**; and
- Possess all required licences, permits or food hygiene certification.

Any licence required for the sale or supply of alcohol must be obtained in advance and displayed prominently. Alcohol must not be supplied or consumed by persons under 18 years of age.

DOGS AND ANIMALS

Animals are **not permitted by default**.

Dogs may be allowed **only with prior written consent** of the Parish Council or Bookings Officer/Clerk and subject to the following conditions:

- Dogs must be always kept under control and on leads unless otherwise agreed.
- Dogs must be supervised by their owner or handler throughout the hire.
- Dogs are **not permitted in the kitchen or food preparation areas under any circumstances**.

Where dogs are permitted, the Parish Council may require:

- An additional refundable cleaning deposit.
- Wet washing and disinfecting of floors following the event.
- Removal of all animal-related waste from the premises and surrounding areas.

Any additional cleaning or damage costs exceeding the deposit will be charged to the hirer. Repeated non-compliance may result in refusal of future bookings involving animals.

FIRE, EVACUATION AND EMERGENCY PROCEDURES

Fire extinguishers and a fire blanket are provided in the kitchen area. Hirers must familiarise themselves with:

- The location of fire exits and escape routes.
- Fire-fighting equipment.
- Exit door fastenings and emergency arrangements.

All fire exits must be kept unobstructed while the Hall is in use.

In the event of fire or other emergency:

- The premises must be evacuated immediately using the nearest safe exit.
- Emergency services must be contacted where required.
- Attendees must assemble at the designated assembly point.

The hirer is responsible for ensuring evacuation arrangements are **clearly communicated at the start of the event**.

FIRST AID AND ACCIDENT REPORTING

A basic **first-aid kit** is available on the premises. Hirers are responsible for ensuring that adequate first-aid provision is in place appropriate to the nature and level of risk of their event.

All accidents, near-misses, dangerous occurrences or equipment failures must be:

- Recorded in the Village Hall accident / incident log book; and
 - Reported to the Parish Council as soon as reasonably practicable.
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HEALTH, SAFETY AND ELECTRICAL EQUIPMENT

All electrical equipment brought onto the premises must be safe, in good working order and suitably tested where required.

Smoking is not permitted anywhere within the building.

Use of the facilities and equipment is entirely at the hirer's own risk. The Parish Council will not accept responsibility for loss, theft or damage to personal property, except where arising from proven defects in the premises or equipment.

NON-COMPLIANCE AND TERMINATION

Failure to observe these Conditions of Hire may result in:

- Additional charges.
 - Immediate termination of the hire; and
 - Refusal of future booking applications.
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STATUS OF THESE CONDITIONS

These Conditions of Hire form part of the Flixborough Village Hall Booking Agreement and must be read in conjunction with the Booking Form and any special conditions issued for individual events. In the event of any conflict, the Booking Agreement shall take precedence.

Approved by Flixborough Parish Council – Date: _____