



SWALLOWFIELD PARISH HALL COUNCIL
Swallowfield Street, Swallowfield RG7 1QX

Conditions of Hire :

Swallowfield Parish Hall, Davies Room, Rose Room,
Swallowfield Recreation Ground and Riseley Recreation Ground

1. All applications for the hire of the Parish Hall/Recreation Ground, or any part thereof, shall be made on the appropriate booking form. The hirer must sign the booking form and be aged 18 years or over.
2. The person by whom the application is signed shall be considered the **hirer**. Where an organisation is named on the application, the organisation will be jointly and severally liable with the hirer under these conditions.
3. Hire charges will be in accordance with the hall fees schedule published on the Parish Council website.
4. A deposit is charged for all bookings and will be refunded in full after the event provided that there is no damage to the premises or any property contained therein or any other breach of these conditions.
5. The Council reserves the right to cancel a booking unless payment of all charges has been received at least two weeks prior to the hire date.
6. The hirer shall not sublet any part of the Hall/Recreation Ground.
7. The hire of the Hall/Recreation Ground is for the specific hours listed on the booking form. The hirer is not entitled to use or enter the premises at any other time. **Hirers will be charged for extra hours used.**
8. Bookings may only be made until midnight.
9. The hirer is responsible for any damage to any part of the Hall/Recreation Ground, or Parish Council property contained in the Hall/Recreation Ground for the whole period of hire, including exiting the premises at the end of the hire period. The hirer will be liable for all costs incurred to repair such damage.
10. The Hall/Recreation Ground should be inspected by the hirer at the beginning of the period of hire and any damage found reported immediately to the Council.
11. The Council shall not be responsible for any loss of, or damage to, any property arising out of the hiring of the Hall/Recreation Ground; nor for any loss, damage or injury which may be incurred by, or arising from any cause whatsoever, or for any loss due to any breakdown of machinery, failure of supply of power, leakage of water, fire, government restrictions or Act of God, which may cause the Hall/Recreation Ground to be temporarily closed, or the hiring interrupted or cancelled, and the hirer shall indemnify the owner against any claim which may arise out of the hiring, or which may be made by a person resorting to the Hall/Recreation Ground during the hiring in respect of any such loss, damage or injury.
12. The right of entry to the Hall/Recreation Ground is reserved to the Clerk of the Council and to any other person authorised by the Council during the period of hire.
13. The hirer shall be responsible for maintaining good order and behaviour in the Hall/Recreation Ground and surrounds during the period of hire and for ensuring that people leaving the Hall at the end of the period of hire do so in a quiet and orderly manner having due regard to local residents.
14. The hirer shall leave the Hall/Recreation Ground in a clean and tidy condition at the end of the period of hire and shall ensure that rubbish is disposed of, taps are turned off, electric lights are switched off, windows are closed, and all doors are locked.



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15. The Council has public liability cover which extends to one-off and regular hires by **non-commercial** hirers of the Hall/Recreation Ground whose hires are for the benefit of the local community under the same terms, conditions and exclusions, provided that their activities are not excluded under the terms of the policy and indemnity is not provided by another insurance policy. Excluded activities include but are not limited to bouncy castles, contact sports, fireworks etc.
16. Hirers are strongly advised to take out suitable insurance to cover themselves for making good any damage or meeting any claim for injury at an event for which the hirer is responsible. Commercial or business hirers must have their own Public Liability Insurance.
17. The Parish Council carries out regular checks on portable electrical appliances kept at the Hall; it does not accept liability for electrical equipment brought onto the premises and hirers are responsible for ensuring the good condition and safety of such electrical equipment.
18. All property belonging to the hirer or any other person is brought onto the premises at their own risk; the Council accepts no responsibility for any such property either during or after the hire period. All such property must be removed at the end of the period of hire.
19. **Consumption of Alcohol** – please see separate document for hirers intending to provide alcohol during the period of hire. No alcohol may be sold without prior authorisation.
20. There will be NO SMOKING at any time in any part of the Hall.
21. Entrance doors to the part of the Hall being hired **must be unlocked at the start of the period of hire**. Doors MUST remain closed (not locked) during the event to ensure that there is no noise disturbance to local residents.
22. Access to all exits must remain clear and no chairs or other obstructions placed in corridors. Fire appliances must not be moved or tampered with unless required to be used in an emergency.
23. It is the responsibility of the hirer to familiarise themselves with the Fire & safety regulations including the location of and procedures for emergency exits. The hirer shall regulate admissions so that at no time is the maximum capacity exceeded (see 'Hall Information Document' for capacities). Each event on the premises must be supervised by a designated person who will be responsible for the overall control of the function in the event of an emergency and who will be present throughout the event. Hirers will be required to confirm that they are aware of their responsibilities.
24. The hirer shall commit no infringement of the copyright act. The hirer will relieve the Council from all claims and actions. The hirer must accept sole responsibility for their productions and performances and the unauthorised use of copyright production is prohibited. Non-commercial use of the Hall is covered by the Council's Music Licence.
25. Candles and other naked flames are not allowed on the premises without express prior authorisation.

There is no public telephone at the Hall/Recreation Ground. Hirers should ensure that mobile telephones are available in case of emergency.