

FUNCTION

ST STEPHEN PARISH COUNCIL BASIC CONDITIONS AND OBLIGATIONS OF HIRERS

All persons hiring any part of the 'CENTRE' must be aware of the following:-

1. SMOKE FREE POLICY

Our premises are smoke free. Smoking is not permitted in any part of our premises, including entrances, lobbies and toilets.

2. FIRE PRECAUTIONS

- a) The action to be taken in the event of fire. This includes calling the Fire Brigade, evacuating the Centre, and other areas occupied. A public telephone is located in the foyer.
- b) The location and use of fire equipment.
- c) Escape routes, emergency access routes and the need to keep them clear.
- d) Method of operating escape door fastenings.
- e) All fire doors should be kept closed.

3. FIRST AID PROVISION

The Hirer is responsible for first aid provision.

4. PERFORMING RIGHTS

The Hirer is responsible for obtaining the requisite permission for the public performance of all copyright work.

5. DEPOSITS

The St Stephen Parish Council has the right to impose the following conditions to any hiring: -

- a) A special deposit, paid by the Hirer to St Stephen Parish Council, who, within 28 days of the termination of the hire will repay such deposits to the hirer less the cost of rectifying any damage caused to the premises or content during the period of the hiring as a result of the hiring and any overrun charges. An administration fee of £30 will be levied in addition to any sum retained.

6. CANCELLATION OF BOOKINGS.

- a) By St Stephen Parish Council for reasons beyond its control, NO responsibility can be accepted for any loss or damage sustained by Hirers.
- b) **By the Hirer: In the event that the hire agreement is cancelled the deposit shall be retained.**

7. AT THE END OF THE HIRING.

- a) The Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition.
- b) Doors shall be properly locked and secured, unless otherwise directed.
- c) Any contents temporarily removed from their usual position shall be properly replaced.
- d) Failure to comply with the above WILL result in an additional charge.

8. STANDARD OBLIGATIONS.

- a) Alcohol may only be brought onto the premises with the prior approval of St Stephen Parish Council.
- b) The hirer accepts full responsibility for the provision of a mobile bar and occasional alcohol licence.
- c) No commercial activity involving direct selling to the public to take place on the premises other than 'Fund Raising' and 'Charity' events declared to and approved by the St Stephen Parish Council.
- d) Any special equipment brought onto the premises, with permission, must comply with current Health & Safety regulations and MUST be removed immediately after. It is the hirer's responsibility to ensure that any service providers with which they contract directly eg caterers, DJ, entertainer, etc have appropriate levels of Public Liability Insurance.
- e) The hirer is responsible for ensuring that all electrical equipment brought on to the premises has passed an annual Portable Appliance Test.
- f) Any musical event must have consideration for noise and if not carefully observed may result in the early closure of the event.
- g) Entertainment events must be subject to regulated ticket control, issued in advance of the event day.
- h) If sales of any type are permitted because of their status, the local Trading Standards Office may be informed, and, if considered necessary, advice sought before any booking is confirmed.
- i) The St Stephen Parish Council reserves the right to:-
 - i) Negotiate a new fee if the event is at variance with that booked.
 - ii) Cancel the event if at variance with that booked,
 - iii) Cancel repeat bookings if not satisfied with the behaviour of the hirer or their agents.
- j) Any accidents or defects found with the premises are to be reported to the Centre Manager as soon as possible.

9. OTHER SPECIAL CONDITIONS.

St Stephen Parish Council reserves the right to impose any 'Special Conditions' it deems fit to ensure the smooth running and preservation of the 'CENTRE' and must be agreed by the hirer at the time of booking.

10. CLOSURE OF THE CENTRE

St Stephen Parish Council reserves the right to close the 'CENTRE' with or without notice to enable essential maintenance work to be carried out. NO responsibility can be accepted for loss sustained by the hirer.

11. DISPUTES.

St Stephen Parish Council shall decide any dispute between the Centre and the Hirer that cannot be agreed in an amicable manner and all such complaints should be addressed in the first instance to The Clerk.

I have read and agree to St Stephen Parish Council Basic Conditions and Obligations of Hirers.

Signed:..... Print name:..... Date:.....