

Berkswich Parish Hall
Registered Charity Number: 1133076

CONDITIONS OF HIRE AND RULES FOR USE

PLEASE NOTE THAT WE HAVE HAD A NEW HALL FLOOR INSTALLED AT SIGNIFICANT EXPENSE. IN ORDER TO PRESERVE IT FOR DECADES TO COME, PLEASE TAKE SPECIAL CARE NOT TO DAMAGE IT, INCLUDING WEARING APPROPRIATE FOOTWEAR (NO STILLETOS ETC) AND NOT SPILLING OR PLACING ANY WET OR DAMAGING ITEMS ON IT, NOR DRAGGING CHAIRS, TABLES ETC ACROSS IT. PLEASE DISCUSS WITH US FIRST, IF IN DOUBT.

The hall is provided for the Community to use and is not a commercial enterprise. As such, we need you to use it properly; abide by the rules and not abuse it in any way.

Thank you for your co-operation

1. **All Applicants and Guarantors** must be **responsible adults of good standing**. They are responsible for the proper use of the Hall arising out of the hiring including preparation before, during and after the event during clearing up. (Please see the checklist on the last page of this form).
2. **Applications must be made on the form provided** and sent or taken to the Parish Office at Holy Trinity Church, Baswich Lane, Stafford ST17 0BY. Tel 01785 253111 at least 7 days prior to the requested hiring date. Please note that the office hours are **1000 hours to 1300 hours** Mondays to Fridays. (Office on right hand side of Church).
3. The application must be accompanied by the **CASH deposit of £50** against damage or failure to abide by the terms and conditions. The deposit is payable together with the **full booking fee**. The deposit will be refunded should there be no damage and the terms and conditions were adhered to fully. The payment will be returned if the Hall cannot accept the booking.
4. Once agreed with the Parish Office, the Hall can only be used for the purpose stated on the application form submitted or as agreed in writing with the Hall Committee.
5. No parties (i.e events with music and food) will be allowed in the Baswich Room.
6. Upon acceptance of the booking, the **Hall Keys** can be collected from the Parish Office during normal working hours (1000 – 1300) either the day before (for a week day booking) or the Friday before (for week-end booking)
Do not leave the premises open without anyone present. The applicant is responsible for turning off all heating and lighting and ensuring the Hall is left properly secured. Please return the keys to the Office either directly after the event or posted through the letterbox, or on the first working day after the event. The Deposit will not be returned until the key is returned and the premises checked. Please remember to bring your receipt with you when collecting your deposit.
7. **Setting up and clearing away** must be included in the length of time you want to hire the premises, not just the time of the event itself.

8. If the applicant cancels the event, an **administrative fee of £10.00** will be deducted from the Booking Fee. We require **7 days notice of cancellation** or the full booking fee will be charged
9. The Committee reserve the right to **refuse an application** without giving reasons.
10. The **heaters** are controlled by a MASTER SWITCH above the storage cupboards in the hall. The individual heaters should all be left switched on from any previous event. Please ensure that you also leave them on **BUT ENSURE YOU TURN OFF THE MASTER SWITCH AT THE END OF YOUR EVENT**. Please do not interfere with the settings on the individual heaters.
11. Tables and chairs are housed in the garage beside the kitchen. The key to this Garage is hung beside the boiler inside the cupboard labelled "Cutlery". There are table and chair trolleys provided for your safety. Use them. **DO NOT LIFT HEAVY LOADS**. The light switch for outside and inside the garage is just by the patio doors next to the kitchen. Please ensure that the key is replaced in the cupboard before you leave.
12. Please remember that the tables are lightweight and must not be sat upon. Likewise, the chairs must not be stood upon.
13. At the end of the event it is the responsibility of the Applicant to ensure that
 - a. **Tables** are properly stacked in the table trolleys and secured by the straps. The trolleys should be wheeled into the first garage with the white door.
 - b. **Chairs** are stacked in Fives and wheeled into the first garage with the white door.
 - c. All **floors** are swept and cleaned. Any spillages during the event should be mopped up straight away for safety reasons. Please use the "Wet Floor" warning signs provided in the cleaning cupboard, to warn other users.
 - d. **Rubbish** is cleared away; please take the rubbish away as we do not have the capacity to deal with extra bags.
 - e. If you have used the **crocery and cutlery**, please ensure it is washed, dried and put away. Please use your own tea towels where possible, though towels are available in the kitchen. All breakages must be reported so that items can be replaced. There is not normally a charge for minor accidental breakages.
 - f. The **toilets** are left clean.
 - g. All **taps** are turned off and no **appliance** is left on
 - h. All **heaters** are turned off
 - i. All **lights** are turned off
 - j. All **doors and windows** are closed and the **premises are secure** before leaving.
 - k. **The keys are returned** to the office. Please **report any damage** at that time.
14. The Committee reserve the right to **cancel any booking upon reasonable notice** - or at any time where any information provided by the applicant or a Guarantor proves to be inaccurate or where it becomes apparent that there has been or might be a breach of the Letting Conditions or of the law generally if the event proceeds.

15. For regular bookings, the **Event and the Applicant's Contact details** may be published on the notice board outside the hall. Please let the Administrator know if you do not want your name and number to be shown.
16. If there is a **material change to any information** given when making the application please inform the Parish Office as soon as possible.
17. **Disco parties for persons under the age of 18 years** must have **2 Guarantors** aged over 25 years who must remain in the hall for the whole of the event and ensure there is no bad behaviour nor breaking of the law (especially in relation to alcohol, drugs and smoking). In any event, consumption of alcohol is not permitted at such events. Admission must be by ticket only; limited to a **maximum of 80 people** with no extras allowed in under any circumstances.
18. **Unsupervised children and young persons** are not allowed on the premises and should not be allowed to attend any event
19. Remember that you may **only use the rooms for which you have paid.**
20. All other functions are limited as follows
 - a. Fairs and sales 150
 - b. Seated audience 180
 - c. Dances/Receptions 200
21. **The hall is not licensed to sell or supply alcohol.** It is limited to 12 Temporary Event Notices (TENs.) in a year. There are various restrictions applied to TENs. If you want to sell alcohol, please discuss this with the Administrator in the Parish Office first (an additional charge may be made). You would then have to sort out a Temporary Event Notice with Stafford Borough Council. They require 10 working days notice and they will charge a Fee. It is a criminal offence to sell alcohol or to sell tickets etc to exchange items for drinks without a Licence. It is also a criminal offence not to keep within the terms of the Hall's Operating Schedule or the specific TEN for your event.
22. **The Hall does not have any form of Gaming Licence.** Where you are intending to have a Lottery (tombola/raffle) and will be offering alcohol amongst the prizes, the lottery must be incidental to the event and not the main or only event. The proceeds of the event including the lottery must not be for private gain. Alcohol prizes must be in sealed containers & minors cannot win alcohol prizes. The above information is intended to help you: it is not a definitive guide to the law For further information and guidance on your specific circumstances, consult the Council or your lawyer.
23. The **Churchyard** is out of bounds to anyone attending a function in the Hall where the church is not part of the event. Proper respect must be shown at all times.
24. Applicants and Guarantors must ensure that no **nuisance** including loud noise is caused to our neighbours. Applicants and Guarantors must not permit disorderly behaviour, public nuisance or any other matter adverse to any of the four licensing objectives, namely
 - a. Prevention of crime and disorder
 - b. Public safety

- c. Prevention of public nuisance
 - d. Protection of children from harm
25. For the sake of everyone attending your event, please ensure the **Hall car park** in front of the hall and down the right hand side of the hall is filled up first, before allowing parking in the Church car park which is at the end of the hall in front of the churchyard. **Please respect the reserved spaces at the top of the Church Car Park for Clergy and staff.**
 26. In each case to the fullest extent which the law may from time to time allow, neither the **Parish Hall Committee nor Trustees shall be liable for any loss, damage, injury or other liability arising as a consequence of or in connection with the hiring of the Hall** or contents to the Applicant, and they, the Applicant and the Guarantors jointly and severally agree to indemnify and keep indemnified the Parish Hall Committee from and against all actions, proceedings, costs claims, demands and expenses which may arise as a consequence (directly or indirectly) of such hiring. To the same extent as above, any liability of the Committee/Trustees which may arise notwithstanding the above shall be limited to the amount of the hiring fee and deposit.
 27. The applicant is responsible for ensuring that relevant people have had Disclosure and Barring Service (formerly **Criminal Record Bureau**) checks done where that is necessary for the type of event taking place.
 28. **Child & Vulnerable Adult Protection Policy** – all companies and user groups are responsible for having their own Child & Vulnerable Adult Protection Policy, where appropriate. A copy must be provided with the hire application. Hirers will be totally responsible for ensuring their policy is fully complied with during the period of hire. Individual hirers are responsible for the safety of those attending the event, as representatives from the Parish Hall will not be present during the hire period.
 29. Make sure you know where all the **fire exits** are located: do not block them with tables, chairs etc. and inform everyone attending your event how to escape and where to muster (in the car-park) Make sure the outside lights are switched on if it is dark outside: it is your responsibility to ensure that everyone can enter or leave safely in the event of an emergency.
 30. You must make yourself familiar with the **Operating Schedule and Licensing Conditions** of the Hall's Premises Licence as issued by Stafford Borough Council and ensure that you comply with the terms and conditions. You may commit a criminal offence if you fail so to do. Ignorance is not a defence in law.
 31. There is **no telephone in the Hall** but there is a Public Phone by the Co-op shop on Farmdown Road.
 32. Furniture must either be in the garage or in the Hall and not left anywhere else. Please note that the yard can be slippery at times with water, leaves or moss and you must check for hazards there before using that area.

33. **Please do not attach posters etc to the walls** as this damages the paintwork. Such damage will have to be paid for by you. If you would like to display a leaflet on our notice board, it must first have approval from Beryl Foster/Parish Office and be no larger than A5 portrait.

The conditions are extensive but they are designed so that your event can take place safely, properly and legally in order that all people attending your event can have a safe and enjoyable time. They are also intended to ensure that you use the premises properly and leave them in a state fit for others to use. Please consult with us if in doubt or you need assistance – we are here to help.

CHECKLIST – MATTERS TO DEAL WITH AT THE END OF THE HIRING

- Clean up any spillages
- Sweep and Vacuum Floors (there is a vacuum in the cleaning cupboard)
- Wipe down all surfaces, including tables
- Stack tables correctly on trolley (see diagram on side of trolley), using the safety straps provided and return to the garage
- Chairs must be stacked in Fives on their trolley and returned to the garage
- Empty bins into wheelie bins outside, taking note of recycling requirements (but please take as much rubbish home as possible, or a charge may be imposed)
- Make sure that toilets are in a fit state to be used by others
- Ensure that nappies are only placed in the nappy bin (in the disabled toilet)
- Tea towels should only be used for drying cups, plates, cutlery etc (Not as floor clothes or hand towels)
- Close all windows (toilet windows are left on the first notch for ventilation)
- Make sure the heating and lighting are off
- Make sure all exterior doors are secure
- Return keys promptly (lost keys will be charged for)

ALL CHEQUES SHOULD BE MADE PAYABLE TO “BERKSWICH PARISH HALL”

If for any reason a cheque is returned unpaid from the Bank, then your booking will not be regarded as confirmed and a cash payment will have to be made in settlement, including reimbursement of all related bank charges.

We hope you have a very pleasant and successful event

THANK YOU