

# **HORNDEAN PARISH COUNCIL**



# **Terms and Conditions of Hire**

E-mail: [contact@horndeanpc-hants.gov.uk](mailto:contact@horndeanpc-hants.gov.uk)  
[www.horndeanpc-hants.gov.uk](http://www.horndeanpc-hants.gov.uk)

## SECTION 1 – CASUAL HIRERS

### 1. HALL HIRE CHARGES

Rate per hour	NAPIER		JUBILEE
	Main Hall	Committee Room	Hall
Standard	£13.75	£8.85	£13.75
Peak	£20.15	£8.85	£20.15

#### Rates:

The standard rate is in effect from Monday 08:30am to Friday 11:00pm. Saturday and Sunday bookings between 08:30am and 5pm are charged at the standard rate and thereafter the peak rate is applicable.

*The use of the kitchen is included in the hall hire.*

#### Please Note:

If the hire period requires the caretaker to close the hall for a period and then re-open the hall for the remainder of the booking time then an addition £5.00 will be charged.

#### Equipment Hire:

JUBILEE EQUIPMENT HIRE (per booking)	
	Casual Hirers
Hire of Audio/Sound System Equipment	£12.00
Hire of Projector Screen Only	£6.00
Hire of Projector Screen and Projector	£22.00

The remote control for the Projector must be passed to the caretaker at the end of the hire period. If the hire period ends earlier than expected then the remote must be left in the kitchen on top of the first aid box.

### 2. PAYMENT TERMS

Full payment of hall hire fees is payable 28 days prior to the date of the booking.

### 3. DEPOSIT (Damage Deposit and Cancellation Fee Deposit)

A deposit is required to secure the booking and is payable 7 days from the date of the booking. If the deposit is paid by cheque, this is held and destroyed following the booking, unless a return is requested.

If paid by BACS, a refund is processed 3-5 working days following the booking.

The hirer is responsible for all breakages and damage, the cost of which will be deducted from the deposit. Should any cancellation fees be applicable this will be taken from the deposit. In the event that the damages exceed the amount of the deposit paid, an additional invoice will be raised to the hirer.

**Deposit rates:**

- £100 where the booking is for a children's party (age 12 and under) and any other function i.e. a christening, wake, baby shower, meeting or training event etc.
- £200 for discos, parties, wedding receptions, dances and functions where the booking is for a teenage/adult party (13 years and upwards)

***Cheques must be made payable to Horndean Parish Council.***

**4. CANCELLATION POLICY**

- Cancellation of a confirmed booking between 14 and 28 days of the event will result in a 25% deduction of the hall hire charge.
- Cancellation of a confirmed booking within 14 days of event will result in loss of the hall hire charge.
- If full payment is not received by 14 days before the event, the booking will be cancelled. This will result in a 25% deduction (taken from the deposit) of the hall hire charge.
- No charge will be made for cancellations by either party due to severe weather conditions or Force Majeure.

***The Council reserves the right to cancel any booking, making such refund as it deems appropriate, without necessarily giving any reasons for such action, without any liability for any consequential loss on the part of the hirer.***

**5. INSURANCE**

Hirers who do not have Public Liability Insurance Cover will be covered by the Council's Liability Insurance; an additional charge of 10% of the hire charge will be made for this.

**6. CONDITIONS OF HIRE**

- i. Hall hirers must be **18 years** or above to make a booking.
- ii. The hall will be made available for the hire period only. Users should ensure that when bookings are made **setting up and cleaning times on completion are included** in the period booked. The caretaker will unlock the hall at the start of your hire and return to lock up at the finish of your hire.

- iii. The premises must be vacated in the same condition as that in which they were hired, basic cleaning equipment is provided. There will be penalties for failure to observe this condition. If additional cleaning hours are required by the caretaker, this will be charged to the hirer and deducted from the deposit.
- iv. We require having at least two adults present when working with or supervising children and young people. We recommend the following adult to child ratios as the minimum numbers to help keep children safe:
  - 0 - 2 years - one adult to three children
  - 2 - 3 years - one adult to four children
  - 4 - 8 years - one adult to six children
  - 9 - 12 years - one adult to eight children
  - 13 - 18 years - one adult to ten children

If young people are helping to supervise, younger children only people aged 18 or over should be included as adults when calculating adult to child ratios.

- v. For teenage discos and parties, the adults supervising the party must ensure they patrol both inside and outside the building and that, all activities are kept within the building and not allowed to extend into the car park or adjacent roads.

The Police must be called at the first sign of trouble. Once the Police are en route the caretaker is to be called to attend the hall.

vi. **Hall capacity:**

The maximum capacity of the hall must not be exceeded:

NAPIER		JUBILEE
Main Hall	Committee Room	Hall
<ul style="list-style-type: none"> <li>▪ 100 people</li> <li>▪ 90 people if seated</li> </ul>	<ul style="list-style-type: none"> <li>▪ 40 people</li> <li>▪ 30 people if seated</li> </ul>	<ul style="list-style-type: none"> <li>▪ 100 people</li> <li>▪ 90 people if seated</li> </ul>

vii. **Opening Times:**

8.30 am – 10.30 pm      Monday – Thursday  
 8.30 am – 11 pm          Friday and Saturday  
 8:30 am – 11 pm          Sunday (Jubilee only)

**Please Note: Napier Hall is not open on a Sunday**

- viii. The premises are not licensed for the sale of alcohol and it is illegal to do so. Alcohol must not be consumed on the premises by any person under the age of 18. Smoking is not allowed in any part of the premises.
- ix. Bouncy Castles are not permitted in the hall. Soft play equipment, no taller than 1.5 metres is allowed in the hall.

**Please Note:**

Bouncy castles may be installed on the grass outside of **Jubilee Hall**.

- x. No entertainment involving special effects (e.g. pyrotechnics, real flames, smoke machines, firearms, strobe lighting, foam parties, lasers etc.) is allowed either inside or outside the hall. Small birthday cake candles will be permitted. It is illegal to tamper with any items of equipment in the hall, e.g. smoke alarms.
- xi. No items to be stored on the premises without the agreement of the Chief Officer. The Parish Council accepts no responsibility for private property lost or damaged by whatever cause.
- xii. The gate will be opened to allow unloading into the hall. It will then be closed during the event and will be opened again at the end of the event for loading. No vehicles are to leave hard standing.
- xiii. In order to reduce annoyance to residents, please ensure the windows and doors on the side nearest the residents remain closed during the playing of music (e.g. parties, disco's etc.) during the evening.

**THE PARISH COUNCIL TAKES A SERIOUS VIEW OF ANY INCIDENTS OF PHYSICAL AND VERBAL ABUSE TOWARDS ITS STAFF, AND RUDE AND ABUSIVE BEHAVIOUR WILL NOT BE TOLERATED**

## 7. SAFETY INFORMATION AND EMERGENCY PROCEDURES

### i. Accident Reporting

Any injury sustained on the premises must be recorded in the Accident Book and reported to the Council Office by the next working day. The Accident Book is kept in the kitchen with the first aid box. If necessary please complete sections 1 -3, detach the form and either hand to the caretaker or deliver to the Council Office. Please return the Accident Book to where you found it.

### ii. Toilet Facilities for People with Disabilities

The toilet facility for people with disabilities is fitted with an emergency call alarm. If activated this alarm sounds in the hall and a visual warning is given. If the alarm is activated, please be prepared to go to the assistance of the person using the facility.

### iii. Contacts

Should you need to contact the Caretaker during your period of hire the contact details below:

NAPIER		JUBILEE	
Paul -	07872 109051	Ray -	07872 109053
		Julie -	07872 109047

Please note any queries during normal office hours should be through the Parish Council Office.

Tel: 02392 597766

E-mail: [contact@horndeanpc-hants.gov.uk](mailto:contact@horndeanpc-hants.gov.uk)  
[www.horndeanpc-hants.gov.uk](http://www.horndeanpc-hants.gov.uk)

iv. **In The Event of a Fire or if the Alarm Sounds**

- Raise the alarm and call the Fire Service by dialling 999, giving the location.
- Leave the building by the nearest available exit
- Do not visit the cloakroom or any other parts of the building and do not stop to collect personal belongings
- Do not run
- Assemble in the car park
- When the Fire Service arrive, let them know where the fire is and what seems to be burning
- Do not re-enter the building until advised to do so by the Fire Service
- Each hall has a payphone - in the event of an emergency dial 999

NAPIER	JUBILEE
Napier Hall Portsmouth Road Horndean PO8 9NL	Jubilee Hall Crouch Lane (off Catherington Lane) Horndean PO8 9SU

Hirers are advised to keep a record of all people present in the building so that in the event of an emergency it will be possible to establish that the building has been completely evacuated.

Fire Alarms are tested on a regular basis. If this takes place when you are using the building, you will be informed immediately prior to the test. You need not take any action and you will be informed when the test has been completed.

## **SECTION 2 – REGULAR HIRERS**

**PLEASE NOTE: Only differing terms are stated below for Regular Hirers. All other terms and conditions as for Casual hirers apply.**

### **1. HALL HIRE CHARGES**

Hourly rates as stated above in Section 1.

***A volume discount of 5% to be applied to all hirers when usage is in excess of 60hrs per calendar month***

#### **Equipment Hire:**

<b>JUBILEE EQUIPMENT HIRE (per booking)</b>	
	<b>Regular Hirers</b>
Hire of Audio/Sound System Equipment	£4.00
Hire of Projector Screen Only	£3.00
Hire of Projector Screen and Projector	£15.00

### **2. PAYMENT TERMS**

Invoices are payable 21 days from date of invoice. Invoices are in arrears.

### **3. DEPOSIT**

Regular hirers are not required to pay a deposit, however for new regular hirers the first 4 bookings are payable in advance.

### **4. CANCELLATION POLICY**

- Cancellation of a booking up to 10 days prior to the date, will not incur any charge.
- Cancellation of a booking within 10 days prior to the date, will incur a 50% charge.
- No charge will be made for cancellations by either party due to severe weather conditions or Force Majeure.

### **5. INSURANCE**

All regular hirers are required to have their own liability insurance. A copy of the Certificate of Insurance is to be submitted to the office.