

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 at the time of booking.
4. A deposit will be required to be made upon confirmation of the booking. See notes below for the prevailing amount required. The deposit 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. In the event of cancellation by the hirer of a confirmed booking, a cancellation charge will be made at the discretion of the bookings officer.
7. The hirer shall not sublet any part of the Hall/Recreation Ground.
8. 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 and may incur an administration fee.
9. Bookings may only be made until midnight.
10. 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.
11. 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. Failure to do so may result in the hirer's deposit being withheld.
12. 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.
13. 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.
14. 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.
15. 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, the heating thermostat is turned down to 15° and all doors are locked.

16. 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. Please check with the bookings officer.
17. 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.
18. 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.
19. 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.
20. **Consumption of Alcohol** – please see separate notes later in this document for hirers intending to provide alcohol during the period of hire. No alcohol may be sold without prior authorisation.
21. There will be NO SMOKING at any time in any part of the Hall.
22. 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.
23. 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.
24. 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 note later in this document regarding 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.
25. Separate guidance notes and instructions for specific rooms within the Hall form part of the overall terms and conditions of hire and can be found later in this document.
26. 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.
27. Candles and other naked flames are not allowed on the premises without express prior authorisation.
28. For all seated events, a seating plan must be submitted for approval prior to the event.
29. The Hall/Recreation Ground car park has bollards erected to safeguard it. For large events the width restricting bollards must be lowered to allow entry for emergency vehicles if required. Hirers must raise the bollards at the end of the event.
30. There is no public telephone at the Hall/Recreation Ground. Hirers should ensure that mobile telephones are available in case of emergency.

Deposits required when making a booking

Main Hall

A deposit of £300 is required for evening events (after 6pm)
A deposit of £100 is required for daytime events (up to 6pm)

The Davies Room

A deposit of £300 is required for evening events (after 6pm)
A deposit of £100 is required for (up to 6pm)

The Rose Room

A deposit of £300 is required for all events

Deposits are due as soon as a booking is confirmed. Deposits will be refunded after the hire, subject to compliance with the Conditions of Hire.

Room Capacities

Main Hall

Closely seated audiences	130
Dancing with seats	200

The Davies Room

Seated	20
Casual	40

The Rose Room

Boardroom	16
Classroom	20
Theatre	30

Payment of fees

An invoice will be sent upon confirmation of booking. All fees including the deposit must be paid **at least 2 weeks** prior to the period of hire.

No refund can be made if the booking is cancelled within 14 days of the commencement of the hire period.

Provisional bookings will be held for a maximum of 14 days.

Entry to all rooms of the Hall is via a keypad. The code will be provided to the hirer following receipt of payment for the period of hire. If payment is not received within the required timescales the hirer will not be able to access the premises. It is the responsibility of the hirer to ensure that the keypad code details are given to the correct person. Please advise the booking officer if the hirer is not the person who requires the access code.

Information on the Consumption of Alcohol within the Parish Hall/Recreation Ground

Provision of Alcohol free of charge at a private or community event

No licence is required if you are not going to SELL Alcohol. (Please note that is an offence to sell alcohol without the required permissions and licence, carrying a potentially hefty fine and/or imprisonment. The hirer is responsible for ensuring a licence is obtained where relevant).

Provision of Alcohol for sale at a private or community event

Local community groups wishing to provide alcohol for SALE must complete the relevant application for permission to sell alcohol and pay the required fee to Swallowfield Parish Council as stated on the application form.

Private hirers wishing to provide alcohol for SALE must complete the relevant application form for permission to sell alcohol and pay the required fee to Swallowfield Parish Council as stated on the application form.

The hirer must apply to Wokingham Borough Council for a Temporary Event Notice and pay the appropriate fee at least 10 working days in advance of the period of hire and provide a copy of the notice to the Parish Council in advance of the period of hire.

Application forms are available from the booking officer – Mrs Emma Shepherd.
finance_officer@swallowfieldpc.gov.uk

Tel 0118 988 5444 Fax 0118 988 5929

Special Conditions of Hire relating to the sale of Alcohol – These conditions are in addition to all other conditions of hire which continue to apply.

1. Alcohol must not be sold after midnight or before 11.00 a.m. Selling Alcohol outside the permitted times is an offence and carries a maximum fine of £20,000 and/or 6 months imprisonment.
2. Permission may be sought to sell Alcohol after midnight by applying to Wokingham Borough Council for a Temporary Event Notice.
3. The capacities stated in these Conditions of hire must be strictly adhered to
4. It is a criminal offence to knowingly allow the sale of alcohol to anyone under the age of 18
5. It is a criminal offence for anyone under the age of 18 to buy or attempt to buy alcohol
6. It is a criminal offence for anyone over the age of 18 to buy alcohol on behalf of anyone under the age of 18
7. A person of 16 or 17 years of age may drink wine, beer or cider with a table meal proved that an adult purchases the alcohol and is present at the meal
8. It is an offence to knowingly sell alcohol to a person who is or appears to be drunk, or to allow alcohol to be purchased for their consumption
9. It is an offence to knowingly allow disorderly conduct on these licensed premises
10. It is an offence for a person who is drunk or disorderly not to leave the premises when asked to do so

A police officer or authorised person may enter the premises at any time if they have reason to believe that a licensable activity may be about to or is already being carried out in order to check whether the activity is in accordance with the licence conditions.

Other Guidance notes and Instructions which form part of the Conditions of Hire

1. Keys to all relevant doors and the bollards can be found in the broom cupboard in the kitchen adjoining the Main Hall.
2. Cleaning materials can be found in the broom cupboard. Mops, buckets and brooms are available in the kitchen or store area. All floors must be swept thoroughly at the end of the hire period
3. Electricity and Gas are major costs so please be aware of what you are using and ensure that all lights and appliances are turned off when you leave. Please check all areas before leaving
4. The central heating system is programmed to come on at set times and will provide warmth and hot water every day. Please do not adjust settings of individual radiators, adjust heating using the wall thermostats and ensure the thermostat is set at 15° when you leave
5. All windows and doors that are opened must be closed when you leave. Please close all internal doors including kitchen hatches
6. Fire exits must be kept clear at all times
7. Please ensure all spills are mopped up immediately to avoid damage to the floors
8. Cars belonging to hall users must not obstruct the highway
9. Toilets must be left in the same condition in which you found them
10. Kitchens must be left clean and tidy with bins emptied and rubbish bags put in the Grundon bin in the car park
11. The law requires those responsible for organising events where food is consumed to be aware of the risks involved and to ensure that these risks are controlled
12. No stiletto heels on the wooden floor please
13. No black soled trainers on the wooden floor please
14. Please move chairs and tables with care and ensure they are returned to their correct location at the end of the event. Do not drag them across the wooden floor, use the chair movers in the hall
15. Do not stack chairs more than 10 high
16. Keep doors closed (but not locked) to avoid noise disturbance to neighbours

Failure to observe these requests may lead to your deposit being withheld.

Use of Bouncy Castles

- The hirer must ensure that the bouncy castle supplier is reputable, preferably with an Inspection of Inflatable Play Equipment (PIPA) certificate
- The bouncy castle supplier MUST have adequate public liability insurance
- There must be at least one metre of clear space on either side and two metres of clear space at the back of the bouncy castle.
- There must be plenty of room in front to let people in and out.
- The hirer must understand any special power and ventilation requirements to keep the bouncy castle inflated before hiring the premises.
- The hirer must ensure that the maximum weight and number of people using the bouncy castle at any time are strictly adhered to.
- The hirer must ensure that adequate precautions are taken to ensure that only people who should rightfully be on the bouncy castle are admitted.

NOTE: If the Hirer wishes to hold a Firework display or erect a Marquee on the recreation ground they should contact the booking officer for more information.

Other important information

Hall risk assessment summary

The Hall risk assessment is undertaken annually. The following summary must be read by hirers together with the Emergency Plan.

The Council undertakes risk assessments in order to identify fire hazards (anything that has the potential to cause harm) and to reduce the risk of that harm occurring as far as possible. The Council then decides what precautions and management arrangements are necessary to ensure the safety of people in the premises in the event of a fire.

The following potential fire hazards have been identified and the Council's mitigation of the risk noted

- Fuel sources such as soft furnishings have been treated with fire retardant sprays
- Flammable cleaning products are stored separately in a locked outside store
- Groups storing property in the Hall have been advised to ensure flammable material is kept to a minimum
- All doors, windows and shutters are kept closed when not in use
- All electrical equipment is regularly checked
- Smoke detectors are located throughout the building to provide early warning of danger
- Emergency exits and signs showing their position are regularly checked to ensure they are in working order
- Fire extinguishers and blankets are provided in the premises
- An emergency Plan is provided to all hirers. Hirers must confirm they understand the plan and their responsibilities

Emergency Plan

- If smoke is detected anywhere in the building alarms will sound
- A list of where alarms are fitted is on the notice board in the kitchen adjoining the main hall
- When the alarm sounds, or if a fire is detected, the building must be evacuated
- Entrance and exit doors must be kept unlocked for the duration of the period of hire
- All people attending the venue should be made aware of the location of emergency exits – which are lit with appropriate signs
- Do not obstruct emergency exits **AT ANY TIME**
- The hirer (or their nominated representative) is responsible for calling the emergency services and checking that the building has been evacuated. This includes ensuring mobile telephones are available for such purpose. The responsible person should meet the emergency services to describe the situation.
- People exiting the building should assemble in the recreation ground well away from the building.
- The hirer or their representative is responsible for ensuring those especially at risk are safely evacuated.

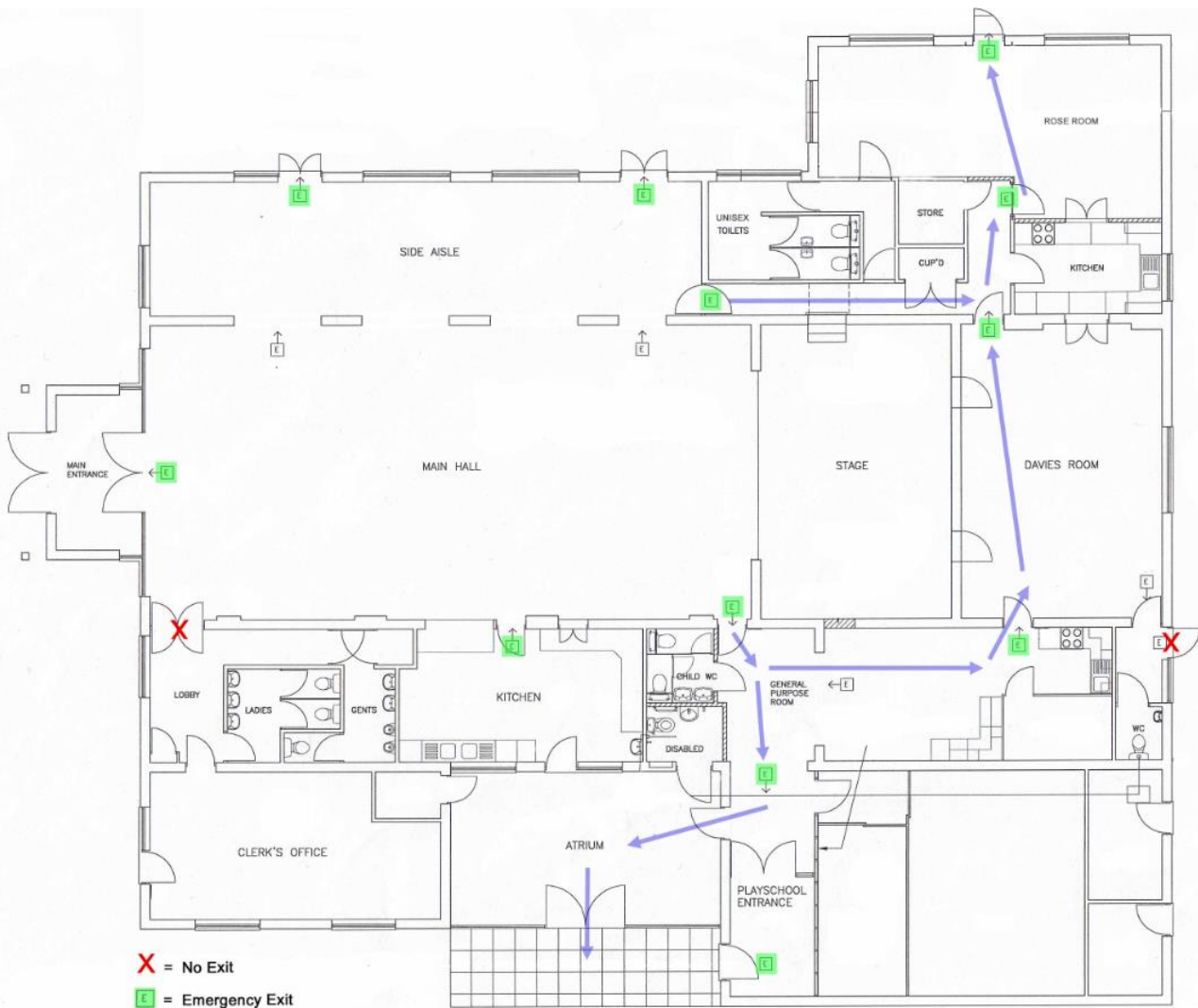
- Fire extinguishers are available at several locations in the building. These should be used by trained personnel.
- Where multiple hirings are in process all users should use the nearest fire exit to ensure they evacuate the building as soon and as safely as possible.

False Alarms

If you are certain that the alarms have sounded but there is no real emergency, you can establish which alarm has been triggered by checking which unit has a rapidly flashing red light on the cover. Press the hush/test button on the unit. The red light will flash every 10 seconds for 10 minutes and then return to the normal pattern of every 40 seconds unless the reason it triggered is still present.

To isolate which alarm has been triggered go to the vestibule near the main entrance doors (doors on the right as you look at the hall from the front). Ahead is the electricity cupboard and on the left hand side outside the cupboard is the smoke alarm locator button. Pressing this will silence all alarms except for the one which was triggered.

PLAN SHOWING THE LOCATION OF EMERGENCY EXITS



Items available for use and/or hire

The following items are available for use – all located in the kitchen

- Paper kitchen towels
- Bin liners
- Cleaning cloths
- Plates, cups, glasses, some cutlery

The following list of items are available for hire – confirm with the bookings clerk when booking

- 130 stainless steel knives, forks and spoons
- Red and white check table cloths – approximately 12
- Red teas light holders

Items you should bring with you

- Clean tea towels