

YEALMPTON PARISH COUNCIL

STANDARD CONDITIONS OF HIRE FOR PARISH (FORD) ROOM

When a booking is made for the Parish Suite, the Hirer will receive a Hire Agreement. This confirms the cost and time of use for the booking and the agreement of the Hirer to observe the Conditions of Hire as hereby set out, together with any Special Conditions which may be stipulated:

- 1. Supervision**
The Hirer will, during the period of the hiring, be responsible for the supervision of the premises, the fabric and the contents, their care and safety from damage, however slight. The Hirer is also responsible for the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking and the avoidance of obstruction of the highway or nuisance to local householders.
- 2. Sub-hire**
The Hirer shall not sub-hire, use the premises or allow the premises to be used for any unlawful purposes or in any unlawful way nor do anything which may endanger the same or any insurance policies in respect thereof, nor allow the sale of alcoholic liquor thereon without a Temporary Event Notice (TEN).
- 3. Licenses**
The Hirer shall be responsible for ensuring such licenses as may be required for the consumption of alcoholic liquor shall be sought. The timely acquisition of a Temporary Event Notice and fee will be the responsibility of the hirer. The Hirer shall be responsible for the display and observance of the same. A copy of the licence must be given to the Yealmpton Parish Council, hereafter referred to as the "Council", prior to the event.
- 4. Compliance with Regulations**
The Hirer shall comply with all the conditions and regulations made in respect of the premises by the Fire Authority.
- 5. Damage**
The Hirer is responsible for leaving the premises in a clean and tidy condition with furniture replaced, rubbish removed and no damage caused. (There is a vacuum cleaner in the corner cupboard). The use of blue/white tack and sticky tape on painted walls is expressly forbidden. Non-compliance will be assessed by the key holder, whose decision will be final.
- 6. Indemnity**
The Hirer shall indemnify the Council for the cost of repair for any damage done to any part of the premises including the grounds thereof or the contents of the building which may occur during the period of the hiring as a result of the hiring.
- 7. Insurance**
Hirer's goods and equipment left on the premises are not covered by the Council's insurers. It will be the hirer's responsibility to ensure that adequate cover is arranged.
- 8. Hiring Times**
Within the booking period, time should be allowed to set up/clear away. Premises must be vacated by midnight.
- 9. Payment/Cancellation of Hiring**
The full hire fee is payable on booking. The booking fee will be refunded in the event of the Council having to cancel the booking for any reason. If the Hirer wishes to cancel the booking before the date of the event and the Council is unable to secure a replacement hiring, the Hirer will be responsible to the Council for the loss of income.
- 10. Securing of premises**
The Hirer shall not leave the premises unattended and unlocked before the end of the hire period. If this condition is not fulfilled then the Hirer shall be liable for any loss or damage to the premises by intruders.
Keys must be returned to the key holder within 30 minutes of the end of the hire period as agreed on the hire agreement.
Heating must be switched off at the end of the hire period. Failure to comply may lead to additional charges.
- 11. Premises unfit**
In the event of a Hirer rendering the Parish Suite unfit for use the Council shall not be liable for any resulting loss or damage whatsoever. The Council reserves the right to seek compensation.
- 12. Sale of Goods**
The Hirer, if selling goods on the Council's premises, must comply with the Fair Trading Laws and any local code of practice issued in connection with such sales. In particular, the Hirer shall ensure that the total prices of goods and services are prominently displayed, as shall be the organiser's name and address, and that discounts offered are based only on the Manufacturer's Recommended Retail Prices.
- 13. Tables/Chairs/ Equipment**
The hirer is responsible for the setting out of tables, chairs and equipment and for stacking them away at the end of the hire
- 14. Smoking**
No smoking is permitted within the Council's premises by law. This rule must be strictly observed.
- 15. Animals**
No animals are allowed on the premises except properly trained guide dogs in the company of the person to whom the dog has been assigned.
- 16. Liability**
The Council will not be liable for hurt or injuries to a person or damage to personal property.
- 17. Failure to comply**
In the event of the Conditions of Hire not being complied with in their entirety the Council is likely to be unwilling to accept a further hiring from the organisation concerned.