

SOWERBY PAROCHIAL CHURCH HALL

CONDITIONS OF HIRE

Booking Arrangements

Applications for hire are only accepted in writing on the standard Booking Form available from the Booking Secretary or from the noticeboard in the Hall.

Whilst regular bookings are valued, it may occasionally be necessary to cancel bookings to accommodate unforeseen circumstances for special Church, National or Community functions.

Bookings can be refused or cancelled at the discretion of the Sowerby Parochial Hall Management Group.

Keys

The keys for the outer and inner front doors of the Hall are kept in a key-safe mounted on the window frame to the right of the Porch. The combination is available from the Booking Secretary or from Mr John Kennedy – 01845 522520.

Hire Charge

Bookings for non-regular users must be accompanied with a non-refundable deposit of 50% of the booking fee. The remainder must be paid 14 days before the booking date.

Alterations to bookings must be made 14 days in advance.

The charge for the Hall is calculated on the accommodation and length of time required. Users should take into account setting-up time and clearing away when booking. The Hall and its facilities may only be used for the activity and time agreed with the Booking Secretary.

If the hirer wishes to have the use of the stage lighting application must be made at the time of the booking.

In addition to the hire charge, a further charge may be levied to cover any damage to the Hall caused by the Hirer's event, any additional cleaning to normal required or the removal of any rubbish that has not been properly cleared away by the Hirer.

Sub-letting

No sub-letting is permitted.

Conduct

The individual or organisation hiring the Hall is responsible for the safe and lawful management of the event. This includes the provision of any necessary stewards; familiarisation with fire drill, the location of the fire-fighting equipment and exits and for ensuring the good behaviour of all persons using the Hall.

No function or activity may take place in the Hall which is likely to cause any nuisance or annoyance to neighbours or the general public, or any damage to the Hall, its contents or third party property.

The only ball games allowed in the Hall are those using softballs.

The kitchen is not designed for large-scale catering. It is the responsibility of those hirers who wish to serve food to conform to current Food Safety legislation. Please note – WE DO NOT SUPPLY TEA-TOWELS.

Decorations, notices or other items may only be fixed in place using Blu-Tack. Other forms of fixing or adhesive are not permitted.

As the Hall is used for playing Badminton, no French Chalk or similar substances may be applied to the floor.

All electrical equipment brought into the Hall must hold a current PAT certificate.

The Hall must be left in a clean and tidy condition, all waste removed and furniture in the position that it was at the outset of the hire period.

Alcohol

An Occasional Licence is required if alcohol is to be retailed in the Hall. THIS IS THE RESPONSIBILITY OF THE HIRER. No alcohol may be supplied (whether by sale or otherwise) after 11.00pm.

Premises Entertainment

No entertainment shall take place other than in accordance with the terms of the Entertainment Licence held by the Hall Management Group. The hirer shall indemnify the hall management against any infringement of copyright which may occur during the hiring.

Occasional Sale of Goods (North Yorkshire County Council Act 1991)

It is the duty of any individual or organisation hiring the Hall for the occasional sale of goods (i.e. an event where goods or services are sold in the course of a trade) to notify the Trading Standards Dept, County Hall, Northallerton, DL7 8SA.

Indemnity

The Management Group shall not be liable for any damage or theft of any property brought into or left in the Parochial Hall.

Exclusion of Liability

The Management Group is not responsible for any loss or injury to persons using the Hall during the period of the hiring other than its statutory liability as owner of the premises.

The Management Group is not responsible for any loss or damage to property of persons using the Hall during the period of the hiring including cars in the Hall Car Park and property in them. The provision of lockable cupboards does not imply responsibility for the safety of anything placed in them.

The Management Group is not responsible for any loss arising from non-availability of the Hall or any part thereof by reason of its being unfit or unsafe because of the failure of any supply to the premises or any damage to the premises.

No animals, except supporting dogs, are allowed to enter the premises.