CORBRIDGE PARISH COUNCIL
THE PARISH HALL, ST HELENS STREET, CORBRIDGE
CHARGES, RULES AND CONDITIONS APPLYING TO ALL HIRERS [VALID FROM 1/4/24 TO 31/3/25]

1. THE HIRER will, during the period of hire, be responsible for the supervision of the premises, the fabric and contents, their care, safety from damage howsoever slight or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking so as to avoid obstruction of the highway. The Hirer shall indemnify the Council for the cost of repair of any damage done to any part of the premises or its contents that may occur during the period of hire. The Hirer must in all cases but a responsible person over the age of 21 years.

2. THE HIRER shall not sub-let the premises or use, nor allow the premises to be used, for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or the insurance policies in respect thereof.

3. CORBRIDGE PARISH COUNCIL owns the Parish Hall. Any queries that cannot be dealt with by the Caretaker, Chris Urwin Tel. 07879554487 should be made in writing to Clerk of the Council, 7 Stonecroft, Horsley, NE15 0AF.

4. NO DOGS [with the exception of assistance dogs] are to be brought into the buildings or the land surrounding the Premises without permission.

5. THE CONSUMPTION OF ALCOHOL AND/OR THE HOLDING OF DANCES OR SIMILAR EVENTS require prior permission from the Council though not unreasonably withheld. The Council may require a Deposit of £300.00 to be paid 7 days in advance of the event at the Council's discretion. The Deposit will be returned as soon as possible after the event subject to there being no damage, the building is clean, all rubbish removed, there is no litter in or outside the premises and there being no disturbance to neighbours. The Council's decision in the withholding of refunds etc is final. All music whether reproduced or other must cease at 11.30pm. The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk nor to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises. The Hirer shall also be responsible for the obtaining of any licences required by law for the sale of alcohol.
The hirer is responsible for ensuring that alcohol is consumed only inside the Parish Hall. It is strictly forbidden to consume alcohol outside the building whether on Parish Council or other property. It is the hirer's responsibility to familiarise him / herself with all applicable Health and Safety regulations and applicable legislation relating to the hire of the Parish Hall and its compliance. The hirer shall comply with all regulations 'as is'.....
The maximum numbers permitted in the Parish Hall are:- Hall 160 Mearns Room 35 Room One 35

6. LICENCE. The hirer agrees to notify the Parish Hall of any licensable activities taking place at the event and be bound by the terms and conditions of the Premises Licence. Licensable activities for which the Parish Hall holds a Premises Licence are attached. In order to hold a licensable activity not covered by the Parish Hall's Premises Licence a Temporary Event Notice (TEN) will need to be given to the licensing authority. **The Hirer shall obtain the written consent of the management committee before giving the licensing authority a TEN.** The Parish Council are responsible for the sale of alcohol under the Licensing Act 2003. The hirer may apply to the Parish Council for an agreement to sell alcohol during the licensed hours.

7. AT THE END of the hire period, the Hirer is responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked internally and secured [unless arranged beforehand with the Caretaker]. Any contents moved from their usual place should be properly replaced, as otherwise an additional charge may be made.

8. THE COUNCIL reserves the right to cancel a booking if the premises are required for an election polling station or for any other reason whatsoever thought necessary by the Council. In the event of the premises not being available to the Hirer on the date booked, through no fault of the Council or otherwise, the Council shall not be liable to the Hirer for any resulting loss to the Hirer.

9. SMOKING is not allowed in any part of the Premises. Smoking is permitted in the grounds of the Parish Hall however any cigarette ends must be placed in the bin provided outside the Parish Hall. **NO FIREWORKS** are to be set off in the buildings or on the land surrounding the Premises.

10. MEANS OF ESCAPE (a) All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit. (b) The emergency lighting supply illuminating all exit signs and routes must be turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).

11. OUTBREAKS OF FIRE The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the Clerk of the Council.

12. HEALTH AND HYGIENE The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations.

13. ELECTRICAL APPLIANCE SAFETY The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided the hirer **must** make use of it in the interests of public safety.

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14. SOUND AND PUBLIC ADDRESS SYSTEM. This can only be used in the main Hall and only if the Hall is booked at the same time. There is no extra charge for its use. Hirers wishing to book the sound system must contact the Caretaker in advance of the booked date in order to be shown how to use the system and to sign for it before and after use. Note that the person signing is solely responsible for the sound system in all respects.

15. BOOKINGS can only be made on the Booking Form obtainable from the Parish Hall or the Clerk to the Council. Confirmed bookings **will be charged for** if cancelled by the Hirer for any reason whatsoever, unless re-letting is possible.

16. CHARGES are based upon the time used including setting up time and clearing away and charged by the hour or part thereof. Hirers should leave the premises at the end of the period booked to avoid incurring additional charges. Premises are normally available between 08:00 and 23:30 Sunday to Thursday and 08:00 to 00:30 Friday and Saturday nights. Rental outside these hours and on public holidays etc will be considered on a case by case basis (but not unreasonably withheld.)

Late night bookings (after 11.00pm) will incur an additional charge of £35.00 per hour or part thereof in addition to the usual hourly charges. Hire on Bank and Statutory Holiday is charge at DOUBLE normal rates. Booking of Bank/Statutory Holidays and late bookings are subject to Caretaker availability.

17. ACCOUNTS are sent monthly and payable upon receipt. An account more than two months in arrears may mean cancellation of further bookings until payment is made. Bookings are at the discretion of the Council.

18. SAFEGUARDING CHILDREN AND VULNERABLE ADULTS. The Hirer shall ensure that any activities for children, young people and other vulnerable groups shall only be provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, the hirer shall provide a copy of their Safeguarding Policy and confirmation that relevant checks have been carried out through the Disclosure and Barring Service (DBS).

19. FLY POSTING. The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises and shall indemnify and keep indemnified each member of the Parish Hall Management Committee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

20. SALE OF GOODS. The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturer's Recommended Retail Prices.

21. STORED EQUIPMENT. The Parish Hall accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of the day at the hire fee per hiring until the same is removed. The Parish Hall may, in its discretion in any of the following circumstances, namely (a) in respect of stored equipment, failure by the Hirer either to pay any storage charges due and payable or to remove the same within 7 days after the agreed storage period has ended (b) in respect of any other property brought on to the premises for the purposes of the hiring, failure by the Hirer to remove the same within 7 days after the hiring dispose of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

22. KITCHEN. Parish Hall hire charges include the use of the kitchen but only if its use is pre-booked. If two or more hirers require the kitchen at the same time the first booking has priority in any conflict of use.

23. NO ALTERATIONS or additions may be made to the premises nor may any fixtures be installed, or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Parish Clerk. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the Parish Hall remain in the premises at the end of the hiring. It will become the property of the Parish Hall unless removed by the hirer who must make good to the satisfaction of the hall or, if any damage caused to the premises by such removal.

24. HIRE CHARGES.

ROOM	CODE	COST	CHARGES
Room One or Mearns Room	[R]	£11.00	Per hour or part thereof
Main Hall	[H]	£16.00	Per hour or part thereof
Main Hall plus room/s	[HR]	£16.00 plus £6.50 per room	Per hour or part thereof
OTHER CHARGES			
Late bookings and bank holidays	Subject to caretaker availability		See Rule 16