



Hanslope Parish Council Community Hall

Terms and Conditions for Hirers

All authorised persons will be required to sign a copy of this policy before they will be issued with key/fobs.

Individuals or clubs are reminded that by signing this agreement and being issued with a key/fob, they are entering into a legally binding contractual arrangement with Hanslope Parish Council.

DEFINITIONS

In this agreement the following definitions apply:

Hanslope Parish Council	shall be defined as “The Council”
Hanslope Community Hall	shall be defined as “The Hall”
Organisations/Clubs/Individuals seeking to use the Hall	shall be defined as “The Hirer”

1. TERMS

- 1.1 The person or club to whom approval is granted (Hirer) will be held responsible for the conduct and supervision of all persons attending the event(s) covered by that approval and the termination of the event(s) at the time specified.
- 1.2 The person or organisation to whom approval is granted (Hirer) will be held responsible for any damage caused to the facilities or property by any person attending the event(s) covered by that approval.

2. USE OF HANSLOPE PARISH COUNCIL FACILITIES

- 2.1 The number of persons attending an event must be in accordance with the facilities available and be consistent with the number of supervisors in attendance.
- 2.2 Hall capacity is 100 persons maximum.
- 2.3 Approval includes use of facilities include use of the toilets and kitchen.
- 2.4 No facilities, other than those authorised, may be used, disturbed or entered into. This includes use of the Recreation Ground, which must be approved in advance by the Clerk to the Council.
- 2.5 The Hirer is solely responsible for locking up at the end of a booking, including windows, any cupboards used and the main door.
- 2.6 All lights are to be switched off.
- 2.7 Animals are not permitted
- 2.8 Any irregularities or damage must be reported to the Parish Clerk within 24 hours of occurrence. All damage costs shall be paid by the Hirer and any charges shall be applied to the Hirer’s final account.



- 2.9 Only activities that are deemed compatible with the facilities, shall be allowed. The Council reserves the right to refuse to accept any Hirer, solely at its discretion and without giving a reason.
- 2.10 The Hirer must comply with all rules, regulations, policies and codes of practice of the Council, including, but not limited to:
- Harassment
 - Equality Policies
 - Health and Safety, including Fire Safety and Evacuation procedures
 - Child Protection and Vulnerable Adult policies and supervision requirements
 - Users of specialist facilities should ensure that participants comply with the rules and regulations, policies and codes of practice for their activity.

3. INSURANCE AND INDEMNITY

- 3.1 The Hirer shall indemnify the Council against all loss, expenses or damage to its property, or 3rd party property and in respect of death or personal injury to any person in conjunction with Hirer's use of the facilities. The Hirer shall indemnify the Parish Council against all claims which may be made in respect of such matters, except personal injury, loss or damage resulting from the Council's negligence. The Hirer shall ensure that those providing entertainment or services arranged by the Hirer, maintain in-date public liability insurance, in respect of the matters indemnified, to a minimum cover of £2 million. The Council reserves the right to refuse any Hirer if evidence of this level of insurance cover is not supplied at the time of Hiring.
- 3.2 The Council does not accept any responsibility or liability in respect of loss or damage to any property or equipment brought onto Council premises by the Hirer, or on the Hirer's behalf.
- 3.3 The Council accepts no liability in respect of injuries sustained from incorrect or irresponsible use of the Hall or facilities therein.
- 3.4 The Hirer's attention is drawn to the fact that the type of cover required is specialist and may not be covered by most conventional policies. Hirers are advised to seek advice from their own insurers with regard to the appropriate policies pursuant to clause 3.1 above.
- 3.5 Hirers are required to supply copies of insurance policies and risk assessments for use of the Hall prior to hiring the hall and activities taking place.
- 3.6 Hiring-in of party equipment e.g. bouncy castles, soft play etc. must be agreed in advance with the Clerk to the Council. The provider of the equipment must provide a Public Liability insurance certificate in advance. It is agreed that users of such equipment must be supervised at all times and that liability lies with those supervising the activity. Bouncy castles are not permitted on Hanslope Recreation Ground.

4. BOOKINGS

- 4.1 The Council may, at its sole discretion refuse to accept any booking, in which event, charges will not be made.



- 4.2 By signing this agreement, Hirers agree to pay all charges for the Event(s) and facilities, subject to cancellation or variation thereto, strictly in accordance with this Agreement.

5. CANCELLATION

- 5.1 Cancellation of a booking must be notified in writing as soon as possible and not later than one week before the date of the booking. In the event of cancellation or failure to attend by any organisation, the Council reserves the right to retain the deposit and collect any previously agreed charges, in whole or in part.
- 5.2 The Council reserves the right to change or cancel a booking. Where a booking is cancelled or changed, as much notice as possible will be given.

6. PAYMENT

- 6.1 The person signing the Hanslope Community Hall Agreement shall be responsible for the prompt payment of the account which is due at the date of issue.
- 6.2 The Council will invoice Hirers for all charges, less any deposit paid, pursuant to clause 4.1 above, or any advance payments made approximately 7 days after the event. The Hirer must pay in sterling, to the address shown on the invoice by BACS to the account detailed on the invoice. If payment is not received in full within 30-days, the Hirer will be charged interest on the amount outstanding at 3% above Bank of England base rate. Charges may also include charges for any loss or damage whatsoever incurred by the Council, as a result of the actions of the Hirer or members of their organisation/event. Additionally, for any additional goods or services supplied above those detailed on the Booking Form. Where accounts remain unpaid beyond 30 days, further bookings will not be accepted.

7. BEHAVIOUR ON PREMISES

- 7.1 The Hirer must ensure that any members of their party or activity, their agents or anyone associated with their booking must behave in such a way they do not cause a nuisance or unreasonable disruption to the Council, its members, employees, neighbours or any other visitor to the Recreation Ground or Hall.
- 7.2 The Hirer shall be responsible for the behaviour of all members of their party and ensure they do not undertake any activities that may bring the Council into disrepute. Hirers must at all times comply with any statutory laws including but not exclusive to Health and Safety regulations, Licensing laws and Equality legislation. The Hirer will at all times comply with instructions given by the Council or its manager.
- 7.3 The facilities provided by the Council must be treated at all times with care and respect. All parties must respect the privacy of neighbouring residents and shall not interfere with attempt to gain access to those parts of the Hall premises for which public access is not authorised. Noise levels must be kept to a minimum, between the hours of 10.30pm and 8am.



- 7.4 Hirers shall ensure that members of their party or organisation do not behave in a manner that puts others at risk, or is abusive, threatening or offensive. Persons associated with Hirer's event behaving in such a way, may be excluded from the Hall premises, or the event terminated immediately. The council shall not be liable for the exclusion of any individual and no refund or reduction will apply.
- 7.5 The council shall not be liable for any loss, damage, cost or liability suffered or incurred by a member of the Hirer's party or group, including those invited from outside the group.
- 7.6 The Hirer shall agree to pay the Council on an indemnity basis for any loss or liability of any kind, to any person resulting from Hirers or any member of their party, failing to obey any Council rule or regulation.
- 7.7 Organisations seeking to make bookings are reminded they may not use the name of Hanslope Parish Council or associated logos unless express permission is given. Photographs of the Hall may not be used without approval from the Parish Council.
- 7.8 Hanslope Community Hall has no alcohol license.

8. KITCHEN, CUPBOARDS AND HALL

- 8.1 Hirers are not permitted to leave or store items in the kitchen, even if they are frequent users, unless written permission is requested and granted in advance.
- 8.2 An inventory of kitchen equipment is appended to this agreement (Annexe 2) and is also displayed in the Hall kitchen. Hirers are required to check that all equipment is present and in good order when leaving the premises.
- 8.3 It is expected the premises will be left clean and tidy with equipment, crockery, utensils etc. clean and put away. If on arrival, Hirers do not find this is the case, the Parish clerk should be informed immediately with the date and time of the observation. Hirers are asked to wash and return towels and tea towels after use.
- 8.4 Hirers may request in writing, permission to use ONE designated cupboard to store regularly used items. Items must be stored away tidily, and no other cupboard use is permitted. Cupboard allocation is detailed in Annexe 3.
- 8.5 Cupboards must be locked at the end of every session. Keys are to be signed-for by the designated groups.
- 8.6 Hirers are expected to leave the kitchen, hall, entrance lobby and bathrooms clean, tidy and orderly. This includes floors swept/mopped and toilets flushed. Chairs must be folded and stacked onto the hanging trolley and tables must be dismantled and stacked against the far wall.
- 8.7 Under no circumstances must Hirers attempt to gain access to the Loft space on the second floor.
- 8.8 Any breach of clauses 8.1 – 8.6, may result in permission to use the Hall being withdrawn.

9. SIGNATURE OF HANSLOPE HALL KEY/FOB SIGNING SHEET.

- 9.1 By signing the key/fob signing sheet, the representative of the organisation accepts these Terms and Conditions and agrees that he/she is legally

Hanslope Parish Council

Clerk: Gillian Merry CiLCA

clerk@hanslopeparishcouncil.gov.uk

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authorised to sign on the organisation's behalf. In the event of the organisation not being an incorporated body, the signatory warrants that he/she has the power to bind members of the organisation to the terms of this agreement. Failing this, the signatory accepts personal liability for the Terms of this agreement.

10. KEY/FOB HOLDERS

- 10.1 Only authorised persons may be in possession of a key/fob to the Hall. Application form is required (Appended).
- 10.2 No person may give his or her key/fob to an unauthorised user for any period. Any key/fob/fobs found to be in the possession of unauthorised persons, shall be confiscated. Any person found to have provided a key/fob or a copy, to an unauthorised user, shall no longer be permitted to hold a key/fob.
- 10.3 Lost or stolen key/fobs must be reported the Council immediately. Any costs incurred to rekey/fob or replace fobs/key, shall be passed on to the Hirer concerned.
- 10.4 Key/fob holders must not compromise the security of the building. Key/fob holders are required to report the Council, any doors that are unsecured.
- 10.5 Unauthorised duplication of key/fobs is strictly prohibited.

**By signing this agreement, I _____
agree that I have read and understood the Terms and Conditions set forth in this agreement.**

Signature: _____ Date: _____

On behalf of: _____

(Organisation/club)

Checklist

ITEM	SUPPLIED	DATE
Signed agreement/Ts & Cs		
Copy of insurance policy		

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Risk Assessment		
Fob signed for		

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ANNEXE 2: APPLICATION FORM FOR FOB HOLDING

NAME OF APPLICANT	
ORGANISATION REPRESENTED	
CONTACT ADDRESS	
CONTACT PHONE NUMBER(S)	
EMAIL ADDRESS	
DAYS/TIMES OF USAGE	
USE OF KITCHEN REQUIRED?	
APPROX. NUMBER OF PARTICIPANTS	
DATE OF APPLICATION	
TERMS AND CONDITIONS READ AND AGREED (Please sign)	

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CUPBOARD ALLOCATION – HANSLOPE COMMUNITY HALL

			Key allocated/signed for.
Cupboard 1	1st cupboard on left adjacent to toilets	Guides, Brownies and Rainbows	
Cupboard 2	2nd cupboard on left adjacent to toilets	Parish Council (storage cupboard)	
Cupboard 3	3rd cupboard on left adjacent to toilets	Parish Council (cleaning cupboard)	
Cupboard 4	At far end of hall – northern end	Scouts/Cubs/ Beavers	

HANSLOPE COMMUNITY HALL HIRE RATES

Hire Type	Rate
Scouts/Cubs/Beavers	£15 per week for whole group
Guides/Brownies/Rainbows	£15 per week for whole group
Regular users, village organisations and non-profits	£10/hour Increasing to £12/hour from 1/11/22
Private hire and one-offs	£16/hour OR £11.20 if resident of the parish Increasing to £20/hour if resident in the parish and £30 for non-residents from 1/11/22
	PLUS 10% booking deposit paid 7-days in advance of booking or £10 minimum. To be deducted from final invoice.

ANNEXE 1: INVENTORY OF EQUIPMENT

HALL

ITEM	QUANTITY
Trestle Tables	6 x small, 6 x large
Chair storage trolleys	2
Folding Chairs	45 unboxed, 16 boxed
Step ladder	1
Cleaning equipment: vacuum, mop & bucket, detergents, brooms	
Female toilets	3 x pedal bins



KITCHEN

An inventory of kitchen equipment is on a separate document. By signing this agreement, you agree to its Terms and Conditions, including ensuring kitchen equipment is left as per the inventory.

HEATING

The heating may be switched on using the round controller by the entrance door:

1. Press the white button. On the right of this it should say 'Manual Mode'.
2. Turn the dial up to the desired temperature (usually 18-20 degrees). After a short while, a flame symbol will appear top right. The heating will come on within minutes.
3. When finished, turn the dial back to 5 degrees, before leaving the building.
4. DO NOT ALTER ANYTHING ELSE

