

TERMS & CONDITIONS IN RESPECT OF THE HIRE OF THE STANDON & PUCKERIDGE COMMUNITY CENTRE, STATION ROAD, PUCKERIDGE, HERTS, SG11 1TF

1. Venue Bookings

The bookings of the venue are dealt with on a first come first served basis.

Enquiries regarding bookings may be made by emailing the address below.

All bookings must be made using the online booking system only

All bookings must be paid in advance of the event or block booking unless special provision has been agreed

Please be aware that the Parish Clerk works part-time so your enquiry may not be answered immediately clerk@standonparishcouncil.gov.uk

All correspondence by mail should be sent to 14 Crawley End, Chrishall, Nr Royston, SG8 8QL.

2. Booking Information

The Halls:

The **Fordham Hall** holds up to 100 people for a general 'Standing' function. Should these numbers be exceeded, the Standon Parish Council reserves the right to cancel the event with immediate effect. It can be booked for a wide range of functions including conferences, adult & children's parties and for general meetings. There is a car park adjacent to the hall for some 30 cars.

Evening functions will finish by 11.00pm. All entertainment must stop by 11pm. A £100 charge will be incurred for failing to meet this deadline with the exception for cleaning until 11.30pm.

Williams-Davies Hall is suited to dance, sport and exercise events as it has a sprung dance floor, with a mirrored wall.

The **Lankester Lounge** is more suited to small social gatherings including group meetings and small family parties.

Payment:

Payments can be made via cheque or BACs to:

Account Name: Standon Parish Council

Sort Code:

Account no:

Pricing Structure: The events shown in the pricing structure are suitable for the size of hall:

Party hire excludes 16th, 18th and 21st birthday parties in all halls

FORDHAM HALL: General Use

Standon Residents £20.00 per hour

Non-residents £25.00 per hour

Party hire:

General party hire excluding 16th, 18th and 21st birthday parties:

Standon resident £20 per hour

Non-resident £25 per hour

Commercial Use (for hires which charge attendance for commercial gain: block booking for a minimum 38 week term per annum.)

Business Rate	£12.00 per hour – fixed fee to 1 st January 2025
<u>Corporate Use</u>	£50 per hour

Wedding Receptions:

Set fee from Friday 13.00 to Sunday 13.00 to provide sufficient time to dress the hall for a reception to be held on the Saturday, and cleaning the hall on Sunday:

Standon Residents	£1,300
Non-residents	£1,750

Wedding Receptions will require separate event insurance in addition to the hire charge

<u>Refundable Deposit Fee</u>	£200 for regular hire events
	£300 for evening parties
	£500 for wedding receptions

WILLIAMS-DAVIES HALL: General Use

Party hire

General hire: Standon resident	£20 per hour
Non-resident	£25 per hour

Commercial Use (for hires which charge attendance for commercial gain: block bookings for a minimum 6 week term)

Business Rate	£10.00 per hour – fixed fee to 1st January 2024
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LANKESTER LOUNGE: General Use

Standon Residents	£15.00 per hour
Non-residents	£20.00 per hour

Commercial Use (for hires which charge attendance for commercial gain: block booking for a minimum 6 week term)

Business Rate	£8.00 per hour
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3. Terms and Conditions of Hire

- i. Affiliated Standon organisations will have priority use, where possible.
- ii. All hirers must act with courtesy to the Standon Community.

All bookings must be made through the Standon Parish Council website link to the Hallmaster booking system and accompanied with the correct supporting documents and full payment of the hire plus the hire deposit. Failure to do so may result in the booking being declined.

4. All payments for block bookings shall be paid via an invoice in advance, unless an agreement has been reached for phased payment. No refunds will be available for dates where a block booking cannot be met as the dates within a block booking cannot be resold once allocated.

5. The hirer is responsible for all the conditions of hire. The hirer is not entitled to use or enter the premises at any time other than the specific hours for which it is hired.

6. Standon Parish Council reserve the right to refuse hire, or may cancel with or without any agreed hire, if in their opinion, such use could be detrimental to the fabric of the building or its fixtures, fitting, contents or be contrary to the principles of use for which the premises is intended. Standon Parish Council reserves the right to cancel bookings at any time before the proposed event and reserves the right to close, prohibit or limit the use of the facilities, entirely at its discretion, at any time. Standon Parish Council will not be liable for any loss or expenditure incurred by or on behalf of the hirer or on behalf of any other person arising from the exercise of this discretion, or for the cancellation of any booking, for any reason.

7. Under no circumstances is the booking or Community Centre to be sub-let to a 3rd party, nor may the hirer allow the premises to be used for any unlawful purpose or for any other purpose than that described on the booking form.

8. Applications for hire shall not be accepted from persons under the age of 18 years.
9. A separate online booking shall be completed and submitted for each booking.
10. The minimum hire period per booking is one hour (1 hour). Bookings of one hour are able to book additional time periods in minimum 15 minute intervals.
11. ALL cancellations made less than 7 working days prior to the booking date are liable for a cancellation charge.
Cancellation more than 7 days in advance of the event = full refund;
2-7 days in advance = 50% refund;
less than 48hrs in advance = no refund
12. Applications submitted that include the selling of alcohol must conform with the following terms & conditions of hire:
 - a. Applicants selling alcohol at the function are required to obtain the approval of the Standon Parish Council and to obtain a TENS Licence. The applicant must ensure that the appropriate TENS Licence is obtained should the area outside the building be used during the event.
13. Hirers will not, without the consent of Standon Parish Council, introduce equipment, alter fixed installations, alter or remove fire and safety equipment, or otherwise take any action that may create a hazard for persons using the premises. It is the hirer's responsibility to ensure that all equipment brought into the premises meets the current safety regulations, and submit safety certificates, if requested. Standon Parish Council cannot be held responsible for any accident that involves any equipment the hirer or his/her agent has brought onto the premises. The hirer must seek the permission of the Clerk at the time of booking if they wish to bring any equipment onto the premises.
14. Hirers must ensure that outside suppliers and/or entertainers have completed a risk assessment and have adequate insurance. Bouncy castles are a special category. The permission of the Standon Parish Council **MUST** be sought in advance of the hire, if a bouncy castle is going to be used. The use of bouncy castles must be fully compliant with legislative practice which will include adult supervision at all times, and the supplier's comprehensive insurance. Bouncy castles **MUST** be tethered to the ground. Hirers should consider making their own arrangements for adequate insurance cover for their event in respect of damage or loss of property or injury to persons arising from the booking. Where an organisation is named as the hirer (and an authorised representative signs on behalf of the organisation) the organisation (not the authorised representative) is liable and the organisation should have adequate insurance cover. An authorised representative of the organisation should be present during the hire to ensure that the terms and conditions are observed.
15. Outside cooking of food can only be carried out by a professional outside caterer with their own insurance policy. No external heat source shall be sited within 4m of the Community Centre building.
16. Fireworks are not permitted. Please Note: The use of helium balloons, paper lanterns and naked flamed candles are not permitted at this Community Centre.
17. Standon Parish Council will not be held responsible for any damages or losses to any hirer's property arising from use of the Community Centre nor for any personal damage or injury that may be incurred by or be done or happen to any person or persons using the facilities arising from any cause whatsoever. The Standon Parish Council shall not be responsible for the external failure of utility suppliers, government restriction, unforeseen acts of nature, or any other external reason that might render the Community Centre, or part therefore, unfit for the use it was hired. The hirer shall indemnify the Standon Parish Council against any claim that may arise out of the hiring, or which may be made by a user during the hire period in respect of any loss, damage or injury. An accident book is provided in the kitchen. It is the responsibility of the hirer to complete this book with details of any accident or any injury to any user of the Community Centre during the hiring period. The hirer **MUST** advise the Clerk or any member of the Standon Parish Council in writing of any accident or incident that has occurred during the hire period, as soon as possible.
18. The hirer shall, during the period of hire, be responsible for the supervision of the premises, its fabric and contents, their care, safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the Highway, obstruction of the car park for emergency vehicles and obstruction of the emergency exits from the hall. Hirers will be held liable for any damages to the building, furniture or other property that is caused during this hiring. A claim for repair or replacement of such buildings, furniture or other property will be made. Any hirer finding any fault, damage or if any other situation is reported to them, must inform the Clerk or any member of the Standon Parish Council immediately or as soon as possible. They must also take any action

to make matters safe or place a warning for other users. Please report all damages in writing to the Standon Parish Council.

19. No signage or posters are to be erected internally or externally to the building. Notices and decorations may only be affixed to designated notice boards. Any damage caused by unapproved signage or notices will be deducted from the damage deposit. The hirer may not, without written permission from the Standon Parish Council, set up any equipment on the paths and walkways surrounding the Community Centre.

20. The Community Centre and immediate surrounding area are to be left in the condition in which they were found. All rubbish is to be removed from within the building, including overflow waste from any event on the field and taken to suitable premises for sorting for recyclables with waste disposed of in a suitable receptacle, and equipment tidied away. **NO WASTE IS TO BE LEFT ON THE PREMISES.** The kitchen area is to be cleaned, including all cutlery and china. Toilet facilities must be left clean and in working order. Any food brought on site is to be removed by the end of the event. Clearance of blocked toilets will be recharged or deducted from the deposit. In the case that the venue is left in an untidy/unclean state or if any damage has been caused, any costs incurred by Standon Parish Council for repair or cleaning, and the admin time involved in organising this, shall be charged to the hirer and shall be deducted from the damage deposit, up to and including the full amount, or more if necessary.

21. All events will end by 11.00pm. The building must be vacated by 11.30pm. This allows a up to 30 minutes to ensure the building is left in a clean and tidy condition.

22. The use of smoke cans / machines is strictly forbidden.

23. Strictly **NO SMOKING** in or immediately outside the building

24. **It is the responsibility of the hirer to ensure that all lights and electrical appliances are switched off, taps are turned off in the kitchen and toilet areas and kitchen facilities are properly cleaned prior to vacating the premises.**

25. External door keys will be made available to the hirer, and it is the responsibility of the hirer to ensure they collect and return the keys to the designated premises. For regular hirers, a key deposit fee of £50 will be required, refundable at the termination of the hire and on the return of the key. A nominated member will be given the key and will take responsibility for all activities under the name of the group. If the keyholder is ill the key can be passed to a second person, but the Clerk must be informed. The key holder will be responsible for the all external doors being locked and securely fastened.

26. Hirers and organisers of events are responsible for ensuring that the noise level of their function is such that it does not interfere with other activities within the building nor cause inconvenience for the occupiers of nearby houses and property. In all cases hirers should avoid undue noise on arrival and departure. Amplified music is strictly forbidden. Hirers may need a licence to play live or recorded music. It is the responsibility of the hirer to obtain a music licence, if required

27. If you are a key holder you must accept the terms & conditions on the keyholder form, which must be signed. The key **MAY NOT** be passed to an unknown 3rd party **WITHOUT** prior consent from the Standon Parish Council. Failure to do this will result in the hirer accepting full responsibility for the costs of all the locks being changed and for the issuing of new keys to the Standon Parish Council and other Key holders. They will also be in breach of the Standon Parish Council's Insurance policy and the Standon Parish Council reserves the right to take legal action to recover any costs.

28. Fire Evacuation Procedure: The Hallmaster booking system requires agreement to abide by all terms and conditions which includes agreement to comply with the Fire Evacuation Procedure. You are required to read this document and ensure that you know what action needs to be taken in event of fire.

Reviewed January 2024