

# MARKET LAVINGTON PARISH COUNCIL

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VAT Registration Number: 296 9715 35

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## OLD SCHOOL

### Terms and Conditions of Hiring

Please read carefully before completing the Booking Enquiry Form

1. **Use of Premises** - The Hirer must only use the premises for the purposes stated in the Booking Enquiry Form and shall not sub-let or use the premises for any unlawful purpose.
2. **Responsible Adult** – The person signing the booking form must be: at least 18 years of age; be present throughout the hiring period; will be held responsible for the behaviour of all persons present.
3. **Licences** – The Hirer will be responsible for obtaining any necessary licenses from Wiltshire Council. A copy of the approved licence should be sent to the Parish Clerk in advance of the event.
4. **Hiring Charge – Private functions / One-off hiring:** Unless otherwise agreed, the Hiring Charge must be paid in advance. In addition, for private bookings a damage/cleaning deposit of £50 may also be required at the time of booking. The cost of repairing any damage to fixtures and fittings will be deducted from the deposit. If the deposit is insufficient to cover repair costs the hirer will be held responsible for reimbursement of the shortfall. An appropriate charge will be deducted from the deposit for cleaning the hall if it is not left in a satisfactory condition. **Regular Users:** An invoice will be issued for payment at regular intervals, to be agreed at time of booking.
5. **Hire Period** – To enable set-up, a period of a maximum of fifteen (15) minutes is permitted either side of a booking at no extra cost. Any further, additional time required for setting up etc., shall be included in the booking. The Hirer has use of the Old School for the duration of the agreed hire period only. The hire period shall not overrun under any circumstances.
6. **Smoking** - Smoking is always prohibited within the building. There is a designated smoking area outside at the front left of the building. Smokers must be made aware of the location of the fuel oil tank and avoid that area.
7. **Dogs** – Service animals and well behaved, house trained dogs may be brought onto the premises. The owner/handler remains entirely responsible for the animal’s behaviour in all aspects. No animals are to be allowed in the kitchen area at any time. No other animals shall be permitted on the premises.
8. **Health & Hygiene** – The Hirer shall, if preparing, serving or selling food, adhere to all relevant food health and hygiene legislation and regulations. Food must only be consumed inside the premises.
9. **Health & Safety** – The Hirer must always ensure compliance with national Health and Safety requirements.
10. **Electrical Appliance Safety** – The Hirer shall ensure that any and all electrical appliances brought onto the premises, hold current Portable Appliance Test Certificates, are in good working order and are used only in accordance with original purpose.
11. **Accidents and Dangerous Occurrences** – The Hirer must report all accidents involving injury of any kind, to the Parish Council as soon as possible (An accident book is kept with the First Aid Kit - both are located at the First Aid point opposite the kitchen area). An accident form should be completed if the first aid kit is used and the Parish Clerk is to be advised, so that the completed form can be filed away in a locked cabinet and the first aid kit can be replenished.

Any failure of or damage to equipment belonging to the Old School, or brought in by the hirer, or any type of damage, must be reported to the Parish Clerk as soon as possible (there is a ‘damage report book’ located in the top drawer of the units, just inside the kitchen door on the right-hand side).

12. **Emergency Exits / Fire and evacuation** – All exits must always be kept clear. The Hirer is responsible for making themselves familiar with the location of the Old School’s emergency exits and the location of the fire extinguishers. A copy of the premises’ Fire and Evacuation procedure is displayed on the notice board in the main entrance lobby.
13. **Compliance with the Children Act 2004** – The Hirer shall always ensure compliance with the terms of the Act.
14. **Alcohol** – Alcohol is not allowed to be sold on the premises without obtaining the necessary licence from Wiltshire Council (A copy of the approved licence should be sent to the Parish Council in advance of the event). If you provide your own alcohol, it must be entirely free and not part of any entrance fee. Alcoholic and non-alcoholic drinks must only be consumed inside the premises.
15. **Unfit for use** – In the event of the Old School or any part thereof being rendered unfit for the use for which it has been hired, the Parish Council shall not be liable to the hirer for any resulting loss or damage.
16. **Maximum numbers** – The maximum number of people that can be accommodated in the Old School is 250 (or 89 if seated). You must not exceed this number.
17. **Community organisations** – It is the responsibility of the hiring organisation to satisfy themselves that the accommodation arrangements, safety measures etc. comply with the regulations of the appropriate regulatory authority.
18. **Cancellation of regular bookings** - In respect of hiring’s on a long-term basis, (e.g. for regular weekly or monthly sessions) the hiring may be terminated by either side by the giving of at least one month’s notice in writing (email or letter) to the other.
19. **Cancellation of private / one-off bookings** – The Parish Council reserves the right to charge a cancellation fee up to or equal to the full amount of the hire fee if the booking is cancelled less than six full weeks before the event date and the Old School cannot be re-let.
20. **End of Hire** – The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition (cleaning materials are kept in the boiler room - at the back of the entrance lobby). Ensure all internal lights and appliances are switched off (except heaters in toilet area, which are on timers), the exterior doors locked, and the heating turned back to its original setting if it has been turned on manually.
21. **Noise** – The Hirer must consider the Hall’s neighbours and not exceed UK noise standards. Please depart the area in a quiet and orderly manner.
22. **Personal data** – Your personal details are not shared with a third party and are recorded for the sole purpose of being able to contact you, with reference to your booking and for our financial records.
23. **CCTV** – There are five CCTV cameras positioned to provide full coverage, around the exterior of the Old School. Recorded information from the cameras will only be accessed if there is an incident which needs further investigation.

***Please refer to the notice board in the main entrance lobby and the Old School website, for useful information about the Old School***