

**HIRER DETAILS**

TITLE	FIRST NAME	SURNAME

COMPANY / ORGANISATION (if applicable)

ADDRESS

POSTCODE

EMAIL ADDRESS (BLOCK CAPITALS PLEASE)

LANDLINE	MOBILE

HIRE PERIOD(S) (Times MUST include set up/clear down time)

DATE (S)	TIME FROM	TIME UNTIL

PURPOSE OF HIRE

TOTAL PERIOD OF HIRE (HOURS)	NUMBER OF PEOPLE EXPECTED TO ATTEND

I agree that I, the Hirer have read and will abide by the “Terms and Conditions of Hire” including, but not limited to:

- paying a £50 CASH deposit which will be held and only returned if all the terms and conditions have been met and keys are returned within 24 hours of use; and
- agreeing not to access the building outside of my booked time (before or after) which I understand must include setting up and clearing away.

SIGNED		DATED	
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**THANK YOU FOR YOUR BOOKING**

## Terms and Conditions of Hire

1. **Bookings are provisional** until the required payment and a completed booking for confirming acceptance of these terms and conditions have been received and permission has been granted by Hamble Parish Council.
2. **Full payment** is required to secure the booking.
3. **A £50 cash deposit** is required when the keys are collected. The deposit is forfeited if any terms and conditions are not met, including if the keys have not been returned within 24 hours of the end of the hire period, there has been any damage whatsoever caused by the hirer or their guest(s) and if the room has been used for longer than the time booked. **(The time booked must include all setting up and clearing down time).** Hirer's are advised to undertake an inspection of the facility when they first go in and report any damage or concerns to the office immediately. Messages can be left on the answer phone if out of normal hours.
4. **Keys** must be collected as agreed and returned within 24 hours of the end of the hire period.
5. Hamble Parish Council reserves the right to cancel the hire **at any time** by giving notice to the hirer.
6. **The person hiring the Committee Room, Pavilion or Playing Fields** must be over the age of 21 years and it is the responsibility of the hirer to be present at all times during the period of hire.
7. In accordance with fire regulations the **maximum number of people** allowed in the committee room is 60 people.
8. The latest **finishing time for all functions is 11.00pm and the premises must be vacated by midnight.**
9. The hirer is responsible for **setting up and clearing away** and the time taken to do this must be included in the booked time. Failure to vacate the premises at the correct time will count as misuse and will result in loss of deposit.
10. **The hirer shall not sub-let** the premises or use the premises for any purpose other than that described on the booking form. Bookings are not transferable.
11. **The hirer is responsible**, during the period of hire, for **supervision of the premises** and its contents and the behaviour of all persons using the premises whatever their capacity and including proper supervision of the car parking arrangements and ensuring that order is maintained.
12. **The hirer shall comply** with all conditions and regulations made in respect of the premises by the fire authority, local authority and the licensing authority, particularly in connection with an event which constitutes regulated entertainment, or at which alcohol is provided or which is attended by children. **Provision of alcohol** to persons over 18 years is permitted so long as it is not sold.

13. The hirer shall not allow the premises to be used for any **unlawful purpose** or allow any **unlawful** or **hazardous substance** to be brought on to the premises. **The use of candles or any form of naked flame is not allowed.**
14. **It is against the law to smoke** or to allow others to smoke on these premises. The hirer accepts responsibility for ensuring that this law is upheld.
15. **The hirer is responsible for all damage** or loss to the committee room, facilities within the building and the field and Car Park.
16. **Hirers wishing to use their own electrical equipment** will need to provide evidence that the equipment is compliant with safety regulations and suitable for the purpose.
17. The hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. Consideration should also be given to food allergies and ensuring that guests and visitors are aware of potential allergens.
18. The hirer shall ensure that Children and Young People are kept safe at all times and issues of safeguarding have been considered and managed. The provisions of the Children Act of 1989 apply.
19. **Bouncy Castles and amplified music** are not permitted on the site. The hirer must ensure that noise is kept within reasonable limits at all times, that doors and windows are closed by **11pm** and that everyone leaves the premises quietly. Respect must be shown for neighbours.
20. **All Incidents and Accidents must be reported to the Parish Council** by the end of the next working day. A **FIRST AID KIT is provided** in the kitchen.
21. **Failure or defects** of equipment belonging to Hamble Parish Council must be reported to the parish Council Office either in person or via [office@hambleparishcouncil.gov.uk](mailto:office@hambleparishcouncil.gov.uk).
22. The Parish Council accepts no responsibility for the actions or omissions of any other Users of the site but accepts full responsibility for the actions or omissions of its own staff provided they are acting within the scope of their employment.
23. The Parish Council reserves the right of inspection of the Premises at all times by any of its members or duly authorised representatives.
24. The Parish Council does not accept responsibility for loss of property, damage to personal belongings or equipment not the property of Hamble Parish Council or injury to persons arising as a result of the use of the premises (including the storage of equipment).
25. All rubbish must be cleared, taken away and legally disposed of by the hirer.
26. **A lift is available but if in use out of office hours the hirer must take responsibility for its use and ensuring that no one is left in the lift at the end of the hire period.**
27. **Minimum 48-hour cancellation notice.** Cancellations made at least 48 hours in advance will receive a refund of the booking fee. Cancellations made with less than 48 hours' notice are not eligible for a refund.

## FIRE SAFETY PROCEDURES

Hirers must familiarise themselves with the arrangements for evacuation in the event of fire or other emergency. At the start of an event the hirer must inform those present of the position of fire exits and the assembly point.

The Council has made provision for the evacuation of disabled users by means of an evacuation sled. This is located in the first floor recess area to toilets, with clear instructions for use. It is the hirer's responsibility to ensure that there is an agreed evacuation plan in place for disabled people, and that there are people nominated to assist in the event of fire.

- The lift must not be used in event of fire.
- All exits must be kept free of obstructions at all times.
- Ensure all internal fire doors are closed.
- Note the position of fire extinguishers, fire alarms and fire blankets.
- If a fire is discovered, however small, sound the nearest alarm.
- In the event of a fire or if the alarm sounds:
  - **IMMEDIATELY EVACUATE THE BUILDING**
  - **CALL THE FIRE BRIGADE.**
  - **Do not re-enter the building until it is declared safe by the Fire Officer.**
- Details (even of false alarms) must be recorded and given to the Parish Council Office as soon as possible.

## LEAVING PROCEDURE

When leaving the function room, you must:

- Ensure that the premises are in a clean and tidy condition including vacuuming floor, cleaning up any spillages and checking that toilets are in a decent state.
- Report breakages, damage, faults or deficiencies to the Parish Council Office [office@hambleparishcouncil.gov.uk](mailto:office@hambleparishcouncil.gov.uk)
- Put furniture back from where it was taken making sure that tables are clean and that chairs and tables are correctly stacked.
- Take all rubbish off site (unless you have a prior agreement).
- Ensure the oven is turned off at the wall switch.
- Check for smouldering fires.
- Check that there is no one left in the building.
- Turn off all appliances and lights.
- Close and fasten all windows.
- Close all internal doors. Secure/lock all outside doors.