

OVER WYRESDALE PARISH HALL



TERMS and CONDITIONS of Hiring the Parish Hall

The Parish Hall is licensed by Lancaster City Council, license number is LAPLNA0080.

This means the premises are licensed between the hours of 05.30 to 00.30 [0530 to 01.30 Friday and Saturday] for:

- Performance of a play
- Exhibition of a film
- Indoor sporting event, including boxing or wrestling entertainment
- Entertainment of a similar description to that falling within a performance of live music, playing of recorded music or a performance of dance.
- Entertainment facilities for making music and dancing or falling into a similar description
- Provision of late night refreshment between the hours of 23.00 to 00.30 [23.00 to 01.30 on Friday and Saturday]

If you are uncertain whether your event is included in these activities, please discuss your plans with the Committee before making a firm reservation.

1. For the purposes of these conditions, the term the HIRER shall mean an individual hirer or where the hirer is an organization, the authorised representative.
2. THE HIRER will, during the period of the hiring, be responsible for the supervision of the premises, the fabric and the 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.
3. THE HIRER shall not use the premises for any other purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor to do anything or bring into the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.
4. **If the HIRER wishes to sell alcoholic beverages for consumption on or off the premises, a Temporary Event Notice must be obtained from Lancaster City Council for the event at a cost of £21.**
5. When there is an outside bar, the personal license holder has to be on site at all times with either their credit card or outside bar certificate.
6. THE HIRER shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
7. THE HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority and the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.

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8. The HIRER shall ensure that the minimum of noise is made on arrival and departure.
9. THE HIRER shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. The HIRER will be responsible for ensuring any supplier or contractor also observes all this legislation and regulations.
10. THE HIRER shall ensure that nothing is attached to any of the painted walls or attached to any of the floors in the premises.
11. THE HIRER shall ensure that any cooking or electrical equipment brought into the premises is certified under appropriate safety standards, shall be safe and in good working order and used in a safe manner.
12. THE HIRER shall ensure that any activities for children under eight years of age comply with the provisions of the Children's Act 1989 and that only fit and proper persons with DBS clearance have access to the children.
13. THE HIRER shall at no time allow children in the kitchen and shall ensure that at all times children under 16 are supervised by an adult.
14. THE HIRER shall ensure that no pets [except guide dogs] are brought into the hall.
15. NO SMOKING is allowed on the premises.
16. NO FIREWORKS may be discharged on the premises.
17. THE HIRER shall indemnify the committee for the cost of the repair of any damage done to any part of the property or its contents which may occur during the hiring.
18. At the end of the hiring, THE HIRER shall be responsible for leaving the premises and surroundings in a clean and tidy condition, properly locked and secured unless directed otherwise, and any contents temporarily removed from their usual positions properly replaced; otherwise the committee shall be at liberty to make an additional charge.
19. If THE HIRER wishes to cancel the booking before the date of the event and the committee is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the committee.
20. IN THE EVENT of the hall or any part there of being rendered unfit for use for which it has been hired the committee shall not be liable to the hirer for any resulting loss or damage whatsoever.
21. THE COMMITTEE reserves the right to:
 - refuse a booking without notice or to cancel the hiring agreement at any time either before or during the term of the agreement upon giving seven (7) days notice to the hirer. The hirer shall be entitled upon such notice to reimbursement of such monies including the deposit or a proportion of the same as have been paid by the hirer to the committee but the committee shall not be liable to make any further payment to the hirer.
 - cancel the hiring in the event of the hall being required for the use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the hirer shall be entitled to a refund of any deposit already paid.