

EAST PECKHAM JUBILEE HALL

REGULATIONS AND CONDITIONS OF HIRE OF THE JUBILEE HALL

1. Booking

Hirers are required to sign a booking form agreeing to the charges and conditions of hire. The booking will be confirmed on receipt of a signed a completed form and the booking deposit. All hirers must be at least 18 years of age.

Any alterations of the booking times need to be negotiated with the Parish Council. The Parish Council reserves the right to (a) ensure payment in advance (b) refuse a booking (c) alter the charges and conditions of hire of ensuing year.

PROVISIONAL BOOKINGS CAN ONLY BE HELD FOR A MAXIMUM OF 10 DAYS

2. Cancellations

Cancellations must be in writing (or email). The booking deposit is not refundable.

3. Deposits

A £50 deposit is required

For bookings of £50 or under payment in full will be required at the time of booking.

4. Liability of Hirers

Hirers are responsible for orderly conduct in the use of the Jubilee Hall equipment. For any damage or injury caused and in the case of equipment, furniture or articles contained in the Jubilee Hall, for the loss of such whilst it is in the occupation of the hirers. By signing the Booking Form, the hirer undertakes to reimburse to the Parish Council all costs, charges or expenses which may be incurred by them as a result or consequence of such damage or loss.

5. Safety and Insurance

No entertainment or event shall be held which will involve any increased risk of fire or invalidate and policy of insurance without previous notice being given to the Parish Council, whose approval must be sought.

Liquid petroleum installations of any kind, gas lamps, oil lamps, candle lamps or candles shall not be installed or used within the premises.

Hirers are strongly advised to arrange insurance cover for the period of hire to meet any claims for which they may be held liable.

6. Showers and Changing Rooms

Permission must be obtained from the Parish Council to access these rooms.

7. Discos and Bands

These are only allowed if agreed in advance. No public advertising is permitted.

8. Compliance with the Children Act 1989

The hirer shall ensure that any activities for children under 8 years of age that are not private functions, comply with the provisions of The Children Act 1989 and that only persons who have passed the Criminal Records Bureau checks have access to the children. Checks may also apply where children over 8 and vulnerable adults are taking part in activities. The hirer shall provide the Parish Council with a copy of their Child Protection Policy on request.

9. Electrical Equipment

All equipment brought into the hall must be Portable Appliance Tested (PAT) and approved for use. The Parish Council doesn't accept any responsibility for hirers equipment used in the hall during a hiring, nor any damage however caused. Such equipment is the sole responsibility of the hirer.

10. Alcohol

The Parish Council must be informed if alcohol is to be sold or consumed on the premises. You will then be informed as to what kind of licence you will need. The Parish Council reserves the right to refuse a booking for an event where the sale or supply of alcohol would take place and the right to enter the building at any time during the event and close the function if minors are found to be consuming alcohol on the premises. It is the responsibility of the hirer to ensure that the event is adequately supervised and the hirer is responsible for all the persons at the event.

11. Facilities

Heating and lighting are included in the hire charge.

Additional caretaking services required may be arranged with the Caretaker

12. Preparing and Clearing Away

The period booked must allow adequate time for preparation and clearing up. If hirers do not leave the hall by the agreed time, an additional charge will be made. The building should be left in a clean condition with all rubbish and articles removed. On leaving, all lights should be turned off and the building should be left in a clean condition with all rubbish and articles removed. On leaving, the building is to be securely locked. Please leave quietly so as not to disturb nearby residents.

ALL EVENTS MUST TERMINATE AT 10.00 P.M. AND THE HALL BE VACATED BY 11.00 P.M.

A FIRST AID BOX IS KEPT IN THE KITCHEN