

**Cheveley Parish Hall**  
**High Street, Cheveley, Newmarket, CB8 9DG**  
**Standard Terms and Conditions of Hire**

**If you are in any doubt as to the meaning of any of the terms and conditions of hire, please seek clarification from the Booking Secretary without delay.**

For the purposes of these terms and conditions, the term 'Hirer' shall mean an individual hirer or where the Hirer is an organisation the authorised representative. As a condition of hire, the Hirer accepts these Terms and Conditions, and must sign the Hire Agreement before using any of the Parish Hall facilities.

**1. General**

- a. The Parish Hall is a NON SMOKING venue, and you must comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder, and also ensure that no vaping takes place in the Parish Hall. In addition, the law states that there must be No Smoking within 5 metres of any external door to the Hall. Please use the designated smoking area and leave it clean.
- b. The Parish Hall is adjacent to the Church of England Primary School, therefore care must be taken when arriving and leaving the premises, especially between 8:00 and 16:00 on weekdays during term time.
- c. Please be aware that the Parish Hall is on the main village street, adjacent to private houses, access to these premises must not be restricted.

**2. Bookings and Hiring**

- a. The Parish Hall may be hired by anyone 18 years old or over, in accordance with the available times and at the costs agreed.
- b. The named person on the Hire Agreement must be present during the period of hire as the adult responsible for:
  - i) supervision of the premises, the fabric and the contents.
  - ii) care of the premises, safety from damage however slight or change of any sort; and
  - iii) the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements, which must avoid obstruction of the highway.
- c. Prior to the Hire the Booking Secretary will show the Hirer round the Hall and explain the use of the facilities.
- d. When the Hirer is not known to the Booking Secretary, the Hirer will be asked to produce personal identification and proof of address.
- e. Bookings will only be accepted when a completed Hiring Agreement has been submitted to the Booking Secretary
- f. The Booking Secretary will respond to booking enquires within 24 hours either by phone or email.
- g. The Booking Secretary will provisionally book periods of hire until a signed copy of the Hire Agreement accompanied by a bond (where applicable) and the booking fee has been received.
- h. The Booking Secretary will issue two copies of the Hire Agreement to each Hirer along with standard terms and conditions. The Hirer will be asked to sign both copies and return one
- i. Block bookings will only require a Hire Agreement per block session.
- j. The Booking Secretary will be the main contact and arrange access to the Hall.
- k. Cheveley Parish Council (CPC) may refuse use of the Parish Hall facilities if they consider that the hiring would lead to a breach of the Terms and Conditions of the hire or if for whatever reason the premises are considered unfit for the intended use.

l. The Hirer will agree to enforce the Cheveley Parish Hall Terms and Conditions of Hire for the period of the hire. Any incident arising from the result of failing to comply with the Terms and Conditions of Hire will be the sole responsibility of the Hirer. The Hirer as directed by CPC must make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

m. The Hirer shall not sublet the Parish Hall or any part thereof.

n. The hire of the Parish Hall does not entitle the Hirer to use or enter the premises at any time other than the specific hours for which the Hall has been hired, unless prior arrangements have been made with the Booking Secretary.

o. CPC reserves the right to cancel a hiring by giving at least 7 days of notice to the Hirer in the event of the Parish Hall being required for use as a polling station for a Parliamentary or Local Government election or bye-election

p. No potential Hirer will receive less favourable treatment on the grounds of gender, age, colour, race, nationality, racial or national origins, cultural heritage, disability, marital status, social background, sexual orientation or geographical location.

### 3. **Maximum Capacity**

Fire regulations restrict the number of persons occupying the property.

You agree not to exceed the maximum permitted number of people per room including the organisers/performers

#### Front Hall

Banquet Style: 60" wide round tables: Max. 44 people

Conference Style: Attendees sat on all sides: Max. 18 people

Classroom Style: 18" wide desks: Max. 38 people

Theatre or Auditorium Style: Rows of chairs: Max. 50 people

Reception Style: Standing with poseur tables: Max. 50 people

Standing Room only: 50 guests

Seated only: 50 guests

#### Garden Room

Banquet Style: 60" wide round tables: Max. 40 people

Conference Style: Attendees sat on all sides: Max. 16 people

Classroom Style: 18" wide desks: Max. 34 people

Theatre or Auditorium Style: Max. 50 people

Reception with poser tables: Max 50 people

Standing Room only: 50 guests

Seated only: 45 guests

### 4. **Opening Hours**

The Parish Hall will normally be available for hire between 9.00am to 11:00 pm throughout the year. If the booking is for a period ending at 11:00pm, the Hirer will ensure that all persons have vacated the Parish Hall and car park by 11:30pm.

### 5. **Hire Charges**

Separate rooms of the building may be booked for use by different hirers concurrently; foyer, toilet and kitchen facilities to be shared in this situation.

**Refundable bond** - for Weddings, Parties, Dances and Business use: £150.

CPC reserves the right to increase or decrease the bond at their discretion. The bond is refundable fourteen days after the event.

**Extra cleaning:** An extra two hours may be charged for private parties if the hall is not left in a clean and tidy state following the end of the hire.

**Concessionary Rate:** at the discretion of CPC:

- For events of special interest and benefit to the Local Community

### **Hiring Payment Policy**

a. The full Hire Charge must be paid on acceptance of the initial booking of the Parish Hall facilities and will act as confirmation of the booking (Regular users will be invoiced and must pay within 2 weeks of the invoice)

b. If applicable, a bond (£150) is required against damage or loss incurred to the premises and or contents by the Hirer or persons associated with the event. The required bond must be paid in full at least two weeks before the event. If the full payment is not received before this time the Parish Hall may be let to another hirer. The bond will normally be repaid by fourteen days after the event, unless damage, loss or extra cleaning is deemed necessary. Deductions will be made before any refund and extra charges may be levied if, in the opinion of the CPC, cleaning, damage or loss, exceed the value of the bond. Any refund of the bond will be delayed until the full extent of costs have been assessed.

c. Payment by bank transfer is preferred. Cheques will be cashed to account upon receipt and the hire charge will be forfeit if the booking is cancelled less than two weeks before the event.

d. The Hirer is responsible for any damage, accidental or otherwise, caused to the Hall, its property or its environs, occurring during the period of hire, and will be responsible for any reinstatement cost. Any damage or failure of equipment must be reported to the Booking Secretary. Any failure of equipment should be notified to the Booking Secretary

e. Hirers will be liable for the full charge for any bookings cancelled retrospectively.

### **6. Equipment included in the hire**

a. Hirers should check the kitchen carefully before arriving to run an event to ensure that there is everything needed.

b. The kitchen has a microwave/grill and a hot plate with 2 rings. The kitchen does not have sharp cutting knives.

### **7. Supervision**

The Hirer must not engage in any activity which prevents them from exercising general supervision. When the premises or any part of them are used for public entertainment, there shall be a minimum of two persons 18 years old or over on duty. When the majority of persons are less than 16 years old and/or many people with disabilities are expected to attend, the number of adult supervisors will be increased according to Local Council requirements. All persons on duty shall be instructed in their essential roles with respect to fire and other emergencies.

### **8. Safety of Children and Adults at risk of harm**

The Hirer is reminded of their possible statutory obligations to children and adults at risk of harm. The Hirer must ensure that current best practice for safeguarding children and adults at risk of harm is observed at all times. When requested, and if booking on behalf of an organisation, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Briefing Service (DBS).

The Parish Hall has been designed to meet building standards which allows for access, egress and hygiene facilities for those with mobility disabilities. The building is single storey and has a number of emergency exits to the outside, all of which can be used by those with mobility problems. The CPC is committed to ensuring that, so far as is reasonable, use of the Parish Hall is open to all and wishes to comply with its various duties and obligations for reasons of the Equality Act 2010. The CPC would ask to be contacted if a potential individual user of the Parish Hall feels that the facilities offered, do not allow in that individual's case, safe or appropriate access or use. The CPC will then assess the circumstances before considering any reasonable adjustments which may be required to accommodate that individual.

## 9. Health and Safety

The Hirer must at all times act to ensure the health and safety of those using the Hall and must ensure that, when applicable, current statutory duty of conditions imposed by the enforcing authorities is complied with for the duration of the Hire Agreement.

a. Upon completion of the Hire Agreement the Hirer will ensure that they have received instruction in the following matters:

- The action in the event of fire, includes calling the Fire Brigade (What3words – manages.nametag.cape) and evacuation of the Hall
- The location and use of the fire and first aid equipment
- Escape routes and the need to keep them clear
- Method and operation of escape door fastenings
- Location of the first aid box

b. In advance of entertainment or play the Hirer shall check the following items:

- That all fire exits are unlocked and escape routes clear of obstruction
- That fire doors are not wedged open
- That exit signs are illuminated
- That there are no obvious fire hazards on the premises

c. Outbreak of FIRE – the Fire Brigade shall be called however slight the fire

d. The use of naked lights, burners, candles, fireworks and Chinese Lanterns are prohibited both inside and outside the hall except for small birthday candles on cakes which must be supervised by the Hirer and extinguished promptly

e. Barbecues: At the time of booking the Hirer must seek the permission of the CPC to use a barbecue

f. Spills – The Hirer should ensure that all spillages and breakages are cleared up immediately to avoid accidents and minimise damage to the hall building and/or contents

g. No inflatables including bouncy castles in the hall or in the Parish hall grounds unless the Hirer has arranged for separate specific insurance

## 10. Electrical Equipment Safety

The Hirer shall ensure any electrical equipment brought onto the premises is safe for its intended use and is used in compliance with current Electrical Safety Legislation.

## 11. Public Liability Insurance

Appropriate Public Liability Insurance will be held by the Cheveley Parish Council for the use of the facility. Hirers are advised to consider the need for their own Public Liability or other insurance to cover their activities.

## 12. Licences

The Hall holds a Performing Rights Society Licence (PRS) which permits the use of copyright music in any form i.e. record, compact disc, tapes, radio, television or by performers in person. If other licences

are required in respect of any activity in the Hall the Hirer must ensure that they hold the relevant licence or that the Hall holds it.

### **13. Sale of Alcohol**

The Parish Hall is **not** licensed for the sale of alcohol. No alcohol is permitted to be sold on any part of the premises without express permission of the CPC in writing. With written agreement from the CPC the Hirer will be responsible for submitting the necessary Temporary Event Notice (TEN) to the Licensing Authority and the Chief Fire Officer no later than 10 working days before the event. A copy of the TEN must be on the premises during the event. The Police and Local Authority have rights of entry to the premises to assess the likely effect of the TEN on crime prevention.

**The sale of alcohol to or the consumption of alcohol by those under 18 years is prohibited.**

### **14. Illegal drugs**

The Hirer must ensure that no illegal drugs are brought on to or consumed on the premises.

### **15. Sale of Goods**

The Hirer shall, if selling goods on the premises, comply with the Sale of Goods Act 1979 (as amended).

### **16. Betting, Gambling and Lotteries**

Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries and the Hirer shall ensure that the requirements of the relevant legislation are strictly observed.

### **17. Storage**

The permission of the Booking Secretary must be obtained before goods or equipment can be stored in the premises overnight. There is no capacity for storage on a long term basis.

### **18. Car Parking**

During weekdays, parking for 2 cars is available in the car park, including a space for the disabled. Cars must not be parked on the grass surrounding the Parish hall. Further cars can be parked on the street adjacent to the Hall or at the recreation ground which is a short walk (5 mins) along pavements. For on street parking, please park considerately and do not block driveways and entrances. We would suggest that the hirer supervises parking when a high attendance is expected. We encourage you arrive by coach/minibus whenever possible.

### **19. Loss of Property**

The CPC accept no responsibility for damage to, or loss of, or the theft of Parish Hall users' property or effects.

### **20. Animals**

With the exceptions of guide dogs, hearing dogs and assistance dogs the Hirer shall ensure that no animals (or birds) are brought into any part of the premises without the permission of Cheveley Parish Council. No animals whatsoever are to enter the kitchen at any time.

### **21. Nuisance**

a. Hirers and organisers of events in the Parish Hall are responsible for ensuring that the noise level at their function does not interfere with others within the premises or cause inconvenience or annoyance to occupiers of nearby houses.

**Live and recorded music is only allowed to be played in the grounds of the Parish Hall during official Village organised events.**

b. People should avoid all undue noise on arrival and departure especially late at night

c. The CPC reserve the right to terminate a booking where the Hiring has become disorderly or where offensive material or behaviour is in evidence

## **22. Fireworks and Pyrotechnics**

Due to the close proximity of thatched cottages and animals there is a total ban on the use of fireworks or any form of pyrotechnics in or around the Parish Hall.

## **23. Cancellation of Hiring**

If the Hirer wishes to cancel the booking before the date of the event 14 days' notice must be given in writing or no refund will be given except in exceptional circumstances at the discretion of the CPC, unless the hall can be re-hired.

## **24. End of Hiring**

The Hirer will be responsible to leave the premises and surrounding area in a clean, tidy and safe condition and to follow the instructions for the use of the Hall.