

## Wingerworth Parish Council

### Hiring Conditions and Regulations – Private Functions and Meetings

Private functions and meetings are events organised, usually on a one-off basis, where there is no selling of entrance tickets and where the hirer either knows or knows of everyone invited. The hiring agreement will be in the name of the person organising the function.

#### 1 Hirer

It is a condition of hiring facilities that the hirer is a responsible person who is at least 21 years of age and someone who will take overall responsibility for the function. That person will be responsible for ensuring that all fees due to the Council are paid promptly and that all conditions and regulations are observed and adhered to by everyone attending or associated with the function.

#### 2 Health and Safety

The hirer is responsible for making sure that:

- the number of people attending the function is limited as follows:
  - in the Large Hall:
    - a maximum of 100 people for any event
  - in the Small Hall:
    - a maximum of 60 people for discos and dances.
    - a maximum of 60 people when seated reduced to 50 when seated at tables
  - In the Committee Room:
    - a maximum of 12 people
- seating regulations in the Large Hall and the Small Hall are complied with both before and throughout the event which means:
  - chairs must be linked together in rows such that a row is no longer than 12 chairs in length.
  - gaps of a minimum of 400mm between rows, gangways of a minimum of 1100mm between rows and gaps of a minimum of 1500mm at the ends of rows.
- everyone attending is made aware of the location of fire exits
- fire exit doors are kept clear at all times and are not opened other than in cases of emergency.
- no smoking takes place anywhere in the Parish Hall
- disco and other items of electrical equipment must comply with the relevant British Standard specification and all flashing lights are properly screened and earthed and there is never any use of smoke machines as they activate the fire alarm
- no notices, posters or other announcements are displayed on any part of the premises other than with the express approval of Parish Council staff.
- the sale of alcohol on the premises is strictly prohibited
- the kitchen area may be used for the preparation of light snacks and non-alcoholic drinks and, if used, must be left in a clean and tidy state
- it is essential that the narrow corridor leading to the Small Hall is kept clear other than for passage to allow Council staff unimpeded access when moving furniture and equipment
- there are sufficient responsible adults at teenage parties and discos such that there is ratio of at least one adult to each ten teenagers.
- no person be allowed to enter or stay who behaves in an unseemly or disorderly manner.

#### 3 Times Available

**Subject only to availability**, private functions may be booked for any part of the following sessions:

- from 9am to 11.45pm on Mondays to Saturdays.

In determining times, the hirer must ensure that the booking allows for sufficient time to set up and prepare the event and to tidy up and vacate the premises. Typically, a disco will usually require 30 minutes to set up and another 30 minutes to clear. **These times must be allowed for when making a booking** since access is not permitted before the booked start time and the premises must be ready to be locked up at the booked end time.

#### 4 Booking

Requests for a booking should be made by submitting two completed application forms to the Lettings Secretary together with a cheque to cover a booking deposit and, if applicable, a Temporary Event Notice application and a bond, made payable to “Wingerworth Parish Council”, at least seven days prior to the event.

- Booking deposit of £10 (£20 for individuals and organisations based outside the parish) towards the cost of the hire.
- Fee of £20 to cover the cost of a Temporary Event Notice, if applicable
- Bond of £200 which will be returned less any costs incurred by way of damage, over-running of the booking or the premises being left in an unreasonable state as regards cleanliness and tidiness

If the booking is accepted, the Lettings Secretary will return one of the completed application forms to the hirer as confirmation of the booking. The balance of the cost of the hire should be with the Lettings Secretary at least seven days prior to the date of the booking.

#### 5 Damage

The bond is to cover costs incurred by the Council in making good any damage, undertaking such extra cleaning as may be necessary and paying overtime to staff who have to stay beyond the designated finish time due to the event over-running. In the event that there are no such costs, the bond will be returned in full after the event.

#### 6 Other Conditions

- The Council does not accept liability for accidents to persons whilst using the Parish Hall or for the loss of or damage to clothing or articles left on the premises.
- The Council does not accept liability for damage to or theft from cars parked on the Parish Hall car park whilst the owners are using the Parish Hall.
- The hirer shall be responsible for ensuring that any games played for money comply with the requirements of the law.
- In the event of a cancellation by the hirer, the booking deposit will be retained by the Council, unless the cancellation is less than two weeks prior to the date of the booking in which case the hirer will be liable for the full cost of the booking excluding any bond.
- Organisers of parties or events where food and drink are being consumed must complete an inventory declaration with the caretaker before and at the end of the event.

#### 7 Complaints - Any complaints should be made in writing and sent to the Lettings Secretary.