



Festival of Britain Village 1951
Motto: "Independence and Self Help"

TROWELL PARISH HALL – TERMS & CONDITIONS OF HIRE

These Terms & Conditions apply to all bookings of Trowell Parish Hall. By booking the Hall, the Hirer agrees to comply with these conditions and accepts responsibility for all event attendees, contractors and activities during the Hire period.

1. Definitions

- **Premises:** Main Hall, lounge, meeting rooms, kitchen/kitchenettes, bar area, toilets and foyer.
- **Hirer:** The named individual or authorised organisational representative.
- **Hire Fee:** Total charge for the booking.
- **Returnable Bond:** Security deposit set by the Clerk based on event type and risk.

2. Booking Conditions

- Hirers must be **21 years or over**.
- Bookings are only confirmed once:
 - The signed application form is returned, and
 - The Hire Fee and Bond are paid within **7 days** of invoice.
- The Parish Council may refuse or cancel bookings where necessary.

3. Returnable Bond

The Bond will be refunded after inspection provided that:

- No damage or loss has occurred.

- The Premises are left clean, tidy and secure.
- No extra costs are incurred by the Parish Council.

If the Bond is insufficient to cover damage or cleaning, the Hirer will be invoiced for the remaining balance.

4. Hirer Responsibilities

The Hirer is responsible for:

- Supervision of the Premises at all times.
- Ensuring children under 18 are supervised.
- Preventing nuisance or disturbance to neighbours.
- Ensuring all attendees follow safety rules and behave appropriately.
- Vacating the building and car park by the agreed finishing time.

Capacity limits (must not be exceeded):

- Main Hall & lounge area: **230 people** standing
- Meeting rooms: **60 people each**

5. Martyn's Law – Event Safety Responsibility

Trowell Parish Hall is not always staffed. The **Hirer becomes the Responsible Person** for event safety.

The Hirer must:

- Familiarise themselves with emergency routes and exit procedures.
- Keep all exits clear.
- Ensure enough competent adults are present to manage an evacuation.
- Respond to a fire alarm and call the emergency services if required.
- Ensure contractors (entertainers, caterers etc.) comply with safety rules.

By booking the Hall, the Hirer accepts responsibility for security and emergency arrangements.

6. Use of the Premises

- The Premises may only be used for the purpose stated on the booking form.
- Sub-letting is not permitted.

- No unlawful or unsafe activity is allowed.
- Only furniture and equipment authorised by the Clerk may be used.

7. Equipment & Property

- Permission must be obtained to bring any electrical equipment.
- All equipment must be safe and supervised when in use.
- The Parish Council accepts no liability for loss or damage to personal property.
- All property must be removed at the end of Hire unless agreed otherwise.

8. Insurance & High-Risk Activities

- Bouncy castles and similar equipment are **not covered** by the Parish Council's insurance.
- Hirers must provide proof of insurance before the event.

9. Food, Alcohol & Licensing

- Hirers preparing or serving food must comply with food hygiene law.
- Alcohol may be consumed with permission.
- Selling alcohol requires a valid Temporary Event Notice (TEN).
- The Hall holds a PRS/PPL licence for music.

10. Health & Safety

The Hirer must:

- Report accidents or injuries to the Clerk.
- Keep fire exits clear and fire doors closed.
- Prevent smoking or vaping inside the building.
- Prevent disorderly behaviour or under-age drinking.
- Prevent use of flammable materials or naked flames (except cake candles).

11. Noise

Noise must be kept to a reasonable level throughout the event, and guests must leave quietly, especially late at night.

12. Cancellation

- More than 14 days before the Hire: **50% refund**.
- Less than 14 days before the Hire: **No refund**.
- Regular Hirers must give 14 days' notice.

The Parish Council may cancel bookings if:

- The Hall is required as a polling station.
- Conditions of Hire or licensing laws may be breached.
- The Premises become unfit for use.
- Any other reasonable cause arises.

13. End of Hire

The Hirer must:

- Leave the Premises clean, tidy and secure.
- Remove all personal items.
- Ensure the Hall is vacated by the agreed time.

Additional charges may apply for cleaning, damage or overtime.

14. Access & CCTV

- The Clerk or Caretaker will open and secure the building.
- Failure to arrive within **15 minutes** of the booking start time without contact may result in cancellation with the full fee payable.
- The Hall is monitored by CCTV for safety and security.

15. No Right of Tenancy

Hire of the Premises does not create any tenancy or right of occupation outside the confirmed booking period.