

ANSTON PARISH COUNCIL RECREATION GROUND

(Registered Charity No. 1086515)

ANSTON PARISH HALL

Terms and Conditions of Hire

Anston Parish Hall and rooms form part of the facilities owned by Anston Parish Council Recreation Ground ("APCRG"), which is a Registered Charity, and is maintained and managed by Anston Parish Council in its role as Sole Trustee to the Charity.

All booking enquiries should be made to the offices of Anston Parish Council, 15a Ryton Road, North Anston, Sheffield S25 4DL.

Tel: 01909 560922. Email: info@anston.gov.uk

Bookings:

Booking of the Parish Hall is available from 8am to 11pm Monday to Saturday, 10am to 8pm Sunday.

Bookings must be requested in writing, via email at info@anston.gov.uk.

No applications will be accepted from any person under the age of 21 and the signatory of the Booking Form shall be deemed to be "the Hirer". Forms must be signed and returned at time of invoice payment.

Maximum capacities:

Large Hall : Standing - 180 Seated - 90

Middle Hall : Standing - 100 Seated - 60

Hire charges/invoicing:

Hire fees will be calculated in accordance with the scale of charges as approved annually by APCRG and which apply from 1st. April, each year. Full details are available on request from the Council's offices (see details above).

Payment of charges will be notified to the Hirer by means of an invoice upon booking via email, and full payment is required immediately upon receipt of said invoice.

The taking of a bond shall be at the discretion of APCRG and, if requested, shall be paid by the date stated on your issued invoice. APCRG reserves the right to make deductions from the bond in compensation for any damage to property, the need for additional cleaning after the event, and any additional costs incurred by APCRG associated with servicing the event outside the agreed times and terms of hire.

The hall must be tidied ready to lock by the end time of the booking requested by the hirer. If staff are still on site after this time, an invoice will be issued at the rate of £15 for every 15 minutes over time booked.

For regular/repeat hire, payment will be required on receipt of invoice. No credit period applies.

No booking shall be considered as "confirmed" until full payment has been received.

Cancellation of bookings:

A refund is not available in the event of a cancellation by the hirer with less than 14 days' notice.

In the event of a cancellation by the Hirer 14 days or more prior to the event, or does not turn up for the booking, a full refund will be made of any monies paid, provided the notification is given in writing, via email.

APCRG reserves the right to cancel any booking for the essential safety of the Hirer or for operational reasons. Notification of the cancellation will be given to the Hirer as soon as possible and the Hirer will be paid a full refund of any charges made in respect of such a cancellation.

The Hirer shall not use the premises for any purpose other than that described upon booking and shall not sub-let the premises to any other person or organisation.

Insurance/Indemnity/Risk:

APCRG is insured against any claims arising out of its own negligence during the period of hire.

The Hirer shall be responsible for his own insurance against any third-party claims made against the Hirer during the period of hire.

The Hirer shall indemnify APCRG for the full cost of repair for any damage caused to any part of the premises, including the contents of the Hall(s), which may occur during the period of hire as a result of the hire.

The Hirer must carry out all **necessary risk assessments** associated with the hire and, if so requested, copy same to APCRG.

Note: APCRG, as part of its service, only offers premises for hire. It has no responsibility for investigating the suitability, or otherwise, of any Hirer which may relate to working with children or vulnerable adults.

Car park:

APCRG does not accept any responsibility for the loss, damage or theft of any vehicle, or its contents, while parked on its premises.

Cars must not be parked on any grassed areas; disabled parking bays must be respected for their intended use.

Entrance/exit points must not be obstructed – especially the access to/from Ryton Road.

Fire exits may only be used in an emergency.

Nuisance:

Smoking or vaping is not allowed on any part of the premises.

Litter/ waste food must not be left in or around the premises –it must be disposed of in the bins provided or taken away by the hirer.

No animals shall be allowed on the premises – other than in the case of assistant dogs.

The Hirer is responsible for ensuring that the levels of noise and/or disturbance emanating from the premises during the period of hire do not cause inconvenience to nearby residents and shall fully indemnify the Council against all costs, fines and legal charges incurred by the Council as a result of a complaint upheld by Environmental Health Officers.

Inflatables are not permitted in the building; however, DJ's and entertainers are allowed whilst observing all sections of this agreement.

Alcohol/Music, etc.:

No intoxicating liquor shall be sold or offered for sale on the premises, except with the consent in writing of the Parish.

The Hirer shall be responsible for the obtaining and checking of such licences as may be required by Law whether for the sale of alcohol, playing of music, or otherwise and for the observance of same during the period of hire.

Under the Licensing Act 2003, Alcohol may only be served on the premises by a person who has a Licence to sell Alcohol and they must remain on the premises at all times. If you intend to bring your own alcohol, a Temporary Event Licence must be obtained from Rotherham Parish Council.

Stewarding and security:

Where applicable, the Hirer shall be responsible for the stewarding of the event ensuring that there are sufficient qualified/designated stewards to oversee the conduct and the safety of the participants.

The Hirer shall be responsible for the actions of his patrons or of any other person(s) permitted access to the premises during the period of hire.

Fire Regulations of which the Hirer must take special note.

It is prohibited to prop or wedge open fire doors for any purpose and for any period of time.

No fire doors must be blocked with any equipment or furniture whatsoever

The maximum occupancy for the hall must not be exceeded at any time.

No portable electrical equipment may be used unless it has undergone the relevant PAT test.

The Hirer is responsible for ensuring that those present are aware of the fire exit routes.

The Hirer is responsible for making sure that he is familiar with the location and operating instructions of the fire extinguishing equipment and for ensuring that stewards are also briefed in this regard.

APCRG reserves the right to cancel the booking if it considers any breach of these conditions has occurred, by the Hirer, his agents or employees. The opinion of the Council or its representative(s) shall be final as to the breach of any condition or appropriateness of any activity.