



- Taking Radcliffe forward -

Radcliffe-on-Trent Parish Council

Grange Hall, Vicarage Lane,
Radcliffe-on-Trent, Nottingham NG12 2FB

Tel: 0115 933 5808 Fax: 0115 933 3863 Email: clerk@rotpc.com; yvonne@rotpc.com www.rotpc.com

TERMS AND CONDITIONS FOR HIRING GRANGE HALL- ONE-OFF BOOKINGS

1. General Booking Conditions

All applications and communications in respect of the hire of Grange Hall to be addressed to the Clerk to the Council, The Grange, Vicarage Lane, Radcliffe-on-Trent, NG12 2FB Tel: 0115-9335808 Fax: 0115-9333863 www.radcliffe-grangehall.co.uk Email: clerk@rotpc.com There shall be no extension or variation of the original Terms of Hire without the prior consent of the Parish Council. The Council's decision on all matters concerning the hiring of Grange Hall shall be final. These Conditions and associated charges are subject to variation by the Parish Council.

2. No Smoking policy

The Council operates a strict 'No Smoking' policy within Grange Hall. Smoking is not permitted in any part of the building.

3. Deposit and Bond

The booking is not confirmed until 20% of the hire fee has been paid.

The balance must be paid by one month prior to the event (three months in respect of weddings and conferences).

For weddings and private functions the Hirer will be asked to deposit a bond to the value of £100, payable by separate cheque, to be returned after the event provided there is no damage to the building, no extra cleaning or tidying required and there was no major over-run on the booked time. The said bond, or the sum remaining at that time after deductions, will be repaid to the Hirer after the termination of hire once the appropriate amounts have been deducted as necessary.

4. Cancellation Policy

If the Hirer cancels with 12 months notice the 20% deposit will be fully refundable.

If the Hirer cancels within 12 months of the event the 20% deposit will be forfeited.

If the Hirer cancels within 2 months of the event ½ of the Hire charge will be forfeited.

If the Hirer cancels within 1 week of the event the whole of the Hire charge will be forfeited, whatever the reason for the cancellation.

5. Use

The hiring shall be strictly limited to the use for which Grange Hall and/or the Grounds are booked and within the times agreed for the event. Any over-run of time is chargeable. The premises must be vacated by Midnight unless specific arrangements have been agreed. The Hirer shall not allow Grange Hall and/or the Grounds to be used for any unlawful purpose or in any unlawful way nor commit or allow to be committed any nuisance or any act or thing which may be or become a source of danger inconvenience or annoyance to the Council or the owners or occupiers of any neighbouring property nor do anything or bring onto Grange Hall and/or the Grounds anything which may endanger the same or any insurance policies in respect thereof.

Not more than 240 (two hundred and forty) persons shall be seated in the Hall when used for a stage performance, and not more than 150 (one hundred and fifty) persons shall be permitted for a seated reception. 200 (two hundred) persons may be permitted for a seating reception by prior arrangements. The maximum capacity of the Hall is 480 persons for standing only functions.

6. Alcohol Licence

Alcohol is not allowed on the Premises without prior consent of the Parish Council. Grange Hall is a building licenced to sell alcohol and the Council becomes responsible for the control of the sale of intoxicating drinks. The Council will display the necessary licence for such use and hirer will need to comply in all respects with the terms and conditions of such licence.

An appropriate charge will be made to each hirer by the Council in respect of the use of the licence.

If a Licensed Bar is required, this must be shown on the Booking Form together with the nominated responsible person.

7. Health and Safety

The Hirer shall read the displayed notices on fire precautions and must adhere to any Health and Safety rules and standards in force at the time of the event. All approaches to, and ways from, Exit Doors must be kept free from obstruction. All Emergency Doors to be kept closed at all times except in Emergency use. Fire Precautions: Naked lights are not permitted in any circumstances other than tea lights in a suitable container. Any portable electrical equipment brought into the Hall by users must have evidence of a current PAT certificate. Indoor fireworks, French chalk, smoke machines and bubble machines are prohibited. NB Users are responsible for First Aid provision for their event.

8. Notices and Decorations etc

No nails screws drawing pins etc shall be used for any purpose whatsoever without the consent of the Council and neither shall any notices decorations etc be affixed to the interior or exterior of Grange Hall or its curtilage without Council's permission.

9. Live Music / Discos

Live music and discos will be allowed only at the discretion of the Council. At such events 2 stewards, provided by the Hirer, must be designated for every 100 persons in attendance. All music must cease at least 30 minutes before the end of the hiring.

10. Liability for damage/loss of property/injury

The Council shall in no way be liable for any injury to persons or for damage/loss of property belonging to the Hirers or other persons using Grange Hall and/or the Grounds whether occasioned on or off the Premises.

The Hirer shall be responsible for any articles placed in the Premises and shall indemnify the Parish Council against any claims arising from the loss of or damage to any articles deposited therein during the hire of the Hall.

11. Grange Hall Unfit for Use

All Bookings are accepted on the basis that the Hall will continue to be in a physical state suitable to accommodate the Hirer's function. Council shall be under no liability whatsoever in respect of the unavailability of the Premises due to fire, flood, damage or destruction, or any other reason beyond the control of the Council.

12. Duty to tidy after use

The Hirer is responsible for leaving all areas of Grange Hall in a clean and tidy condition. In particular, the kitchen, bar, halls, foyer and toilets will be checked at the end of the booking. The hirer is also to remove all rubbish including bottles, cans and food waste from the premises immediately after use of the facilities and only by prior arrangement can this work be done on the next day. Failure to adhere to this condition will result in retention of part or all of the bond paid, at the discretion of the council, to cover its costs in this respect. The hirer is equally responsible in this respect for the caterer and/or bar staff employed by them.

13. Damage to Grange Hall and the Grounds

The Hirer shall be responsible for any damage to Grange Hall and the Grounds and any structures and equipment thereon occasioned during the hiring period. The cost of making good all damages shall be borne by the Hirer and in the event of the Hirer not making good such damage the Council shall use the bond as necessary and if any more is needed the Hirer will reimburse the Council as necessary. The hirer is equally responsible for the actions of any contractors employed (e.g.: caterers, bar staff; entertainers)

14. Council's right to refuse/cancel bookings

The Council reserves the right to refuse an application for hiring, and to cancel any existing bookings, should they deem this necessary.

15. Insurance

Other than for private parties, the Hirer will effect and maintain a policy of insurance in respect of the legal liability of the Hirer and all their lawful visitors for all claims arising from the use of Grange Hall and/or the Grounds so as fully to satisfy all claims for which the Hirer or other persons as stated above may be liable as a result of the use of Grange Hall and/or the Grounds and on demand to produce evidence of such policy to the Council.

16. Indemnity

The Hirer hereby indemnifies the Council at all times against all costs, claims, expenses, demands, charges or legal liability of any description arising out of, or in connection with, the hiring of Grange Hall and/or the Grounds.

I/We agree to be bound by the above regulations

Signed:

Dated:

For: (Organisation)