



- Taking Radcliffe- forward -

## **Radcliffe-on-Trent Parish Council**

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

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### **TERMS AND CONDITIONS FOR HIRING THE GRANGE ROOMS**

#### **1. Bond**

Prior to hiring The Grange Rooms ("The Grange") the Hirer shall if required deposit with the Council a bond of such amount as shall be determined by the Council as security against any costs arising out of the use of The Grange during the Hire Period, including any costs incurred in cleaning and tidying the same. 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.

#### **2. Use**

The hiring shall be strictly limited to the use for which The Grange are booked and within the times agreed for the event which shall include a period for preparation before a party or social function and a period for cleaning up.

The Hirer shall not allow The Grange 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 The Grange anything which may endanger the same or any insurance policies in respect thereof.

No more than 60 people shall be present in The Grange at any one time and all meetings and functions shall finish by 11.00 p.m. or midnight at the discretion of the Council. Children will only be allowed into the Grounds if supervised by a responsible adult.

#### **3. Alcohol**

For events at which alcoholic drinks are to be sold the Hirer shall be responsible for obtaining and displaying the necessary licence for such use and for complying in all respects with the terms and conditions of such licence.

#### **4. 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. Any portable electrical equipment brought into the Hall by users must have evidence of a current PAT certificate.

#### **5. 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 the Grange or its curtilage. Pictures are not to be removed from walls to facilitate showing films without prior arrangement with the Caretaker of The Grange.

#### **6. Live Music Groups**

Live music groups will be allowed only at the discretion of the Council or its agent All music must cease 15 minutes before the end of the hiring and by 11.30 p.m. if played in the Grounds. These times to be strictly adhered to.

#### **7. Liability for damage/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 the Grange whether occasioned on or off The Grange.

#### **8. Grange Rooms unfit for use**

All Bookings are accepted on the basis that the Grange Rooms 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.

**P.T.O.**

**9. Duty to tidy after use**

The Hirer is responsible for leaving The Grange in a clean and tidy condition and for removing all rubbish to the reasonable satisfaction of the Council after the event has finished and in the event of failure to do so the Council shall use as much of the bond as necessary to cover its costs in this respect and if any more is needed the Hirer will reimburse the Council as necessary.

**10. Damage to the Grounds**

The Hirer shall be responsible for any damage to the Grounds and any structures 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.

**11. Damage to the Grange**

The Hirer shall be responsible for any damage to The Grange and/or the contents thereof occasioned during the hiring period or resulting there from the cost of making good/ replacing all breakages and damages shall be borne by the Hirer and in the event of the Hirer not making good such damage the Council shall use any bond as necessary and if any more is needed the Hirer will reimburse the Council as necessary.

**12. Council's rights to refuse/cancel bookings**

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

**13. Insurance**

Other than for private parties, the Hirer will effect and maintain a policy of insurance in respect of the liability of the Hirer and all their lawful visitors for all claims arising from the use of the Grange 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 the Grange and/or the Grounds and on demand to produce evidence of such policy to the Council.

**14. Indemnity**

The Hirer must keep the Council indemnified at all times against all costs claims expenses demands charges or liability of any description arising out of or in connection with the hiring of the Grange and/or the Grounds.

**15. Cancellation Policy**

**a) One Off Bookings**

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.

**b) Regular Bookings**

The Hirer will be invoiced for the forthcoming quarter, with payment due one week before the first booking date. If the Hirer cancels mid-term, the Hirer will forfeit 2 weeks. Any subsequent quarters can be cancelled without penalty provided 3 months notice has been given. No refund will be allowed for any cancellation, including adverse weather conditions.

**I/We agree to be bound by the above regulations**

**Signed** ..... **Dated** .....

**For** ..... **(Organisation)**