

1. General Booking Conditions

All applications and communications in respect of the hire of The Grange and Grange Hall to be addressed to the Hall Manager, Grange Hall, Vicarage Lane, Radcliffe on Trent, NG12 2FB, Tel: 0115 9335808 Ext 1 www.radcliffe-grangehall.co.uk Email: bookings@rotpc.com. There shall be no variation to these Terms of Hire without the prior consent of the Parish Council. The Council's decision on all matters concerning the hire of The Grange and Grange Hall shall be final. These conditions and associated charges are subject to variation by the Parish Council.

2. Deposit, Bond & Cancellation Policy

'One off Bookings' The booking is not confirmed until 20% of the hire fee is paid. The Council can reserve the right to refuse an application for hiring, and to cancel any existing bookings, should they deem this necessary. 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 up to the value of £400 which will be included in the invoice, to be refunded after the event provided there is no damage to the building, no extra cleaning or tidying required, there is no major overrun on the booked time or any other additional costs incurred by the Council in relation to the booking. The said bond, or the sum remaining at that time after deductions, will be repaid to the Hirer after the event within 2 weeks.

If the Hirer cancels with at least 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 50% 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. **'Regular Bookings'** Bookings can be made for a period up to a maximum of 12 months in advance. The Hirer will be invoiced for bookings for the forthcoming month, with full payment due at the latest half way through the month's bookings. If the Hirer cancels bookings after the start of the month, the Hirer will forfeit two weeks hiring charges. A month's bookings can be cancelled without penalty, provided three months' notice has been given in writing. If less than three months' notice is given two weeks hiring charges will be made. As the norm, no refund will be allowed for a cancellation with less than one week's notice.

3. Use

The hiring shall be strictly limited to the use for which The Grange or Grange Hall and/or the Grounds are booked and within the times agreed for the event. Any overrun of time is chargeable. The premises must be vacated by midnight unless special arrangements have been agreed. The Hirer shall not allow Grange Hall, The Grange 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 the site anything which may endanger the same or any insurance policies in respect thereof. As the norm, not more than 240 persons shall be seated in the Hall when used for a stage performance, up to 200 persons shall be permitted for a seated reception. The maximum capacity of the Hall is 440 for standing only functions. The maximum capacity of The Grange is 60. Any alterations to these occupancy numbers will be subject to a full Risk Assessment completed and signed by the Hirer and the Hall Manager.

4. Alcohol Licence

Alcohol is not allowed on the premises without the prior consent of the Parish Council. Licensing laws must be complied with if the sale of alcohol takes place. A Temporary Events Notice may be required from the Local Licensing Authority. The bar shall close at 11.15pm unless special arrangements have been made.

5. 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, including completing a Risk Assessment for their function. All 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. Hirers of the kitchens are responsible for any equipment they introduce and for the food produced and served. Users must have evidence of a current PAT certificate for any portable electrical equipment brought onto the premises. A food hygiene certificate is required for all events open to the public where food is available. Indoor and outdoor fireworks, French Chalk, Smoke Machines and Bubble Machines are prohibited. Users are responsible for First Aid provision for their event. The Grange Grounds are open to the public, the Hall Manager will advise on specific requirements in regard to outdoor activities.

Fire Alarm information to be read out at the start of every event. " No Fire Alarm test is planned for today, so if the fire alarm sounds it is for real and you should calmly leave the building by the signed fire exits and go to the assembly point which is located at the bottom of the drive on Vicarage Lane". Smoking is not permitted in any part of the buildings. The use of E Cigarettes are also prohibited.

6. Notices and Decorations

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 of the premises or its curtilage without Council's permission.

7. Live Music / Discos

Live music and discos will be allowed only at the discretion of the Council. At such events 2 appointed responsible persons, provided by the Hirer, must be designated for every 100 persons in attendance. All music must cease at least at 11.15pm, unless special arrangements have been made. One or two Hall Duty Officers may be required at an extra cost to the Hirer. The Hall Duty Officers have authority to stop the function if they feel it necessary on grounds of Health and Safety.

8. Indemnity - Liability for Damages/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 the premises and/or 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, all costs, claims, expenses, demands, charges or legal liability of any description arising out of or in connection with the hiring of the premises.

9. The Grange and Grange Hall Unfit for Use

All bookings are accepted on the basis that the premises will continue to be in a physical state suitable to accommodate the Hirer's function. The 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.

10. Duty to Tidy After Use

The Hirer is responsible for leaving all areas of the premises in a clean and tidy condition and all areas 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 the 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.

11. Damage to The Grange or Grange Hall and The Grounds

The Hirer shall be responsible for any damage to the premises and / or 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 in the case of any shortfall the Hirer will reimburse the Council as necessary. The Hirer is equally responsible for the actions of any contractors employed (e.g. Caterers and Entertainers).

12. Insurance

Other than for private parties, if the event requires Public Liability Insurance the Hirer will effect and maintain a policy of insurance in respect of their legal liability and all their lawful visitors for all claims arising from the use of The Grange, 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 using the premises and on demand to produce evidence of such policy to the Council.

Hirers Signature.....Date.....