**BOOKING FORM and STANDARD CONDITIONS OF HIRE for Cleobury Mortimer Parish Hall (CMPH)**

These standard conditions apply to all hiring of the Parish Hall. If the Hirer is in any doubt as to the meaning of the following, the Parish Hall Booking Clerk should be consulted.

 **1.** **Age and supervision.** All applications for the hire of CMPH shall be made on the appropriate form. The Hirer shall sign the form and must be aged 18 years or over. The facilities must not be used for purposes other than stated on the booking form, and cannot be sub hired. The Hirer shall, during the period of the hiring, be responsible for supervision of the premises and the behaviour of all persons using the premises.

**2. Gaming, betting and lotteries.** The Hirer shall ensure that nothing is done in the premises in contravention of the law relating to gaming, betting and lotteries.

**3. Licensable activities.** The Hirer must ensure that they have obtained all necessary licences; this will include theatre, public entertainment, music and trading licences. CMPH has a Public Entertainment Licence which covers use by non-commercial hirers only. The Hirer shall commit no infringement of the copyright act. The Hirer will relieve the Cleobury Mortimer Parish Hall Committee from all claims and actions. Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification.

Cleobury Mortimer Parish Hall Management Committee are the premises licence holders of CMPH, and for any occasion requiring the serving of alcohol, the hirer MUST use the licensee appointed by the Cleobury Mortimer Parish Hall Management Committee. ***The Hirer shall not allow alcohol to be bought into the hall.***

**4. Public safety compliance.** It is the responsibility of the Hirer to familiarise themselves with the fire regulations. The Hirer shall regulate admissions so that at no time is the maximum capacity set by the Cleobury Mortimer Parish Hall Committee exceeded. (maximum capacity 180 people). To comply with current regulations on fire and safety, each event staged within the facility is required to be supervised by a designated person who will be responsible for the overall control of the function and in particular, for taking control in the event of an emergency. The individual must be present throughout the duration of the event.

In advance of an entertainment the Hirer shall check the following items:  That all fire exits are unlocked and panic bolts in good working order.  That all escape routes are free of obstruction and can be safely used.  That any fire doors are not wedged open.  That exit signs are illuminated.  That there is no obvious fire hazard on the premises.  The attendees are familiar with the emergency exit routes.

*The Hirer is advised that there is no telephone at the Parish Hall and it is recommended that the Hirer brings a fully charged mobile phone to the event, for use in case of an emergency.*

**5. Outbreaks of fire.** The Fire Brigade shall be called to any outbreak of fire and details given to the Bookings Clerk. In the event of a fire the Fire Marshall should direct all participants to the railings by ‘The Wells’.

6. **Smoking.** There will be NO SMOKING in any area of the Parish Hall.

**7. Health and hygiene.** The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

**8. Electrical appliance safety.** The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner. In particular, all appliances must have undergone Portable Appliance Testing. (PAT Testing)

**9. Insurance and indemnity.** The Hirer shall accept responsibility for the cost of making good any damage caused to the premises or contents (including accidental and malicious damage). The Hirer must arrange for their own insurance if they are holding a money making event. Hirers are strongly advised to take out suitable insurance to cover themselves for making good any damage or meeting a claim from an injured person at an event for which the organisers could be held responsible. The Hirer shall indemnify the Parish Hall Committee against all claims, demands, actions or proceedings in respect of the default or injury caused by or to any person which shall occur whilst the person is in or upon CMPH property or arise from an accident whilst at the premises, or in respect of any loss or damage suffered or sustained by any person as a result of the use of the premises by the Hirer.

The Parish Hall Committee do not accept responsibility or liability for the any damage or loss of property of things that are placed and left upon the premises whilst the Hall is being hired

**10. Accidents and dangerous occurrences.** The Hirer must report all accidents involving injury to the public to the Booking Clerk as soon as possible, and complete the relevant section in the Parish Hall’s accident book. Any failure of equipment belonging to the Parish Hall or brought in by the Hirer must also be reported as soon as possible.

**11. Explosives and flammable substances.**  The hirer shall ensure that highly flammable substances are not brought into, or used in any part of the premises and that fireworks are not used either inside or around the outside of the Parish Hall premises.

**12. Drunk and disorderly behaviour.** The Hirer is responsible for maintaining good order and behaviour when using CMPH premises, and may be required to provide stewards (please discuss with Booking Clerk). Due regard must be paid to other users and local residents.

**13. End of hire.** All events must finish by 12:30 am. After midnight (unless the event is New Year’s Eve) only those helping to clear up the Parish Hall may remain on the premises. The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise. All rubbish must be removed from the premises by the Hirer. Special cleaning charges of £10:00 per hour will be levied where required.

**14. Complaints.** If the Hirer at any stage has any complaints then these should be made known in writing (email or letter) as soon as possible after the event to the Booking Clerk, who will follow it up with the appropriate party. All disputes, which may arise, will be settled by the Cleobury Mortimer Parish Hall Committee, whose decision shall be final.

Cleobury Mortimer Parish Hall

Booking Form

**Name of Hirer ……………………………………………………………………**

**Organisation**

**(if applicable) ……………………………………………………………………**

**Address ……………………………………………………………………**

 **……………………………………………………………………**

 **……………………………………… Post Code ……………..**

**Telephone ……………………………………………………………………**

**Email ……………………………………………………………………**

**Purpose of Let …………………………………………………………………………….**

**Type of use Non-commercial Commercial**

**Date of Let …………………………………………………………………………….**

**Start time ………….. Finish time (to include clearing up) ……………**

**Names of all Door Supervisors ………………………………………………**

 **……………………………………………………………..**

 **……………………………………………………………..**

 **……………………………………………………………..**

**I agree to the above terms and conditions.**

**Signature of Hirer ……………………………………………………………..**

**Date ……………………………………………………………..**

**Please keep a copy for your records and return a signed copy with any deposit required to:**

**Janet SHORT, Booking Clerk (cheques made payable to Cleobury Mortimer Parish Hall )**

**Address:** "Bank Lodge" 23 Ditton Mill Park, Cleobury Mortimer, Nr Kidderminster, Worcs, DY14 0DJ