

CORBRIDGE PARISH COUNCIL
THE PARISH HALL, ST HELENS STREET, CORBRIDGE

CHARGES, RULES AND CONDITIONS APPLYING TO ALL HIRERS [Valid from 1/4/18 to 31/3/19]

- 1. THE HIRER** will, during the period of hire, be responsible for the supervision of the premises, the fabric and contents, their care, safety from damage howsoever slight or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking so as to avoid obstruction of the highway. The Hirer shall indemnify the Council for the cost of repair of any damage done to any part of the premises or its contents that may occur during the period of hire. The Hirer must in all cases be a responsible person over the age of 21 years.
- 2. THE HIRER** shall not sub-let the premises or use, nor allow the premises to be used, for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or the insurance policies in respect thereof.
- 3. NO SMOKING** is allowed in any part of the Premises. Smoking is permitted in the grounds of the Parish Hall however any cigarette ends must be placed in the bin provided outside the Parish Hall. **NO FIREWORKS** are to be set off in the buildings or on the land surrounding the Premises.
- 4. NO DOGS** [with the exception of assistance dogs] are to be brought into the buildings or the land surrounding the Premises without permission.
- 5. THE CONSUMPTION OF ALCOHOL AND/OR THE HOLDING OF DANCES OR SIMILAR EVENTS** require prior permission from the Council though not unreasonably withheld. The Council may require a Deposit of £300.00 to be paid 7 days in advance of the event at the Council's discretion. The Deposit will be returned as soon as possible after the event subject to there being no damage, the building is clean, all rubbish removed, there is no litter in or outside the premises and there being no disturbance to neighbours. The Council's decision in the withholding of refunds etc is final. All music whether reproduced or other must cease at 11.30pm. No alcohol is to be sold to or consumed on the premises by any person under the age of 18 years. The Hirer shall also be responsible for the obtaining of any licences required by law for the sale of alcohol.
The hirer is responsible for ensuring that alcohol is consumed only inside the Parish Hall. It is strictly forbidden to consume alcohol outside the building whether on Parish Council or other property. It is the hirer's responsibility to familiarise him / herself with all applicable Health and Safety regulations and applicable legislation relating to the hire of the Parish Hall and its compliance. The hirer shall comply with all regulations 'as is'.....
The maximum numbers permitted in the Parish Hall are:- Hall 160 Mearns Room 35 Room One 35
- 6. AT THE END** of the hire period, the Hirer is responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked internally and secured [unless arranged beforehand with the Caretaker]. Any contents moved from their usual place should be properly replaced, as otherwise an additional charge may be made.
- 7. THE COUNCIL** reserves the right to cancel a booking if the premises are required for an election polling station or for any other reason whatsoever thought necessary by the Council. In the event of the premises not being available to the Hirer on the date booked, through no fault of the Council or otherwise, the Council shall not be liable to the Hirer for any resulting loss to the Hirer.
- 8. CORBRIDGE PARISH COUNCIL** owns the Parish Hall. Any queries that cannot be dealt with by the Caretaker, John Chant Tel. 07879554487 should be made in writing to Clerk of the Council, 7 Stonecroft, Horsley, NE15 0AF.
- 9. SOUND AND PUBLIC ADDRESS SYSTEM.** This can only be used in the main Hall and only if the Hall is booked at the same time. There is no extra charge for its use. Hirers wishing to book the sound system must contact the Caretaker in advance of the booked date in order to be shown how to use the system and to sign for it before and after use. Note that the person signing is solely responsible for the sound system in all respects.
- 10. BOOKINGS** can only be made on the Booking Form obtainable from the Parish Hall or the Clerk to the Council. Confirmed bookings **will be charged for** if cancelled by the Hirer for any reason whatsoever, unless re letting is possible.
- 11. CHARGES** are based upon the time used including setting up time and clearing away and charged by the hour or part thereof. Hirers should leave the premises at the end of the period booked to avoid incurring additional charges. Premises are normally available between 08:00 and 23:30 Sunday to Thursday and 08:00 to 00:30 Friday and Saturday nights. Rental outside these hours and on public holidays etc will be considered on a case by case basis (but not unreasonably withheld.)
Late night bookings (after 11.00pm) will incur an additional charge of £35.00 per hour or part thereof in addition to the usual hourly charges. Hire on Bank and Statutory Holiday is charge at DOUBLE normal rates. Booking of Bank/Statutory Holidays and late bookings are subject to Caretaker availability.
- 12. ACCOUNTS** are sent monthly and payable upon receipt. An account more than two months in arrears may mean cancellation of further bookings until payment is made. Bookings are at the discretion of the Council.
- 13. DAILY HIRE** of tables and chairs is by arrangement.
- 14. KITCHEN.** Parish Hall hire charges include the use of the kitchen but only if its use is pre-booked. If two or more hirers require the kitchen at the same time the first booking has priority in any conflict of use.
- 15. THE PREMISES** are available for hire by commercial organisations [i.e. hired for profit] at the discretion of the Council.

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16. HIRE CHARGES.

RATE	Code		Charges
Room One or Mearns Room	[R]	£10.00	Per hour or part thereof
Main Hall	[H]	£15.00	Per hour or part thereof
Main Hall plus room/s	[HR]	£15.00 plus £6.50 per room	Per hour or part thereof
OTHER CHARGES			
Late bookings and bank holidays	Subject to caretaker availability	See Rule 11	