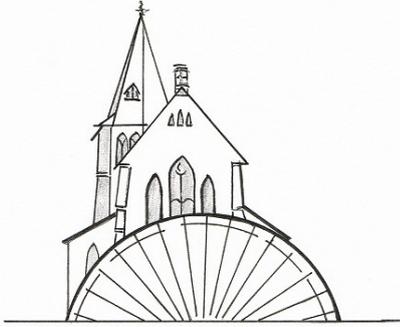


Annesley & Felley Parish Council



Parish Clerk: John Barlow

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TERMS AND CONDITIONS FOR THE HIRE OF THE ANNESLEY PARISH HALL

Hiring of the Annesley Parish Hall is subject to the following terms and conditions: -

Booking the hall

1. Potential hirers should submit an online booking form, available from the Parish Council website, to establish availability. Details of availability and costs will then be confirmed by email within 48 hours.
2. The hire period must make allowance for and include any setting up time before the event and any clearing up time after the event has finished.
3. A non-refundable deposit of 50% of the total hire charge will be required to secure the booking and the balance must be paid at least 14 days before the event.
4. A deposit may not be required for regular bookings by established clients, but all hire agreements will be subject to renewal at least once a year.
5. The maximum occupancy for any event - Front room 60 people seated and 80 people standing - Back room 30 people seated and 40 people standing.
6. The minimum booking period for the hire of the hall is 3 hours. Only under exceptional circumstances will shorter periods of Hire be approved by the Clerk.

General

7. The Parish Council reserves the right to cancel any agreement to hire by giving at least seven days' notice of cancellation and returning any monies paid by the Hirer, and the Hirer shall have no further claim on the Parish Council.
8. The Parish Council accepts no responsibility for injury, accident or death to any persons attending the premises or for damage, loss or theft of any property belonging to the Hirer or to other persons attending the premises. The Parish Council does not accept any liability in respect of the parking or damage to any vehicle within the area of the hall. Hirers are advised to arrange their own insurance to cover any perceived risks.
9. The Hirer shall indemnify the Parish Council for any expense incurred as a result of hiring.
10. Members and employees of the Parish Council shall be allowed access to the premises at all times.
11. These conditions are subject to any variations as may be required to comply with the law or local authority requirements.
12. The hire charges and conditions of hire shall be reviewed annually by the Parish Council and the latest versions of these shall be used in all instances. The latest versions are displayed on the Parish Council website.

Using the hall

13. The Hirer (or other adult nominated by the Hirer) shall be present for the whole period of the hiring. If the Hirer wishes to nominate another adult to oversee the

event, the name and address of that person shall be given to the Caretaker before the date of hiring.

14. Access to and from the front room should be through the front entrance door and access to and from the back room should be through the side door to the right-hand side of the building.
15. The corridor between the two rooms is only to be used for access to the toilets.
16. Both doors leading from the main rooms into the toilet corridor must remain closed at all times.
17. The Hirer shall take all reasonable steps to prevent occurrence of any injury, loss, damage or harm to any persons attending the premises.
18. The parking of any vehicles to the side or rear of the building is not permitted at any time and access to all footpaths must be kept clear at all times.
19. In the event of any injury to any person, the Hirer will inform the Caretaker and they will both complete the accident book recording all details to who suffered the accident, the cause and details of the injury.
20. The Hirer shall be responsible for any damage to the premises, furniture and fittings therein.
21. No posters or other notices shall be posted inside or outside the premises without the prior approval of the Caretaker.
22. No tickets shall be sold at the door to members of the public without the prior approval of the Parish Council.
23. FIRE EXITS, which are clearly marked, shall be kept free of obstruction at all times.
24. The use of lighted candles (except for those on a celebration cake) shall not be allowed without the prior approval of the Parish Council.
25. There shall be NO SMOKING or VAPING in the hall.
26. The use of pins, adhesive tape, glue, Blue Tac and adhesive gel spots are strictly forbidden on all surfaces. White Tac can be used but must be cleaned off the surfaces after use.
27. The hall, including the toilets, must be left in a clean condition and comparable to that at the start of the hire period.
28. Anything spilt on the floor, furniture or walls shall be cleaned immediately.
29. All kitchen surfaces shall be left clean and tidy and all taps shall be securely turned off.
30. All kitchen equipment must be cleaned after use and left in a condition comparable to that at the start of the hire period.
31. China, cutlery and other utensils shall be left clean and put away after use.
32. The Hirer shall provide his/her own tea towels.
33. All unused food and drink shall be removed from the premises.
34. All breakages shall be declared to the Caretaker and paid for to the Parish Council.
35. The Hirer shall take away all rubbish and generated waste for disposal.
36. Chairs and tables shall be tidily stacked away, as per instructions from the Caretaker.
37. NO ALCOHOL shall be sold on the premises without the prior approval of the Parish Council and confirmation that a bar licence has been obtained by the Hirer.
38. The Hirer shall be responsible for maintaining good order and ensuring that NO NUISANCE is caused to nearby residents.
39. The hall shall not be used before 9am or after 11pm without the approval of the Clerk. The hall must be fully vacated at the end of the agreed hire period.
40. No sub-letting shall be allowed.
41. The Hirer shall take every care to ensure that no disorderly person enters or remains on the premises.
42. Central heating and water heating arrangements are pre-set and shall not be altered without consent from the Caretaker.

43. The decision of a member or employee of the Parish Council on acceptable noise levels and proper use of the premises shall be final.
44. In the event of failure to comply with a request or direction of a member or employee of the Parish Council regarding the proper use of the premises, the member or employee is entitled to terminate the hiring and direct the premises to be vacated immediately. The Parish Council will not be responsible for any loss to the Hirer or any refund of hire charges, in these circumstances.
45. No smoke machines, bubble machines or bouncy castles are allowed in the Hall or on any Parish Council owned or leased land.

Payment

46. For individual events full payment must be received at least fourteen days prior to the event.
47. For regular bookings full payment must be received at least fourteen days prior to the event.
48. Prompt payment is expected. All payments must be made by bank transfer to: Annesley & Felley Parish Council, sort code 60-83-01, account number 20486222. No other forms of payment are accepted.
49. Records will be kept of all monies received, but receipts will only be sent to the Hirer if requested.

Feedback

50. In order to continually improve our services, all hirers are asked to complete the "Satisfaction survey form" presented to them on the date of the event.

Revised: August 2025.