



Terms and conditions for any person, club, society or organisation hiring any part of the Old School, Bottesford.

These terms and conditions are binding upon any person, club, society or organisation hiring any part of the Old School, Bottesford.

Council - refers to Bottesford Parish Council and authorised staff and councillors of the Council.

Hirer - refers to the individual person or assumed representative of the club, society or organisation hiring any part of the premises.

Please note: The hirer shall leave the premises as they found them in a clean and tidy manner.

Applications

All enquiries regarding hire are processed by the Room Booking Administrative Officer. A booking will only be confirmed after the Terms and Conditions of Hire have been accepted.

2. Payment of charges

The room is let in accordance with the scale of charges drawn up by the Council. The Council reserves the right to vary these as they see fit. Details of the fees are available on the room hire link. The hirer shall be liable for any additional expense incurred by the Council if the event or function overruns the pre-arranged period of hire.

- a) Single events – an invoice will be issued which should be paid in full by one month after the date of the invoice.
- b) Period bookings – in the case of block bookings. The hirers will be invoiced on a monthly basis and payment is required within 28 day.

3. Cancellations

The Council reserves the right to refuse any bookings without explanation and to cancel any booking on reasonable grounds. In the event that the Council cancels a booking, it will do so in writing. The Council shall not be liable for any loss sustained by the hirer as a result of any such cancellation. Cancellations by the hirer should be notified to the Council in writing. If the hirer cancels a booking within 24 hours of the hire date, the full fee will become due.

4. Limits of accommodation

The number admitted to the Fuller Room must not exceed 50 and to the Parish Room must not exceed 60. The precise number of persons attending an event will be at the Council's discretion after discussion with the hirer. The hirer shall be responsible for ensuring that the limitations agreed with the Council are observed.

5. Rights

This hiring agreement constitutes permission to use the premises for the stated reason for hire.

6. Supervision

The hirer shall, during the period of the hire, be responsible for supervision of the premises, the fabric and the contents, and take all reasonable care in avoiding damage to any equipment or part of the premises.

7. Use of the premises

The hirer shall not use the premises for any purpose other than that agreed by the Room Booking Administrator and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose.

8. Entry of officials

The hirer shall reasonably allow any authorised officer of the Council access to the premises.

9. Public Events

If you are hiring a space for a public event or activity, you will be expected to have your own Public Liability Insurance and to have done your own risk assessment. We will ask to see copies of these prior to confirming your booking. While we take every effort to ensure the safety of visitors to the Building, we will not be liable for any damage, loss or injury which occurs during your event, unless this is a direct result of our own omissions or actions. Prior to public events, staff and volunteers must be fully briefed on the location of all emergency exits and agreed meeting points in case of an emergency as well as being familiar with your event risk assessment. You are responsible for the health and safety of your guests so please ensure staff are properly briefed. Food cannot be cooked on the premises without special permission. External caterers will be expected to hold appropriate food hygiene certificates, public liability insurance, and to be registered as a food business.

10. Premises Management

You will be responsible for any damages caused to the Building during your event by any of your guests, contractors or suppliers. In these instances, you will be required to pay the full amount required to make good or remedy such damage. **Set up and removal times must be factored into room booking times.** If you do not vacate the hired space by the agreed time, over run charges may apply, these will be charged at our standard rate. The Hirer is responsible for keeping the premises in good order during use, and ensuring the space is left in a clean and tidy state afterwards. Cleaning charges may be incurred if the premises are not left in a suitable state. All rubbish must be taken away at the end of the event, including any waste left outside by the hirer or guests. The Council commercial waste contract does not include rubbish generated by guests. Please do not hang or stick anything to the walls or ceiling, as this will damage the paintwork over time.

11. Injury to persons and damage to property

The Council and its servants or agents will not be held responsible for any damage or loss of goods, property or equipment or for personal injury (except in the case of negligence by the Council) on the Council's premises or land, howsoever caused. The hirer shall indemnify the Council, its servants or agents against any claims,

which may be made in respect thereof. Any accident must be reported to the Council as soon as possible after its occurrence, but in any event, prior to departing from the premises which in the event of a late departure may be made by leaving a message on the Council's voice mail system. The hirer is responsible for their own risk assessment in the use of the hired premises.

12. Lighting and other electrical equipment

No electrical apparatus may be brought on to the premises without the consent of the Council who must be satisfied that the equipment has been PAT checked for safety and is to be used in a safe manner.

13. Fire safety

Smoking is not allowed in any part of the building. The hirer shall ensure that there is no interference whatsoever during the period of hire with fire extinguishers or any other firefighting equipment except in the case of an emergency. The hirer must not interfere with fire doors and doors fitted with automatic closures. The hirer shall keep every corridor, passage and exit of the premises clear of obstruction and ready for use in an emergency.

14. First Aid

The hirer will be responsible for any incident that requires first aid. A defibrillator is available on the outside of the premises, and first aid kits in the kitchens.

15. Insurance

The hirer shall not do, or permit to be done, anything which, in the opinion of the Council, is not covered by its policy or policies of insurance.

16. Liability

Under no circumstances will the Council accept responsibility in respect of any loss or damage (other than death or personal injury) which may be incurred by or be done or happen to the hirer or any person in their employ or any other persons attending the event or any persons entering the premises by reason of attending the event associated with the use of the property by the hirer. Any third party introduced into the property by the hirer must have their own public liability insurance.

17. Licensing and Regulations

By hiring a room or space in the Building, you agree to respect the maximum capacity for each room as stated on our booking system. If we have reason to believe the capacity of a room is being exceeded during an event, we reserve the right to ask guests to leave, or to stop the event. We hold a music licence which permits the playing of recorded music. Music can be played at a pre-agreed level to less than 500 people, providing all windows are closed. Smoking is not permitted anywhere in the building. This includes e-cigarettes and vapes. Guests wishing to smoke will need to do so outside. Please ensure all cigarettes are disposed of safely and not left as litter.

18. Car parking

All vehicles parked on surrounding roads and car parks should take into account and be fair to the neighbours of the Old School.

19. Compliance with conditions

In the event of the refusal to comply with these conditions or any reasonable instructions given by the Council and its authorised officers, the hirer and any persons attending the functions may be excluded from the premises. The hirer will remain liable in respect of the hire charges as herein contained.

20. Complaints

Any complaint connected with the hire of the premises should be made to the Council within seven days of the function. The Council reserves the right to amend or vary these conditions or impose additional conditions without notice.

Room Hire Rates

	Rate A			Rate B			Rate C		
	Hour	Day	Week	Hour	Day	Week	Hour	Day	Week
The Fuller Room	£10	£45	£240	£12	£65	£325	£20	£120	£450
The Parish Room	£10	£45	£240	£12	£65	£325	£20	£120	£450

Rate A: Not for profit or small groups benefiting local residents, and;

- a) For regular weekly bookings (at least 12 in the financial year)
- b) For regular monthly bookings (at least 5 in the financial year)

Please note the Parish Council reserves the right to increase the charge to Rate B if the bookings are cancelled to below the above level.

Rate B: Regular bookings that do not meet the requirements of Rate A and birthday parties and one off functions.

Rate C: Commercial bookings.

Applications for free room hire

Local not for profit groups may be able to apply for free use of rooms at The Old School. If you think your group may be eligible, please contact the Clerk at clerk@bottesford-pc.gov.uk