

## Jubilee Hall Casual Hire Premises Terms and Conditions of Hire

1. **BOOKING:** All booking applications must be made to the clerks at, East Peckham Parish Council, Jubilee Hall, Pippin Road, East Peckham, TN12 5BT. Telephone number – 01622 871309. Email address [admin@eastpeckham-pc.gov.uk](mailto:admin@eastpeckham-pc.gov.uk)
2. The building uses a key code system. The Clerk in the Jubilee Hall office will allocate this once your booking has been confirmed by email and your invoice has been paid in full. **This key code is to be used by the person booking the hall only** and not shared with any other person. Any alternative participant must be let in by the organiser only.
3. **SUPERVISION AND RESPONSIBILITY:** The Hirer will during the period of the hiring be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight and the behaviour of all persons using the premises whatever their capacity including proper supervision of car-parking arrangements.
4. **COMPLETION OF HIRE:** At the end of hiring, the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise by authorised representatives of East Peckham Parish council and any contents temporarily removed from their usual positions properly replaced. This includes: turning the heating and ceiling fans off, turning off the lights, closing internal doors, locking external doors, sweeping/hovering/mopping up any mess, checking toilets are flushed and taps are off. Please empty the bins and remove cardboard to the bins at the entrance of the car park if necessary. Failure to leave the facilities clean and tidy will incur a cleaning penalty of £25.
5. **DECORATIONS:** Hirers may put up decorations in the hall, but please ensure all are removed after your event. Please ensure any decorations do not leave any marks / remove paint – in the event of this occurring any fixes required will be charged to you.
6. **HELIUM BALLOONS: Helium balloons ARE NOT PERMITTED** in the hall, due to the charges incurred to remove them if released up to the ceiling. Should any hirer use helium balloons and 1 or more end up in the ceiling, they will automatically be liable for the £250 charge the council will incur for it's removal. Signing this form means the hirer accepts this charge if it becomes applicable.
7. **PARKING:** Please park carefully and responsibly in the Jubilee Hall car park. Owners are responsible for any damage or theft to vehicles. Please respect surrounding residents regarding parking and noise at all times. The car park operates as a one way system so please advise all visitors of this.
8. **ALCOHOL:** These are not licensed premises and no alcohol can be sold thereon without a licence from the local authority. **SMOKING:** There is to be no smoking or vaping in all areas of the premises i.e. - building, carpark, play areas etc.
9. **EMERGENCIES:** There is a First Aid kit and an Accident Book located in the kitchen. All notice boards within the building have emergency contact numbers listed on them, along with the building address and What3Words location. There is a defibrillator located outside the Parish Office door (in the car park) along with the necessary tools for performing CPR. In the event of a serious accident or near miss, please ensure you inform the office.
10. **DAMAGE:** The Hirer will be responsible for the cost of repair of any damage done to any part of the property including the surroundings or the contents of the building, which may occur during the period of the hiring as a result of the hiring. The hall, car park and playing fields are covered by CCTV to keep our staff and hall users safe. Please report anything of concern.

11. The Hirer shall not interfere in any way with the fuse box, electricity or gas fittings, meter fittings or fixtures on the premises. Please contact one of the emergency contacts if there is an issue.
12. It is the responsibility of the Hirer to ensure that the electricity supply is appropriate for any equipment used and that any equipment used will not endanger, overload or damage the electricity supply, circuits, wiring, plugs, sockets, switchboards or other equipment.
13. **INSURANCE:** The Hirer acknowledges that the loss of any items left unattended is not covered by East Peckham Parish Council.
14. East Peckham Parish Council reserves the right to cancel this hiring in the event of the premises being required for use as a polling station, for a parliamentary or local government election or bye-election.
15. Unless otherwise specified, invoices will be sent out by email once the booking form has been completed and received by the clerk. Payment is by BACS. For casual bookings, Payment is required 14 days prior to the booking date. Cancellations made less than 7 days prior to booking will not be refunded.

I hereby undertake to abide by these Terms and Conditions

Signed.....

Print name.....

Date.....