

**PENKRIDGE PARISH COUNCIL-HALING DENE CENTRE**  
**REGULATIONS AND CONDITIONS OF HIRE**

1. In these regulations and conditions 'the Council' means the Penkridge Parish Council and 'the Hirer' means the person(s) or corporate body making application for hire of the premises.
2. Application for the use of the Centre, or part thereof, must be made on the official application form obtainable from the Parish Office, to where the completed application form and deposit should be returned.
3. Hiring charges are shown on a separate list obtainable from the Parish Office and are subject to annual review from 1st April this year and at any other time at the discretion of the Council and are inclusive of VAT.
4. Professional concerts, demonstrations, exhibitions and similar functions must be approved by the Council and, if approved, may be subject to special rates.
5. The application form must be accompanied by 25% of the hiring charge as a deposit, which is non-returnable. The balance of charges must be paid twelve weeks prior to the function. Full payment will be charged if cancellation is less than twelve weeks prior to the function.
6. The authorised Officers of the Council, shall at all times during the hire have free access to all parts of the premises and instructions to this effect must be given by the hirer to all stewards and other persons concerned with the organisation of the function.
7. No meeting, lecture, concert or other assembly must be publicly announced or advertised to take place in the Centre until a deposit for the use thereof has been paid and the booking has been confirmed.
8. The hirer shall be responsible for and shall pay the Council, on demand, remuneration for any damage done or occasioned to the Centre, to the fixtures, fittings, apparatus, furniture or other contents thereof arising from the use of the premises by the hirer howsoever caused. The amount of such damage shall be estimated by the Council, whose decision shall be final. A deposit of £100 (refundable) shall be retained until after the event.
9. No alteration shall be made to the electricity supply and no lamps or other means of artificial lighting, steam or oil engines or inflammable or explosive substances shall be brought upon the premises by the hirer without written consent having been given following a written application by the applicant.
10. No inflammable decorations may be put up. No other decorations (external or internal) must be put up and no alterations made in the arrangements of the premises except with prior approval. All decorations so allowed and all other objects of any kind brought upon the premises by the Hirer must be removed from the premises immediately after the hiring.
11. No nails, screws or other fittings may be driven or fixed into any part of the premises.
12. No advertising notice is to be displayed on any part of the Centre except with the prior permission of the Parish Administrator and then only on the approved noticeboards.
13. (a) The number of persons admitted to the accommodation shall not exceed those approved under the Licensing Authority and it is the Hirer's responsibility to ensure that this information is obtained from the Parish Office.  
(b) Regulations with regard to Fire Precautions and Safety of the buildings must be adhered to.
14. The hiring day is morning 9am till 1pm, afternoon 1pm till 6pm, evening 6pm till 11pm (12 Midnight for functions only). Each session is subject to a separate charge. (See Hire Charge Sheet/Booklet).
15. The hirer shall inform the Parish Office of arrangements with regard to catering and provision of music and/or dancing during the period of the hire. Music/entertainment must cease by 11.30pm, half an hour before your booked closing time. Any remaining food must be removed from the premises or a charge will be made for removal.
16. The Hirer shall indemnify the Council by providing Public Liability insurance cover for their members/guests.
17. Hirers have access to the Public Bar and are permitted to purchase excisable liquor for consumption in Rooms 1 and 16 only. No excisable liquor must be brought into the

- premises and consumption of excisable in rooms other than those listed above is not permitted.
18. Approval must be sought for photographs to be taken at the Centre.
  19. The Council may engage at the expense of the Hirer such a number of Police as they think fit to assist in keeping order in the building.
  20. The Hirer shall employ sufficient attendants to maintain good order during the hiring and shall not allow any drunkenness, disturbance or disorder. Any person who appears to be under the influence of drink or drugs or who creates a disturbance or behaves in a disorderly or indecent manner shall forthwith be expelled from the premises by the hirer or by the Parish Administrator or other authorised officers of the Council. Where the audience is composed of children, the hirer shall comply with the provisions of the Children's and Young Person's Act 1933, and particularly Section 12. The hirer will be responsible for the proper conduct of persons using the venue. The hirer will not hold any events in the venue which support, condone or promote radicalisation, extremist ideology or terrorism.
  21. The Council will under no circumstances accept responsibility or liability for any damage to or loss of any property, articles or things whatsoever placed or left upon the premises or any part thereof by the Hirer.
  22. The Hirer shall, in using the Centre for any purpose, at all times observe all the terms of the licences.
  23. The Council reserve the right to cancel at any time arrangements which they consider to be objectionable or in any way detrimental to the letting of the Centre. Where the engagement is cancelled by the Council under this sub-clause the Council will repay all charges paid in advance by the Hirer, but the Hirer will be entitled to no other payment or compensation whatsoever.
  24. The Council further reserves the right, such right not to be exercised unreasonably, to cancel at any time any engagement if it is found that the centre is required at the same time for Statutory, National or Local Government purposes. In these instances a refund for hiring fees will be paid.
  25. No work of any kind may be performed in the centre which will infringe any copyright.
  26. Sub-letting is not permitted and the premises shall only be used and advertised for the purpose and in the name of the hirer.
  27. Neither the Council, nor any Authorised Officer or servant of the Council shall in anyway be liable in respect of any damage which may be suffered by the Hirer through any defect in the premises or any act or omission of the Council, their servants or agents.
  28. The Hirer shall indemnify the Council against all claims or demands arising through the condition of the premises or act or omission of the Council, their servants or agents, where such claims or demands relate to the period during which the premises were occupied by the Hirer.
  29. The Hirer shall comply with all reasonable requests of the Parish Administrator or other authorised Officers of the Council who shall be deemed to be the agents of the Council in respect of the premises and the users thereof during the period hire.
  30. At all times during which the Centre is used for a performance or entertainment where the audience is seated the following notice shall appear on every programme:- All gangways, passages and accesses shall be left entirely free from chairs or other obstruction, and no person shall be allowed to sit or stand during any performance or entertainment in such gangways or passages. The public shall be permitted to leave by all exit and entrance doors after each performance or entertainment.
  31. Upon any breach of any of the foregoing regulations or conditions of hire, the Council may terminate the hire forthwith, even if the period of hire has not expired, but the Hirer shall be liable to pay the Council the full amount of any damage as assessed by the Parish Administrator which is a consequence of such breach.
  32. Not all rooms are accessible to disabled clients - please check availability prior to booking.
  33. The Council does not provide First Aid cover. The hirer is responsible for providing this along with a First Aid Kit appropriate to current legislation.
  34. It is against the law to smoke in these premises.