

## CLENT PARISH HALL

### NOTES FOR HIRERS - CHARGES, BOOKINGS AND CONDITIONS OF USE (JAN 2016)

**INTRODUCTION:** The Parish Hall is a Trust for the benefit of the local community. Hiring includes the Hall, kitchen, crockery, cutlery (limited quantity), tables (two sizes, approx. 180cm x 90cm & 90cm x 70cm), chairs, piano and performance fees. Glasses, tea towels and dishcloths are **not** provided.

**BOOKINGS AND PAYMENTS:** James & Tricia Bradbury  
42 Church Avenue, Clent, Stourbridge DY9 9QT  
Tel: 01562 730381, Email: james.bradbury42@gmail.com

**ACCESS, KEYS & VIEWINGS:** Jane Collins  
10 Church Avenue, Clent, Stourbridge DY9 9QT  
Tel: 01562 731428

### HIRE CHARGES – APPLICABLE FROM 1 JANUARY 2016

Hourly rates	Standard charge £	Clent Residents £
Weekdays & Sunday	12.25	9.50
Saturday	16.50	12.50

**Booked time must be from “get in to get out” – ie must include the time spent setting up and clearing up.** Times should be booked to the nearest half hour, and half hours will be charged at 50% of the above rates.

**Also for hire, for offsite use:** wooden trestle tables £3 each, chairs £1.50 each (hirer to collect and return)

**Storage of equipment under the stage:** £5 per month - (storage space in garage is free of charge).

**Use of a cupboard in the front lobby** (for regular hirers) - £30 per year

*Please note that items belonging to hirers stored in the hall, shed or garage are not covered by the Parish Hall insurance, and are stored at the hirers' own risk.*

**HALL CAPACITY** – 150 max, 100 to 110 if seated in rows, 80 to 85 if seated at tables  
Maximum capacity must not be exceeded due to Fire Regulations

### PAYMENTS

- Cheques payable to *Clent Parish Hall*
- Payment required in full at least one month prior to event (or at time of booking if the event is less than one month away)
- A separate £100 security deposit is required, which will only be banked if damage occurs to Hall property
- Payments to be sent to James Bradbury (address as above), not to the Hall
- Cancellations at less than 28 days notice may forfeit the hire fee
- For regular hirings please contact the Bookings Secretary

### CONDITIONS OF USE

*(NB confirmation of a booking implies acceptance of these conditions)*

- The privacy and peace of local residents must be respected
- The Hall, kitchen, tables, crockery and cutlery must be left tidy and clean, with refuse placed in large outside bin
- Hirers must not use adhesives, blu-tak or pins on walls or woodwork

- The piano must not be moved from the stage
- The Hall must be vacated by midnight, with no music after 11.45pm
- **Any damage or other problems must be reported immediately to the Key Holder, when the keys are returned**
- All windows and doors must be firmly closed and secured, and lights turned off (*the lights in the side entrance room and toilets are switched on and off automatically – all other lights in Hall, stage and kitchen must be switched off manually*)
- There are restrictions on the sale of alcohol – please notify the Bookings Secretary at the time of booking if you intend to sell alcohol
- Organisers are advised to take out their own Public Liability insurance
- The Trustees accept no responsibility for property left at the Hall

## **FIRE PROCEDURES**

- Use the extinguisher provided in the event of a small fire
- If the fire cannot be put out, break the nearest glass to set off the fire alarm
- Using the nearest fire exit(s), leave the building in an orderly fashion. Do not collect belongings
- Assemble on the grass at the entrance to Kings Meadow, opposite the Hall
- If calling the emergency services, the Hall Post Code is DY9 9QT