

CLENT PARISH HALL

NOTES FOR HIRERS - CHARGES, BOOKINGS AND CONDITIONS OF USE (FEB 2019)

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.

PRIVACY NOTICE (BOOKINGS): Clent Parish Hall uses personal data for the purposes of managing the Hall, its bookings and finances, running the Hall and its fundraising activities. Your data will not be disclosed to other persons without your consent but may be retained for accounts purposes. If you would like to find out more about how we use personal data please contact the Secretary to the Hall Trustees (via James Bradbury, Booking Secretary).

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: 07760 546666

HIRE CHARGES (2019)

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 use at other venues: wooden trestle tables £3 each, chairs 50p each (hirer to collect and return)

Storage of equipment under the stage: £5 per month (if available)

Storage space in the garage - free of charge (if available).

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 DIMENSIONS & CAPACITY – approx. dimensions of main room, 15m x 10m, height (from floor to suspended strip lights) = 3.3m. 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*
- Payments may also be made by BACS (bank details per invoice)
- 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)
- 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. Rings in the walls are provided to fix lightweight banners.
- 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. Hirers are responsible for the cost of rectifying any damage caused to the Hall, up to a maximum liability of £100.**
- 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

HEALTH & SAFETY

- Users are advised to lift tables with care, preferably with two people
- Users are responsible for the safe use of electrical equipment, and the cooker
- Stepladders are provided – please follow guidelines displayed in the Hall
- Please clear up any spillages, and record the incident in the spillage log book kept in the kitchen

HEATING SYSTEM

The heating is controlled with a programmer located by the men's toilet. It is pre-set to "auto", **and this must not be changed**. If the heating is on when you arrive (green light), just leave it on, and don't touch the programmer. If it is not on, or goes off during your session, please use the "Extra Hour" button (NOT THE PROGRAMME SELECTOR) to provide 1, 2 or 3 hours of heat. Note that the button "toggles" between 1 hour, 2 hours, 3 hours and OFF, so if you want to cancel or reduce the extra time just keep pressing the "Extra Hour" button until your preference is set. Under no circumstances should you attempt to alter the pre-set auto timings.

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