CLENT PARISH HALL
40 CHURCH AVENUE, CLENT DY9 9QT

NOTES FOR HIRERS - CHARGES, BOOKINGS AND CONDITIONS OF USE (JULY 2026)

INTRODUCTION: The Parish Hall is a Trust for the benefit of the local community. Hiring includes the Hall and use of the car park, kitchen, crockery, cutlery, 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 Bradbury
42 Church Avenue, Clent, Stourbridge DY9 9QT
Tel: 07774 178653, Email: james.bradbury42@gmail.com

KEYHOLDERS, ACCESS & VIEWINGS:
Dave Barber: 07449 163223, Email: dave.brbr@gmail.com
Jim Yarwood: 07393 618866, Email: jim.c.yarwood@gmail.com

Please note that the adjacent "Clent Connect" shop is a separate business, and any issues relating to the hire of the Parish Hall should be raised with the contacts listed above and not with the shop volunteers.

HIRE CHARGES (New charges for 2026)

Hourly rates	Standard charge £	Clent Residents £
Weekdays & Weekends	15	12

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)

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, 12.3m x 7.8m, 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

HIRING THE PARISH HALL
Individual/private hirers will be required to sign a booking form, setting out the details of the event. **Regular hirers** (e.g. those organising weekly/monthly/occasional group activities or classes) will be asked to sign a hire agreement. These booking conditions apply to both types of hire. **Hirers must be over 21 years old**. The Parish Hall Trustees reserve the right to refuse a booking if they believe that the event presents a risk to the Hall or local community. During the hire period, the hirer is responsible for supervision and care of the premises at all times, and the behavior of all persons using the premises.

PAYMENTS

- Payment is required in full at least one week prior to the event
- Preferred payment method is bank transfer/BACS (bank details per invoice)
- Cheques are accepted, payable to *Clent Parish Hall*
- Cheques to be sent to James Bradbury (address as above), not to the Hall
- Cash will also be accepted, but only if other options are not available
- The payment procedures for regular hirers are set out in the Hire Agreement.

CANCELLATION

Individual/private hirers may cancel without penalty until payment is due (one week before the event). If the event is cancelled after payment has been made a refund will not be provided other than in exceptional circumstances. Cancellation policy for regular hirers is set out in the Hire Agreement.

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 bins. The yellow bin is for general waste and the pink one is for recycling (normal grey/green bin rules apply). Do not put bags in the recycling bin (loose items only) and remove food from paper plates. PLEASE EMPTY ALL BINS IN THE HALL BEFORE YOU LEAVE, and check nothing is left in fridges, oven and microwave.
- Smoking is not permitted on site including externally, within the Parish Hall boundary.
- Due to fire risks, the use of candles, smoke and naked flames is prohibited.
- Portable electrical equipment brought into the Hall by "regular hirers" must be PAT tested.
- 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 11.30pm**.**
- 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 – you must notify the Bookings Secretary at the time of booking if you intend to sell alcohol, and you **must apply for a Temporary Event Notice Licence from Bromsgrove Council**. If you choose to use a mobile bar for the sale of alcohol you must ensure that they have their own licence.
- You must ensure compliance with all laws relating to gaming, betting, and lotteries.
- Clent Parish Hall has a Premises Licence authorising regulated entertainment and licensable activities, and a combined Licence under Performing Right Society (PRS) and Phonographic Performance Licence (PPL) for the performance of live and recorded music.
- Clent Parish Hall has insurance for its own liabilities but this does not cover the property or belongings of the hirer or guests. Event organisers are advised to take out their own Public Liability insurance.

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 £250 (unless unlawful damage is caused, in which case the cost to the hirer will be assessed by the Trustees).***

USE OF THE SOUND & STAGE LIGHTING SYSTEMS AND WIFI

Hirers wishing to use the sound system or stage lighting in the Hall (including connecting audio devices via bluetooth) must notify the Booking Secretary who will ensure appropriate training and supervision is provided. The wifi in the Hall is owned by Clent Connect Ltd but hirers have permission to use it, and the password is publicly displayed. Use of the wifi implies your agreement to not breach any laws.

HEALTH & SAFETY

- Any food prepared/provided for events is the responsibility of the hirer. Users are advised to display a sign about food allergies, and to label ingredients.
- 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
- There is a First Aid box in the kitchen – please record any accidents in the book in the box

SAFEGUARDING

Safeguarding refers to measures designed to protect the health, wellbeing and human rights of individuals. These measures allow children, young people and adults at risk to live free from abuse, harm and neglect. Hirers who wish to use the hall for activities which include children and adults at risk, other than for hire for private parties arranged for invited friends and family, are required to produce a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS)

HEATING SYSTEM

The heating is controlled with a programmer located by the men's toilet. **In the winter 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 alter the pre-set auto timings.**

FIRE PROCEDURES

- Use the extinguishers 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, and call the fire brigade
- 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