

ROPLEY PARISH HALL, VICARAGE LANE, ROPLEY, SO24 0DU
MANAGEMENT COMMITTEE TERMS AND CONDITIONS OF HIRE

PLEASE READ CAREFULLY

General

1. The Hirer **MUST** be over 18 years of age.
2. Hirers should use only the Hall they have booked, plus the kitchen and toilets.
THERE SHOULD BE NO SMOKING ANYWHERE ON THE PREMISES.
3. **THE HIRER IS RESPONSIBLE FOR FIRE SAFETY.**
They are responsible for:
 - Familiarising themselves with the position of fire extinguishers and fire exits
 - Ensuring that all fire exits are kept free of obstruction inside and outside
 - In the event of fire, ensuring everyone is out of the building and the Fire Service called
 - No fire equipment is to be moved except in case of fireNaked flames are to be avoided, but if they are used they should be under the control of a competent adult at all times, who should ensure that they are completely extinguished at the end of the hire.
4. No equipment is to be removed from the premises.
5. The Hirer shall replace all chairs and tables after use and ensure that these are stacked safely. The Hall should be left clean and tidy for the next hirer - brooms etc. are kept in the store behind the stage.
The Hirer must ensure that the kitchen doors and hatch are closed at the end of the hire.
6. Should crockery and cutlery be used, the Hirer shall ensure that all items are properly washed, dried and put away. **NO TEA TOWELS ARE PROVIDED BY THE HALL.**
7. Heavy equipment (e.g. Disco & Band equipment) for use on the stage should be brought in through the doors to the left of the stage. There is a ramp for easy access.
8. The Hall is licensed to hold a **maximum** of 200 people standing or 120 people seated.
UNDER NO CIRCUMSTANCES should this number be exceeded.
9. Where seating is used in rows, the chairs must be linked and no person must be seated more than 10 seats from a gangway which should be **AT LEAST A METRE WIDE.**
10. The Hirer must ensure that all rubbish is put into the appropriate bin outside. All recyclable material should be loose (i.e. not enclosed in plastic bags etc.) and not contaminated by food. All bottles should be taken away by the Hirer.
11. All hirings **MUST** end by midnight.
The keys **MUST** be returned to the keysafe (as per the instructions) within 1 hour of the official end of the hire. Failure to do so may incur a penalty charge.
12. The hiring of Ropley Parish Hall in no way entitles the Hirer the facilities of the Recreation Ground except as a private individual.
13. Consideration must be shown to local residents, and noise levels outside kept to a minimum.

Bookings and Charges

Please note that bookings for a Friday or Saturday evening will be charged for the use of both Halls.

Hourly Rate:

Small Hall £5	Large Hall £10	Both Halls £15 Fri/Sat £16.50	Incl. day rate (8 hrs+) £121 Fri/Sat £137.50
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There is an additional charge of £20.00 if an event involves the sale of alcohol under the Hall Licence.

1. No deposit is required unless the booking is for a Disco or involves alcohol in which case a deposit of £100 is required. Deposit cheques should be made payable to Ropley Parish Hall and dated the same date as the date of the hire.
2. The Hirer will complete a booking form and return it with any deposit to the Booking Clerk. A booking shall only be considered definite when the form is received. Any deposit is NOT banked unless damage has been caused or extra cleaning is required.
A stamped addressed envelope should be enclosed so that the confirmation slip can be returned to the Hirer along with details of the key safe and code.
N.B. Please enclose a second SAE if you wish to have your deposit cheque returned to you, otherwise, if it is not required to cover damage, extra cleaning etc., it will be destroyed.
3. Booking forms may be returned by email unless a deposit is required.
4. Hire charges are listed above. You will normally be invoiced prior to the date of hire, and the charges are payable to the Treasurer:
Mrs. D. Raynham, The Well Cottage, Winchester Road, Ropley, SO24 OBS
These should be paid at least 3 working days before the function. The Hall keys will NOT be made available if payment has not been received.
5. The hourly charges include the cost of central heating, lighting and the use of the kitchen.
The kitchen fuses are situated in the wall cupboard near the serving hatch.
6. The fuses for the main lights and power for the large and small halls are in the cupboard in the main entrance hall as are the main switches for **ALL** electrical supplies.
A smoke alarm in the boiler room is coupled to the main hall alarm, which will sound if there is a fire in the boiler room.
7. The Hirer is responsible for the Hall and will be held liable for any damage or loss of property belonging to the Parish Hall during the period of hire. Any such cost arising (including extra cleaning) may be taken from the Hirer's deposit (when applicable) or, where necessary, the Hirer will be invoiced for any costs incurred, and this charge shall be payable within 30 days of the invoice date. **This also applies to the outside area, especially with regard to litter and discarded bottles.**

Sale of Alcohol

1. Ropley Parish Hall Management Committee is licensed to authorise the sale of alcohol on the premises. To obtain permission, the Hirer must ensure that the person who will be responsible for the sale completes the relevant form (if an outside agency is being used, then the form should be signed by them).
2. In certain circumstances the Management Committee may not wish to take ultimate responsibility for the sale of alcohol at a function and will request the Hirer to seek a Temporary Event Notice from East Hants District Council Licensing Department. It is therefore important that the booking form is returned in good time so that the relevant permissions can be granted.
3. Bars should **NOT** be set up in the Large Hall - use either the Small Hall or the kitchen and serving hatch.
4. If the Hirer uses an outside agency to supply the bar, it remains the Hirer's responsibility to ensure that the bar is set up and dismantled during the period of hire. Failure to observe the terms and conditions relating to the sale of alcohol will result in the loss of the deposit.

Parking

Hirers may use the parking area around the Hall during the period of hire, but parking space **CANNOT** be guaranteed.

Please ensure that access is always available for Fire/Ambulance Services.

Insurance

The Hall Management Committee is insured against Public Liability, Fire, Damage and Theft
Hirers are advised to check that they are covered against claims that may be made against them while they are responsible for the Hall.

Note

Hirers are requested **NOT** to stick anything on the walls as this damages the paintwork when removed.

Keysafe

Please note that the security code for the key safe is changed regularly. Please contact the Booking Clerk, Mrs. Norma Day (01962 772267) if you need confirmation of the code that will apply to your booking date.