

**SOUTH HILL PARISH HALL, Registered Charity No. 308270**  
**Terms & Conditions of Hire, Oct 2022.**

**We are proud of our parish hall and want it to be a welcoming place for all who use it.**  
**These conditions form an agreement between you, the Hirer, and the Parish Hall Committee.**  
**These apply to all users, including groups and individuals and help to ensure we all work together to**  
**look after our parish hall. Thank you.**

1. Hall sessions are: 6am - 12pm, 12pm - 6pm and 6pm – midnight.
2. The Hirer confirms they have read and will follow the halls Policy for Safeguarding. The Hirer confirms they are over 18 years of age, that they will be present at the hall throughout the event, and that they are hiring the hall for their own use only, unless otherwise agreed with the Committee.  
<https://www.gov.uk/topic/schools-colleges-childrens-services/safeguarding-children>
3. The Hirer agrees to ensure the hall is a safe place where people of all ages, abilities, gender identity and ethnicity can enjoy and participate in appropriate activities in an environment that supports everyone.
4. The Hirer agrees to ensure that all activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding and Vulnerable Groups Act 2006 and any subsequent legislation and to provide their Safeguarding Policy and relevant DBS checks on request.
5. The Hirer confirms all reasonable steps will be taken to prevent harm, and that they will respond appropriately if harm does occur, and to report relevant concerns to the halls safeguarding lead contact [hallsarah@south-hill.co.uk](mailto:hallsarah@south-hill.co.uk) and <https://www.cornwall.gov.uk/health-and-social-care/childrens-services/child-protection-and-safeguarding/>
6. The Hirer agrees to undertake sufficient measures to ensure the physical safety of their guests / members during their use of the hall and confirms that the Committee shall not be responsible for any injury or damage to personal property, which may result from their activities during their use of the hall.
7. The Hirer is hiring the entire building and the committee do not permit session sharing where the first group includes children.

In the event the first group contains only adults please make your request via the Bookings Manager. Applications will be considered by the committee on an individual basis and will be contingent on: -

- the second group making a request to share via the Bookings Manager,
  - the first group agreeing to share their booking,
  - both groups being comprised only of adults over 18 years,
  - both groups working together, to provide in advance of the booking date: -
    - a joint safeguarding policy,
    - a mutually agreed fire warden who is responsible for both groups,
    - a mutually agreed policy for joint use of kitchen and toilets,
    - a written agreement to take joint responsibility for any breakages that occur at the time of the joint booking.
8. The Hirer agrees that responsible adults will be present throughout and that they will properly supervise minors and ensure their safety, well-being and good behaviour, in the recommended adult to child ratio of: [NSPCC](#)

1:3 for 0 – 2 years,  
1:4 for 2 – 3 years,

1:8 for 9 – 12 years  
1:10 for 13 – 25 years

1:6 for 4 – 8 years

9. The committee require a £100 cleaning and damage deposit for all parties, weddings and similar events and a £300 damage deposit, for parties for people aged 13 – 25 years. Following your event, the hall will be checked, and provided everything is in order, a refund will be issued within 7 working days.
10. The Hirer agrees to obtain any licence that is required by law, including but not limited to a liquor license, and confirms that they will not permit anyone under the age of 18 years to consume alcohol.
11. The Hall does not have a television licence and TV broadcasts may not be watched in the hall.
12. The Hall does not have a 'non-theatrical' film licence and films / DVDs may not be watched in the hall. Please visit <https://www.gov.uk/showing-films-in-public> for more information.
13. The Hirer confirms they are responsible for ensuring the continued safety of the building during their use, and that they are responsible for reporting and paying for any damage resultant from that use.
14. The Hirer confirms they will not use any kind of confetti, party poppers or similar inside or outside the hall.
15. The Hirer confirms they will not permit the use of candles, fireworks, sparklers, water filled balloons and Chinese lanterns inside or outside the hall, and that they will not permit access to the stage (unless by prior agreement with the committee).
16. The Hirer confirms they will not permit dogs (except Guide Dogs and Assistance Dogs) to enter the hall or its grounds.
17. The Hirer confirms they will not permit smoking inside the hall. Smoking is only permitted outside the hall and the hirer confirms they will ensure all smoking debris will be safely collected and removed.
18. The Hirer confirms that bouncy castles will not be used inside the hall. The Hirer acknowledges that bouncy castles outside the hall are not covered by the hall public liability insurance and that cover should be provided / sought from, the bouncy castle hire company.
19. Regular Hirers and all businesses agree to obtain their own public liability insurance and to provide a copy of that insurance to the hall secretary.
20. The Hirer agrees to maintain good order during their event and to not be a nuisance or to cause an inconvenience to nearby residents and to keep noise to a minimum.
21. The Hirer agrees to close all doors and windows from 10.30pm and to turn off all music at midnight.
22. The Parish Hall committee reserve the right to refuse, cancel or stop an event for any reason.
23. The Hirer agrees to leave all emergency lighting switched on, and to ensure that all fire exit doors are always kept clear, both internally and externally.
24. The Hirer confirms they have read and will follow the Fire Notices, located in the main entrance hallway, and have appointed a person to be in charge in the event of an emergency.
25. The Hirer confirms they have read the Health and Safety Notices, located in the main entrance hallway, and acknowledges the First Aid Kit is in the kitchen, and the defibrillator is on the outside wall to the left of the external door.

26. Cancellations and Refunds. All requests for cancellation will be judged on its merits by the Parish Hall committee.
27. The Hirer confirms that everyone preparing or serving food in the kitchen complies with the relevant Food Hygiene legislation, and that the kitchen will be left clean and tidy.  
<https://www.food.gov.uk/consumer-advice/food-hygiene>
28. The hirer agrees to leave the hall, kitchen, toilets, and all outside areas as they find them.

The Hirer must:
Sweep all the floors and remove any debris. (Brushes, mop & bucket and vacuum cleaner are in the disabled toilet).
Remove all their rubbish. (Bin liners are under the kitchen sink)
Clean all the surfaces, fridge, microwave and clean the ovens if used. (Basic cleaning products are under the sink. Please bring your own cleaning products if you intend to cook meats etc.)
Wash, dry, and replace all the crockery etc. into the correct cupboards. (Please bring your own tea towels)
Switch off the hot water tank (if used).
Stack all chairs correctly and put them away as per the instructions.
Wipe all the tables clean and put them away as per the instructions.
Turnoff the urinals water in the gents (the handle is above the urinals).
Lock all windows and doors, including the fire doors behind the stage and the door in the meeting room.
Switch off all the lights, including the toilets, kitchen and meeting room lights. The timed external carpark lighting switches off automatically after you leave.
Please report any damage or breakages to the Hall Bookings Manager. Peter Taylor 07720 602000 or email <a href="mailto:hallbookings@south-hill.co.uk">hallbookings@south-hill.co.uk</a>

**Thank you for choosing our hall, we hope your event is a success.**

**We would appreciate any feedback.**

**If you have any suggestions or comments please contact  
the Hall Bookings Manager [hallbookings@south-hill.co.uk](mailto:hallbookings@south-hill.co.uk)**