



Purley on Thames Parish Council

THE BARN: TERMS AND CONDITIONS OF HIRE

Use of the Barn at Goosecroft and its facilities is subject to the following Terms and Conditions of Hire.

Responsibilities

1. The Hirer must be over 18 years of age at the time of application.
2. It is the responsibility of the Hirer to ensure that Terms and Conditions of Hire for the Barn are understood and adhered to by all persons using the Hall during the hire period. The Terms and Conditions of Hire and displayed in the halls.
3. No liability will be accepted by Purley on Thames Parish Council for any injury or loss however caused and Hirers are urged to arrange adequate insurance cover.
4. The Parish Council will not be liable for loss or damage to Hirer's property.
5. If alcoholic drink is to be consumed or sold, the Hirer must be responsible for ensuring that no alcohol is consumed by or sold to any person under the age of 18. The necessary authority for consumption of alcohol **must** be obtained from the Assistant Clerk prior to the event
6. Any user who hires the Barn regularly and whose activities involve children or young people will be required to operate a recognised Child Protection Policy based on the Home Office Code of Practice 'Safe from Harm'.

Booking the Barn

7. Booking forms for Barn hire can be obtained from the Assistant Clerk, phone 0118 984 4507; email asstclerk@purleyonthames-pc.gov.uk or downloaded from the Parish Council website: www.purleyonthames-pc.gov.uk
8. The Barn may be hired from 8.00am and must be completely vacated by 11.00pm, Monday to Saturday. Sunday bookings will not be taken.
9. A damages deposit of £200.00 is required at the time of booking and this will be returned at the end of the hire provided all is well. In the event of damage to the Council's property, breakages, failure to clean up after use or late cancellation (28 days or less as appropriate), part or all of the deposit may be retained.
10. Bookings can be held for a period of two weeks. If a signed Booking form and damages deposit is not received by this time the hire period will become available to other hirers again
11. All hire time includes preparation and cleaning up time. If early access is required then please book accordingly, for instance if the Barn is needed the evening before a hire for preparation, this needs to be booked in the normal way. Collection and drop-off of keys must be arranged with the Assistant Clerk.
12. A confirmed hire of the Barn may be cancelled by the Hirer with no penalty provided cancellation takes place more than 28 days before the hire is due to take place. Any cancellation within 28 days will require the booking fee to be paid in full.
13. The Parish Council reserves the right to cancel or terminate a hire as follows:
 - a) In the rare event of the Barn being required for an emergency situation (eg flooding evacuation) to cancel all bookings for the duration of the emergency period. In such an event the hire fee and deposit cheque will be returned to the Hirer, but no compensation will be payable by the Council.
 - b) To cancel a booking where the Parish Council is unhappy as to the content of the proposed hire (any fees would be returned).
 - c) To terminate any event at any time where in its view a breach of the terms and conditions has occurred.
14. The Barn is licensed for the sale of alcohol but the necessary authority **must** be obtained from the Assistant Clerk prior to the event. This is a legal requirement and failure to comply with this clause carries heavy penalties.
15. The Parish Council reserves the right to decline an application without giving a reason.
16. The Barn is available for hire with preference being given to residents of the parish of Purley on Thames and local organisations providing a service to the village community.
17. The Hirer may not assign or share possession of the premises without written permission from the Parish Council.

Payment Arrangements

18. All bookings must be paid for in advance on receipt of an invoice from the Assistant Clerk. All cheques should be made payable to **Purley on Thames Parish Council** or payment may be made by bank transfer to **sort code 30-91-31 account number 07531534 ref: Barn (name of Hirer)**. If the invoice for the hire fee has not been received by the Parish Office before the time of your booking, keys **will not** be given out.

Capacity

19. The maximum capacity of the large hall is 150 people.
The maximum capacity for the small hall is 50 people.

Smoking

20. Smoking is strictly prohibited in the Barn. Smoking is not permitted within 3 metres of the Barn and cigarette ends must be disposed of in the smoking bins provided.
21. Smoking of e-cigarettes is not permitted in the Barn or within 3 metres of the Barn.
22. Hirers are responsible for ensuring that these requirements are met.

Equipment and Furniture

23. The Barn provides banqueting chairs and has an adequate supply of tables all of which are included in the hire fee.
24. Hirers are asked to leave the chairs stacked 5 high as they were found at the start of their hire. Please leave chairs stacked in a safe and stable manner. Trolleys should be used to move tables.
25. All damages and breakages are to be reported and a charge will be made for replacement. It would be appreciated if faults, eg non-working light bulbs, could be reported to Parish Council staff.
26. Hirers must ensure all lights are turned off before leaving (except external security lights). The kitchens should be checked to ensure that taps and all electrical equipment are turned off.
27. An area of 1 metre **must** be kept free around the heaters to ensure they work effectively and safely.

Windows and Doors

28. All Fire Exit Doors must be kept clear at all times.
29. Fire doors must be kept closed and at no time propped open with fire extinguishers.
30. Hirers must be certain that all doors and windows are securely shut and locked before returning the key.

Health and Safety

31. Hirers must familiarise themselves with health and safety arrangements ensuring that they are complied with. Notify users of the location of fire exits and ensure there is a mobile phone available. In case of emergency telephone numbers are listed on the notice board. The postcode of the Barn is RG8 8DR.
32. First Aid boxes are located in both kitchenettes.
33. A defibrillator is located near on the Pavilion.
34. Any accidents must be recorded in the Accidents Books hung next to the First Aid boxes.
35. The Barn cannot be hired for any purpose which endangers the fabric of the Barn or which is excluded explicitly or implicitly from the insurance cover of the building. Any barbecues, hog roasts or cooking with portable gas cookers may be undertaken only by a professional catering company who must provide copies of its public liability insurance certificates, or group who also have public liability insurance, to the Assistant Clerk of Purley on Thames Parish Council. Cooking must take place in specific areas only.

Cleaning

36. All spillages must be cleaned up immediately. The halls, kitchens and toilets must be left clean and tidy.
37. All rubbish is to be placed in plastic bags (provided in kitchen) and either removed by the Hirer for recycling or deposited in the waste bins situated in the car park next to the Burial Ground wall. If the Barn bin is full, the rubbish must be removed from the site. If the Council incurs cleaning costs as a result of the hire, this cost will be deducted from the deposit.
38. Tables and chairs must be clean when left.

Storage

39. No items whatsoever are to be left in the building except by permission of the Assistant Clerk. Items of food or drink must not be kept in any storage cupboards.

PA System

40. A PA system is installed in the Barn. It has a hand microphone and lapel microphone available for training session and conferences, etc. Music can be played through an iPod/MP3 player or laptop. For access see Assistant Clerk.
41. The Barn has Superfast Broadband Wi-Fi. Please refer to the Assistant Clerk for access if this is required.

Parking

42. The Barn car park is situated in front of the Barn. The car park is available for use at the car owner's risk. The Parish Council will not accept any liability for loss or damage to vehicles or other property.

Noise

43. As the Barn is in a residential area, music and noise must be kept down to a reasonable level and must not disturb the residents. Loud amplified music is not permitted in the Barn. This also applies to the car park and smoking areas.
44. The premises must be vacated, and all noise cease, by 11.00pm.
45. The Parish Council reserves the right to terminate a hire when where there is considered to be excessive disturbance and may result in the withholding of the damages deposit.

Decorating the Barn

46. Decorations or notices or any other fixings are not to be attached to the fabric of the building without first obtaining written agreement of the Assistant Clerk. **Blue tack is not to be used.**
47. Tea lights and candles **are not permitted** within the Barn. Fairy lights and battery powered tea lights are permitted.
48. Hirers are not permitted to use ladders, either belonging to the Parish Council or their own, to decorate the Barn. Decorations may be hung using a two step step-ladder **ONLY**.

Equal Opportunities

49. The Parish Council operates an Equal Opportunities Policy in line with West Berkshire Council's equality plan. This aims to promote equal opportunity for all residents, irrespective of race, nationality, ethnicity, religious belief, gender, disability, age or sexual orientation.

Complaints

50. In the event of any complaint which cannot be resolved by the Assistant Clerk or by escalation to the Barn Management Committee, the matter will be placed before the full Parish Council.

Barn Committee, Purley on Thames Parish Council