

Pamphill Parish Hall

By hiring Pamphill Parish Hall you agree to act in accordance with these conditions

Formal Terms and Conditions of Hire

1. Eligibility and Bookings

1.1 The Pamphill Parish Hall Management Committee ("the Committee") reserves the right to refuse or cancel any booking at its absolute discretion.

1.2 The person making the booking will be deemed the **Hirer** and will be responsible for compliance with all policies and conditions.

1.3 All hire charges must be paid in full when requested and in advance of the event.

1.4 Cancellations made within two days of the hire date are non-refundable. Any refund outside this period is at the discretion of the Committee.

2. Hirer's Responsibilities

2.1 The hirer is responsible for the conduct of all persons attending the event and for ensuring compliance with these Terms and Conditions.

2.2 The hirer shall be responsible for any damage, loss, or breakage to the Hall, its fabric, fixtures, fittings, or contents and shall reimburse the Committee for the full cost of repair or replacement.

2.3 The Hall must be left in a clean and tidy condition. Where this is not achieved, the Committee reserves the right to recover cleaning costs.

2.4 All rubbish must be removed from the premises at the end of the hire period.

2.5 Furniture, crockery, and equipment provided must not be removed from the Hall.

2.6 Sub-letting or transfer of the hire to another person or organisation is not permitted.

2.7 The Committee accepts no responsibility for loss, damage, or theft of items brought onto the premises.

3. Health, Safety and Fire Precautions

3.1 The hirer must familiarise themselves with the location of fire exits, fire-fighting equipment, and emergency procedures.

3.2 Fire exits must be kept clear and unlocked while the Hall is in use.

3.3 Please use the wires near the ceiling to attach any decorations.

3.4 **FOR SAFETY REASONS DO NOT USE NAILS OR TACKS IN THE WALLS OR CEILING.**

3.5 Fireworks, Chinese lanterns, pyrotechnics, or similar items are **strictly prohibited** anywhere on the premises, including external areas and car parks.

3.6 A first aid box is provided adjacent to the kitchen door for use during the hire period.

3.7 **No smoking or vaping.**

3.8 The maximum occupancy of 120 must not be exceeded.

3.9 A copy of the Hall's Risk Assessment is available upon request.

4. Step Ladder Safety

4.1 The step ladder must only be used by a person who is competent to do so and who has sufficient knowledge of its safe use.

4.2 The step ladder must be checked before use, positioned securely on a firm and level surface, and used in accordance with the manufacturer's instructions a copy of which can be found in the kitchen drawer.

4.3 The step ladder must not be used if it is damaged, defective, or otherwise considered unsafe, and this must be reported to the Parish Hall Committee

4.4 Anyone using the step ladder must take appropriate care to prevent injury to themselves or others and is responsible for using it safely.

5. Regulated Entertainment and Permitted Hours

5.1 The Hall is licensed under the Licensing Act 2003. Only licensable activities authorised by the Premises Licence or a Temporary Event Notice (TEN) may take place.

5.2 The hirer must declare, at the time of booking, all **regulated entertainment** and licensable activities proposed for the event.

5.3 The permitted hours set out below are authorised by the Committee and may be amended at any time.

5.4 Any extension beyond these hours will only be permitted in **exceptional circumstances** and must be approved by the Committee in advance.

Live Music

Must cease by **23:20**

Recorded Music

Must cease by **23:20**

Making Music

Must cease by **23:20**

Dancing

Permitted within authorised hire hours and subject to noise control conditions.

TV Licence

The Hall does not have a TV licence. Hirers must therefore ensure that TV licensing requirements are followed. Please check the requirements at tvlicensing.co.uk.

6. Sale and Supply of Alcohol

6.1 Alcohol brought onto the premises by members of the public is only permitted if it is to be consumed by them and not for sale. If alcohol is to be sold, a Temporary Event Notice (TEN) may be required.

7. Temporary Event Notices (TENs)

7.1 Alcohol may only be sold with an approved Temporary Event Notice (TEN).

7.2 Where a TEN is required, the hirer is responsible for obtaining approval from **Dorset Council**, the Licensing Authority.

7.3 Written permission from the Committee must be obtained **before** applying for a TEN.

7.4 A fee of **£10 per event** is payable to the Hall where a Village Hall TEN is used.

7.5 Failure to obtain the necessary TEN or permissions will result in cancellation of the hire.

7.6 The number of TENs permitted annually is limited. Hirers are strongly advised to apply to Dorset Council at least **three months in advance**.

8. Noise Management

8.1 The hirer must take all reasonable steps to minimise noise and disturbance to local residents.

8.2 To restrict the noise level from music etc. from **23:00**, all doors and windows must remain closed, except for access.

8.3 Music and regulated entertainment must cease by **23:20**, unless prior written permission has been granted.

9. Candles and Lighting

9.1 The use of naked flames and candles is prohibited unless a risk assessment is in place and the Hall Committee informed.

9.2 Tea lights may only be used if enclosed within suitable fire-resistant containers.

9.3 Battery-operated lighting is strongly preferred.

10. External Areas

10.1 Permission to hire the Hall does not include permission to use any adjoining land beyond the Hall boundaries.

10.2 Barbeques are only permitted when agreed by the Hall Committee and when a risk assessment is in place.

10.3 No camping, caravans, motorhomes or similar are permitted overnight.

11. Conduct, Complaints and Enforcement

11.1 The hirer or their authorised representative must be present for the duration of the hire.

11.2 The Committee reserves the right to terminate the hire without refund if these conditions are breached.

11.3 Any serious disturbance, disorder, or criminal offence should be reported to Dorset Police via **999** or **101**.

11.4 Complaints should be submitted in writing to the Chair of the Parish Hall Committee.

12. Insurance and Liability

12.1 Hirers are strongly advised to hold adequate Public Liability Insurance.

12.2 The Committee accepts no liability for injury, loss, or damage arising from the hire, except where liability cannot lawfully be excluded.

12.3 Responsibility for insurance rests with the hirer.

13. Access to the Hall

13.1 Access is via a key safe located to the side of the main entrance.

13.2 The access code will be provided once full payment has been received.