

# NORTON PARISH HALL - BOOKING TERMS AND CONDITIONS

Norton Parish Hall, Wadborough Road, Littleworth, Norton. WR5 2QB. Registered Charity No. 508249

1. The Hirer is responsible for the actions of all his/her guests.
2. The Hirer shall be responsible for any damage caused to the hall, and it should be left in a clean and tidy condition i.e. the same condition that you found it in. Cleaning utensils are made available in the store room.
3. Bookings cannot be accepted for parties for persons under the age of 22 unless there is adequate supervision from someone of age 22 or more who takes responsibility for the hire.
4. A refundable deposit of £100 must be paid with the booking fee. {This is increased to £200 when you book the wedding package}. We reserve the right to retain the deposit in full or in part if:
  - There has been a breach of any of these terms and conditions
  - The premises have not been left in a clean and tidy condition
  - The hirer stays over their booked time slot (includes arriving early)
  - Electrical appliances have been left switched on or water taps left running
  - Damage or theft etc has been caused to the Hall or its contents during the hire
  - Damage or theft etc has been caused if the Hall was not left secure e.g. windows/doors left open or unlocked
  - Rubbish has not been appropriately deposited in the council bins or removed if the bins are full
5. If a booking is cancelled the fee will be returned, less a management fee, only if the room(s) is/are re-let.
6. The maximum number of persons allowed: 200 in the Freeman Windsor hall; 20 in the Sparling room; 50 in the Coffee Shop; 100 cars in car park. Hire of the Freeman Windsor room includes use of the adjacent kitchen.
7. When a booking is made in the Coffee Shop only beverages purchased on site are permitted; you may serve your own food (buffet) or put decorations up, but must clear up afterwards and leave it how you found it.
8. Smoking/vaping is not permitted within any part of the building.
9. Decorations must not be attached to the walls or doors using any form of permanent fixing. **No** type of adhesive tape must be used on any painted walls or woodwork.
10. No alteration can be made to any fittings or electrical wiring.
11. The Hirer must ensure that the hatched area in front of the hall entrance is **ALWAYS** kept clear to allow access of emergency vehicles.
12. If more than 100 cars are expected then it is the hirer's responsibility to arrange marshals to manage the parking and to notify the local police that a large amount of on-road parking is expected.
13. In the event of an accident of injury the hirer must record the details in the accident book which is located in the hallway adjacent to the telephone and First Aid box. If use is made of

the First Aid box the hirer must advise the Hall Manager so it can be replenished. The nearest A&E is the Worcester Royal Hospital, Worcester WR5 1DD.

14. All rubbish must be removed from the premises and may be placed in the allocated council waste bins at the side of the hall behind the fencing; ensuring recyclable material is put in the appropriate bin. The rubbish will need to be taken **off** the premises by the Hirer if the bins are at capacity.
15. The use of tables and chairs are included in the booking fee for the Freeman Windsor Hall and Sparling Room, these should be cleaned and returned to their storage area correctly after use.
16. Barbeques etc will only be allowed at the hirer's risk if a professional organisation is employed with appropriate insurances and it is located in the designated area, to be advised by the Hall Manager.
17. To display moving pictures (TV), or to broadcast copyright material by projection or any other means the Hirer may need to apply for a non-theatrical film licence. To hold a live stage performance the Hirer may need to apply for a theatre licence. These licences can be obtained from Wychavon Council and need to be issued prior to the event taking place.
18. In order to sell alcohol at an event in the Freeman Windsor Hall there is a charge of £20 for the appropriate licence, please advise Hall Manager when booking if you require this.
19. There is a key safe box mounted on the entrance door and the access code to retrieve the front door key will be provided via text prior to the event.
20. Any loss or damage to property or vehicles brought onto the Hall premises by the Hirer or his/her Third Parties is entirely at the Hirer's risk. It is recommended that the Hirer provides appropriate insurance to cover their own activities and equipment, plus that of any Third Parties e.g. bouncy castles, discos etc.
21. Children using the play area must be supervised by an adult at all times.