

Bierton Parish Council

Jubilee Hall, Bierton

The person in whose name the hall is booked will be responsible for the proper use of the hall, its furniture and all equipment. Any damage should be reported to the booking clerk and the cost of replacement or repairs will be charged to the hirer.

Tables and chairs are available in the hall. Kettles, a water boiler, fridge/freezer, microwave and cookers are available in the kitchen. There are some catering facilities – cups, saucers etc which can be used. All these **must** be washed up and put away before leaving. Hirers should bring their own tea towels, cloths etc. Some cleaning equipment is kept in the kitchen. A cleaner is employed on a weekly basis but all hirers should leave the hall as they found it, clean and tidy including the cooker if used. Failure to do so will incur additional cleaning charges for the hirer.

Please bring extra black bags and toilet rolls in case stocks are depleted.

All rubbish should be removed from the hall after use. There are recycling facilities in the blue top bin (outside) and details of what should be in this bin are on the wall in the kitchen. **PLEASE DO NOT PUT BLACK OR PLASTIC BAGS IN THE RECYCLING BIN.** Normal waste should be in plastic bags and put in the bin with the black lid (this may be round the side of the hall).

There is no public telephone in the hall. There is Wi-Fi, details on notice board.

There is a First Aid Box in the kitchen on the wall. Please advise the booking clerk of any accidents and if anything is used from the box.

Conditions of Hire

1. The hall may only be used for the purpose agreed and shall not be sub-let by the person/group specified in the agreement. The Hall capacity is 80 persons. We **do not allow** Teenage, 18th/21st Birthday parties or weddings. We **do not allow** Community Events except for our own village groups. **The Trustees reserve the right to refuse admission without having to give any reason. The Trustees also reserve the right to enter the hall during the hire period if required.**
2. The hall is a smoke free zone and smoking/vaping is not permitted in any part of the premises.
3. Hirers are responsible for arranging their own public liability and employer's liability insurance for persons attending their functions where necessary.
4. Health and safety regulations must be observed at all times. Please see our separate Health & Safety policy.
5. No obstructions to be placed in front of paths or exits. The hirer of the hall is responsible for alerting users to the location and use of fire extinguishers, fire blanket and all fire exits. The hirer is responsible for the safe evacuation of the premises in the event of an emergency. The assembly point is the Red Lion car park. Our Fire Risk Assessment is available on our website.
6. No form of electrical heating equipment in the hall is allowed. Any cooking or food preparation must be confined to the kitchen.
7. No alcoholic beverages are permitted to be bought or sold on any part of the premises. Any licences must be made by the hirer with permission from the Trustees.

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8. Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries, and the person or organisation to whom the hall is let shall be responsible for ensuring that the requirements of the relevant legislation are strictly observed.
9. The hall is not licensed for music, singing, dancing or other public entertainment of the like kind. Any private functions may have musical entertainment such as discos, etc but these must be confined to the hall and doors must be kept shut as the noise can disturb neighbouring dwellings.
10. The organisers of an event where a licence fee is payable for the public performance of recorded music shall, after permission has been obtained from the Trustees in writing, be responsible for obtaining any necessary licences. More information can be found at: [Get a licence to play live or recorded music - GOV.UK \(www.gov.uk\)](https://www.gov.uk/get-a-licence-to-play-live-or-recorded-music)
11. Each hirer will be provided with keys to the hall. The key holder will be responsible for ensuring that the hall is securely locked on leaving the building. There is currently no intruder alarm on the building. **Please ring the Caretaker. Brian Small, 07592 833843,** during the week before the booking to arrange collection of keys.
12. The hirer shall ensure that there is no noise which could cause disturbance to local residents and any **music MUST cease by 11.00pm** in order for you to be able to clear up and leave the premises by 12.00 midnight. **Please have consideration for the neighbouring dwellings at all times during your booking, especially on leaving at the end of your booking.**
13. The hirer is to ensure that all lights, extractor fans and other electrical equipment (except the heating) is turned off before the building is vacated. All doors are to be locked. The outside lights are set by daylight hours.
14. The hirer is forbidden from making any alterations to the hall unless prior permission has been obtained in writing from the Trustees.
15. **Please do not use tape or blue tack of any sort on the hall walls or floor.**
16. The car park is for users of the hall. Cars must not be parked so that they cause an obstruction at the entrance of the hall.
17. The agreement is subject to any future changes in legislation by central or local government. Any such changes will be deemed to be part of the hire agreement.
18. By signing the booking form you are agreeing to comply with the Parish Council's Safeguarding Policy and Risk Assessment copies of which are available on the village website: [Welcome to Bierton - Bierton Parish Council](#)
19. **PLEASE NOTE NO DOGS ARE ALLOWED IN THE HALL, APART FROM ASSISTANCE DOGS AND THOSE ATTENDING DOG TRAINING CLASSES.**