Conditions of Hall Hire for the Old School Hall

Valid from 1st June 2025

1. The person hiring the property ('The Hirer') must be 21 or over and will be held responsible for observing the following regulations.
2. There must be at least 1 adult for every 10 under 18's at any one event.
3. Payment to be made at the time of booking.
4. The Council has the right to charge a security deposit.
5. The hirer will be liable for all damages or loss found to have been caused to the property, fixtures or fittings, and equipment during the period of the hire. This also includes any actions taken prior to the hire which relate to the hire.
6. All damage must be reported to the Parish Clerk within 48 hours of hire.
7. Nothing must be fixed to the property in any way that causes damage.
8. Smoking, Vaping & E-cigarettes are prohibited in any of the Council's buildings. If evidence is found of smoking, then the hirer will be liable to an extra charge for cleaning, etc as decided by the Council, if you smoke outside, please use the bins provided.
9. The farm track which runs beside the Old School Hall is private property and is for emergency access only. Smokers are NOT permitted to smoke there.
10. None of the Council's properties are licensed for the sale of alcohol. If you wish to sell alcohol you must obtain the Council's permission before making an application for a licence to the relevant authority and you must provide the Council with a copy of the licence in advance of the event.
11. You must obtain a Performing Rights Licence if required.
12. No footwear that is likely to cause damage to the wooden floors is to be worn in the Old School Hall (such as Stilettos).
13. The hall must be left in a clean and tidy condition after the end of each hiring. All rubbish must be removed and the floor should be swept. All chairs, tables, etc must be stacked neatly in their original place. If the hall is left in an unsatisfactory condition, then an additional charge may be made.
14. All of your own property and equipment must be removed from the Council's property at the end of the hire. Failure to do so will result in an extra charge being made.

15. If you use the kitchen, it should be left clean and tidy as found. Any glasses, utensils and crockery used should be cleaned and put back in the cupboards. All rubbish should be removed from the kitchen and the kitchen bin and taken with you. Failure to do this could result in the loss of your deposit. Tea towels, washing up liquid, cleaning products and cloths, etc are NOT provided. Please bring your own.
16. The property must be clear by the end of your hire period. If you hire the property in the evening, then you must be clear of the premises by 23:30.
17. You must not allow more than the maximum number of people into The Old School Hall Capacity is 100 people.
18. If inflatables are to be used (such as bouncy castles) in or on the Old School Hall Premises a copy of the relevant insurance MUST be provided to the Clerk prior to the hire.
19. We recommend that you obtain adequate insurance to cover your guests for any injury.
20. The Council has the right to change the hire fees and any other charges at any time without notice.
21. The Council has the absolute right to refuse any booking without giving a reason.
22. The Council is not liable for loss, theft or accidental damage caused to your property or possessions during the hire.
23. Proof of hire of the Council's facilities must be produced by you upon demand by any Officer or Member of the Council.
24. If you wish to cancel your booking, you must do so at least 48 hours in advance, making allowance for weekends and public holidays when the Clerk's office is not open. If you do not cancel a booking at least 48 hours in advance, then you will be liable for the full cost of the hire.
25. The hall should be left secured (doors and windows closed and locked) and the keys returned to the key safe at the end of your booking.

By hiring the hall, you agree to these conditions, which may not be varied without the express written agreement of the Parish Council. It is your responsibility to ensure that your guests are aware of these conditions.

Name:……

Address:……..

……..

Telephone:……

Email:……

I confirm that I have read the Conditions of Hire for The Old School Hall and agree to accept them, that I am over the age of 21, and that I give the Council permission to store my details.

Date of Hire (DD/MM/YYYY):……

Time of Hire From: Until: Total Number of Hours:

Signed on behalf of Sandhurst Parish Council……Date……

Signed on behalf of Hirer……Date……..

Deposit of £50 (refundable, if conditions are met)

Hire Fee of £……

Payment by BACS to:

Bank Details:

Account Name: Sandhurst Parish Council

Account Number: 20359113

Sort Code: 60 83 01

Reference: Your name and date of booking

This completed, signed form must be returned to the Clerk at the time of booking.

Contact details of the Clerk:

Email: clerk@sandhurstparishcouncil.gov.uk

Telephone: 01580 850273

It would be really helpful to know how you heard about The Old School Hall:

Advert / Word of Mouth / Previously used / Other (please specify)