

## BASSENTHWAITE PARISH ROOM

### Terms and Conditions

1. A booking will be confirmed by email on behalf of Bassenthwaite Parish Room Management Committee ("BPRMC") by the Booking Officer after the non-refundable deposit has been received (if the booking is <£100, the full amount is requested to confirm the booking; bookings >£100 have a non-refundable deposit of £100 unless otherwise specified. A holding deposit of £500 may be requested for large bookings at BPRMC discretion). The remaining charge is to be paid **no later** than two weeks before the commencement of the booking. Once the balance has been received, the unique code for accessing the Parish Room will be sent, along with an emergency contact number and facility information.
2. It is important that the hirer respects the time slots that have been booked and that the Parish Room is kept locked at all times when unattended by the hirer.
3. Unless agreement is made with the BPRMC, a booking may not be changed or cancelled within two weeks prior to the date booked, nor shall the hirer allow any departure from the stated purpose of the booking or permit any sub-letting.
4. If the space(s) booked by the hirer shall, for any reason outside of BPRMC control, become unavailable, then the hirer shall have no claim against the BPRMC other than for a refund of any hire charges already paid.
5. BPRMC reserves the right to cancel the booking in the event of the hall being required for the use as a polling station for Parliamentary, Local Government or By-Election requirements. In which case, the hirer shall be entitled to a full refund and shall refer to statement 4.
6. The hirer is responsible for complying with any legislation, regulations and local authority or other requirements and for obtaining any licences or permissions or other approvals or consents applicable to the booking including where relevant:
  - (a) The conditions attached to the music and dancing licence; including the permitted numbers of 100 admitted or 100 seated attendees.
  - (b) The access at all times to fire exits without obstruction.
  - (c) The safe use of car parking spaces so as to avoid obstruction of the highway.
  - (d) The safe use of the kitchen under proper supervision.
  - (e) The hirer must notify the BPRMC if they intend the provision or sale of alcohol at the time of booking the Parish Room. The hirer shall not sell alcohol at the Parish Room without the prior permission of BPRMC and designated premises licence holder. Hirers must request and read the premises licence prior to the event. The Parish Room reserve the right to refuse any booking using their premises licence.
  - (f) Any copyright requirements for the performance of dramatic or musical works.
  - (g) The hirer must ensure that on arrival at Bassenthwaite Parish Room, he/she familiarise themselves with the fire instructions (found on the notice board), fire exits, fire extinguishers and smoke alarms, and ensure that all members of his/her party are similarly aware of the instructions/locations.
7. The hirer shall indemnify BPRMC and the Trustees against any liability arising from the failure of the hirer to comply with these conditions whether by act, omission or default and whether knowingly or unknowingly.
8. Where the hirer is part of a commercial activity, the hirer is required to have Employers and Public Liability Insurance Cover with a reputable company for at least two million pounds and the appropriate certificate shall be displayed in the Parish Room for the duration of the booking.
9. The hirer will, during the period of hiring, be responsible for the supervision of the premises, the fabric and contents, their care, safety from damage (however slight or change of any sort), and the behaviour of all persons using the premises, whatever their capacity. The hirer shall report any damage caused during the booking to BPRMC and shall be liable for reimbursing BPRMC for the cost of making good such damage, however caused. The hirer shall not make claim against BPRMC or the Trustees for any loss or damage to the property, or for any injury to any person during the booking or for any event causing the Parish Room to be unusable for the booking.
10. The hirer shall deal appropriately with any complaint made including allowing access by any police officer or the representative of BPRMC and if required shall close any booking with immediate effect which is not properly conducted.
11. The attention of the hirer is drawn to BPRMC's Child Protection Policy and the Health and Safety Responsibilities which are on the notice board.
12. Bassenthwaite Parish Room is a **No Smoking** area. This includes the prohibiting of lit cigarettes/cigars and electronic cigarettes of any kind. No smoke hazers, naked flames or dry ice machines are permitted for use.
13. No notices, banners or any other hangings shall be attached to the internal walls of the building – including, but not limited to, prohibiting the use of white tac, blue tac, pins and adhesive tape.
14. The hirer shall be responsible for leaving the premises and surroundings in a clean and tidy condition and properly locked and secured. Any contents temporarily removed from their usual positions must be replaced, otherwise the BPRMC will be at liberty to make an additional charge.
15. Use of wireless internet connection is complimentary throughout the Parish Room; the hirer is responsible for ensuring attendees only use this connection for legal, honest and decent behaviour. The hirer must ensure it is not used for any other purpose which would bring the BPRMC into disrepute, this includes respecting any age certifications.