

# Grindon Parish Hall

Registered Charity Number: 1187353 Company Number CE020293

## Casual Hire Booking Form

<b>Purpose of Booking:</b>				
<b>Date Required:</b>				
<b>Time Required:</b>	Start Time:		End Time:	
<b>Room(s) Required:</b>	Whole Hall <sup>1</sup> <input type="checkbox"/> Main Hall Only <sup>2</sup> <input type="checkbox"/>		Meeting Room Only <sup>1</sup> <input type="checkbox"/> Tea Room Only <sup>1</sup> <input type="checkbox"/>	
<b>Hall / Room Prices:</b>	<ul style="list-style-type: none"><li>• Whole Hall: £15.00 per hour</li><li>• Main Hall Only: £12.50 per hour</li><li>• Meeting Room Only: £10.00 per hour</li><li>• Tea Room Only: £6.00 per hour</li></ul>			

<b>Hall / Room Hire Fee:</b> Any part hours required should be rounded up to the next half hour. The full hire fee must be paid before the event.	
<b>Payment Information:</b> <ul style="list-style-type: none"><li>• Cheques should be made payable to Grindon Parish Hall Thorpe Thewles</li><li>• Bank transfers should be made to Sort Code 05-09-34 and Account No 14818525</li></ul>	

<sup>1</sup> If booking a party, then the Whole Hall must be booked.

<sup>2</sup> Includes the use of the kitchen.

<b>Hirer Information:</b>	
<b>Name:</b>	
<b>Address:</b>	
<b>Telephone Number:</b>	
<b>Mobile Number:</b>	
<b>Email:</b>	
<b>Signature:</b>	
<b>Date:</b>	
<ul style="list-style-type: none"> <li>• I agree to Grindon Parish Hall holding my name, address, phone, and email information.</li> <li>• Grindon Parish Hall will not share your information with 3<sup>rd</sup> parties unless required by legal obligation.</li> <li>• Upon signing this agreement, the Hirer agrees to be present throughout the duration of the booking and is responsible for the premises, and its contents.</li> <li>• The Hall will be open 30 minutes before and close 30 minutes after the agreed booking times.</li> <li>• The Hirer agrees they have read and understand the terms and conditions of hire.</li> </ul>	

Please return completed Casual Hire Booking form to the Booking Secretary at  
[grindonparishhall.bookings@outlook.com](mailto:grindonparishhall.bookings@outlook.com)

<b>Approval Information:</b>	
<b>Name:</b>	
<b>Date:</b>	

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## Conditions of Hire

### General

- The Parish Hall is licensed for 84 persons. The Hirer is responsible for ensuring this limit is not breached.
- The Hirer is responsible for the conduct of all persons within their group using the Parish Hall during the hire period.
- There is no smoking permitted in the Parish Hall. The Hirer is responsible for ensuring no members of their group smokes within the Parish Hall during the hire period.
- The Hirer is responsible for obtaining the necessary licenses for any activities to be carried out during the hire period. The Parish Hall is not covered to supply alcohol; however, hirers may bring their own alcohol, which is to be consumed responsibly during the hire period.
- The Hirer is responsible for any loss or injury that is incurred to any person, which includes all members of their group as well as any Grindon Parish Hall Trustee, employee and/or volunteer, using the Parish Hall during the hire period.
- Any accident occurring in the Parish Hall, during the hire period, must be recorded in the Accident Book which is kept in the kitchen (with the first aid box) and reported to the Grindon Parish Hall Keyholder when they come to lock up.
  - o In accordance with the Grindon Parish Hall *Serious Incident Reporting Policy*<sup>3</sup>, Grindon Parish Hall is obligated to report certain incidents to statutory authorities, regulators and/or agencies, including the Charity Commission, as part of its ordinary operation of business.
- In the event of fire, the Parish Hall should be evacuated in an orderly manner using the appropriate exits. The exact location of fire exits, fire extinguishers and fire blankets must be noted before the Parish Hall is occupied and the Hirer is responsible for communicating this information to all members of their group.
- In accordance with the Grindon Parish Hall *Bullying and Harassment Policy*<sup>3</sup>, bullying and harassment are not tolerated within the Parish Hall. The Hirer is responsible for ensuring that all persons are treated with dignity and respect, this includes all members of their group as well as any Grindon Parish Hall Trustee, employee and/or volunteer.
- In accordance with the Grindon Parish Hall *Equality, Diversity and Inclusion Policy*<sup>3</sup>, Grindon Parish Hall will not discriminate against people or groups of people with a protected characteristic, as defined within the Equality Act 2010, when making decisions about those hiring and using the Parish Hall. The hirer is responsible for ensuring that no one, which includes all members of their group as well as any Grindon Parish Hall Trustee, employee and/or volunteer, is harassed (including, but not limited to, intimidation, violation of dignity) nor abused (physical and verbal) on the grounds that they belong to a protected characteristic.
- Grindon Parish Hall reserves the right for any of its Trustees, employees, and/or volunteers to have access to the Parish Hall during the hire period.

### The Parish Hall, its Equipment and Facilities

- The Hirer (or their Representative) is responsible for setting up the Parish Hall for the intended purpose for which the Hall has been hired.

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<sup>3</sup> A copy of the Policy may be requested from the Booking Secretary.

- Bouncy castles or inflatable items are permitted. If the Hirer has ordered a Bouncy Castle / inflatable for use in the Parish Hall, then an up-to-date copy of the company's public liability insurance documents must be enclosed with the payment for hiring the Parish Hall, prior to the event. The hirer must also make sure the area is safe of wires, that can cause accident or injury, and that these are correctly covered.
- The Hirer is responsible for ensuring any electrical equipment brought to the Parish Hall for use by the Hirer and/or their guests during the hire period has an up-to-date Portable Appliance Test (PAT) certificate.
- The Hirer is responsible for ensuring nothing is put on the walls or ceiling of the Parish Hall.
- The Hirer and/or any member of their group should use the trolley provided for moving chairs to avoid injury.
  - After use, chairs should be returned to the alcove next to the Fire Exit in the Main Hall with the front of the chairs facing the wall on the left-hand side. No more than five (5) chairs are to be stacked on top of each other.
- Parish Hall equipment and/or furniture may not be used outside the Parish Hall unless prior permission has been obtained from the Booking Secretary or a Grindon Parish Hall Trustee.
- The central heating (where applicable) will be turned on and the Hirer, or any member of their group, should not tamper with the heating system during the hire period.
- The Hirer is responsible for the full cost of any damage that may occur to the Parish Hall, including, but not limited to, its fixtures, fittings and equipment, during the period of hire.
- The Hirer must leave the Parish Hall in a clean and tidy condition. The labour element of any remedial cleaning, tidying and/or repair work will be charged at a rate of £15 per hour. A "clean and tidy condition" means:
  - all furniture and equipment returned to its normal positions,
  - floors swept,
  - kitchen utensils washed,
  - kitchen surfaces wiped down,
  - all decorations removed, and
  - event/party rubbish taken home with the Hirer.
- If in any doubt about how the facilities should be left at the end of the hire period, or for other information, the Hirer should discuss the subject with the Grindon Parish Hall Booking Secretary or a Grindon Parish Hall Keyholder.
- If there is any problem with the Parish Hall facilities or equipment during the hire period, the Hirer should contact a Grindon Parish Hall Keyholder.

### **Bookings and Payments**

- A booking will only become firm after the completed Booking Form has been received and approved by the Booking Secretary and confirmed as such in an Email to the Hirer.
- The full hire charge must be paid before the beginning of the hire period.
- Payment should ideally be made by bank transfer to "Grindon Parish Hall Thorpe Thewles", sort code 05-09-34, account number 14818525; or by cheque payable to "Grindon Parish Hall Thorpe Thewles."
- Grindon Parish Hall has the right to cancel any booking in the public interest without compensation.

### Grindon Parish Hall Contacts

- Bookings:
  - o [grindonparishhall.bookings@outlook.com](mailto:grindonparishhall.bookings@outlook.com)
  - o Nicky Settle: 07843 223290
- Keyholders:
  - o Chris Chapman: 07734 288912
  - o Jeff Gillson: 07824 625990
  - o Dawn Hamblett: 07851 392307
  - o Julie Hogg: 07812 709822
  - o Rory Moffat: 07730 871496
  - o Nicky Settle: 07843 223290
  - o Carole Sharkey: 01740 630320