

The Parish of Norton

Parish Office, Common View, Letchworth Garden City, Herts., SG6 1DA.

St. George's Hall and Clulow Room Scale of hire charges and booking conditions as from 1st January 2015

SATURDAYS	ST. GEORGE'S HALL	CLULOW ROOM
Morning and Afternoon	£20.00 per hour	£17.00 per hour
Evening (6pm onwards)	£27.00 per hour	£22.00 per hour
SUNDAYS		
At the Church's discretion	£20.00 per hour	£17.00 per hour
MONDAY - FRIDAY		
All day	£20.00 per hour	£17.00 per hour Use of
Kitchen - £20.00 per booking (this does not always provide exclusive use)		

Regular bookings may be made at a reduction of these rates at the discretion of the PCC

TERMS

I. All applications for use of the premises must be made to the Parish Office during office hours (10 a.m.-1.00 p.m. Mon-Fri), using the attached booking form. Provisional bookings may also be made by telephone, the latter being subject to a completed booking form being received within seven days. In any case a deposit of 25% or £10 whichever is the greater, must be deposited within seven days of making the booking. If the booking is cancelled within a week of the event, the deposit will be forfeited. The balance of the hire charge is to be paid SEVEN DAYS before the event.

2. A further returnable £50.00 Cash Deposit will normally be required seven days prior to the event against possible loss or damage to, or excessive cleaning of, the premises, fixtures, fittings, furniture, articles and things belonging to the PCC during the occupation of the premises. (the value of such damages being assessed by the PCC) and shall leave the premises and the fixtures, fittings, furniture, articles and things therein as clean and in good order and condition as they were at the time of entry. All kitchen equipment must be left clean and tidy and MUST NOT under any circumstances be removed from the premises. Any damage should be reported to the Caretaker or the Parish Office and should the cost of repair exceed the deposit, the hirer will be required to pay any excess. The Caretaker will in all instances check the premises with the hirer fifteen minutes before the end of the hire period when returning to lock the premises.

2. Payment can be made at the Parish Office during the above office hours

3. The hours of hiring shall be as booked and all bookings shall terminate at midnight. After this time a penalty of £10.00 per 15 minutes (or part thereof) will be forfeited from the deposit.

3. Hirers must book the premises for an amount of time to allow for clearance after a function as well as setting up prior to a function and will not be given access to the premises prior to their booking for setting up.

4. The premises may be used only for the purpose for which it is let and the hirer shall not share, sub-let or assign or part with possession of the same or any part thereof to any person, persons or organisations (either associated or incorporated) whomsoever.

5. Consultation regarding maximum numbers for any event in the premises must be made when booking with the Parish Administrator, whose decision is final. Maximum capacity for the hall is 150 with tables (300 for a meeting) and the Clulow Room is 70 with tables and 140 for a meeting.

6. The Hirer must have access to a mobile phone in order to contact any of the emergency services if necessary.

7. The Hirer must take all necessary steps to prevent disorderly conduct in the premises comprised in the hiring. The Caretaker, members of the PCC, Police Officers and other emergency services on duty have the full power to enter the premises to enforce the observation of the Conditions and to take such steps as may be necessary for the preservation of peace and good order. The PCC reserves the right to refuse admission or re-admission to the premises.

8. No light of any kind beyond the ordinary lights provided by the PCC shall be put up or used, except with the previous consent of the PCC. In the event of any unauthorised lights being used or put up, the same may be removed by the Caretaker, and if anything be done in the preparation for or during any booking of the premises which in the opinion of the PCC may cause danger from fire, the same may be stopped, prevented and removed by the Caretaker who may do such things and act or take such precautions as may be necessary for preventing such danger, and all expenses incurred thereby shall be paid, on demand by the hirer.

0. No electrical fitting shall be removed or altered without the previous consent of the PCC, and no equipment shall be used so as to overload the electrical circuits. A sound control system is installed in St George's Hall and must be used for all musical equipment. Failure or incorrect use of this system will incur a minimum charge of £100 and a maximum charge equaling the cost of rectification of any damages above this amount. Use of any equipment that overrides the sound control system will mean an automatic loss of the damage deposit plus any other charge dependent on the nuisance caused.

1. Nothing shall be hung or suspended against or nailed to the walls without prior permission of the PCC.

2. No entrance or exit doors shall be fastened up or taken off, or any exit or entrance blocked.

1. The PCC will not be liable to any third party for any personal injury arising out of the hirer's use of the premises and the hirer shall indemnify the PCC against any such costs, claims or demands. In addition the PCC will accept no responsibility for any articles left on the premises and will not be liable for any loss or damage to any articles brought onto the premises. The provision of door stewards where necessary is also the responsibility of the hirer.

3. The premises are not licensed for the consumption of alcohol. Any Hirer who desires that such liquors shall be on sale, must make appropriate arrangements to obtain an Occasional License.

4. The car park is in front of the premises and should be used. Vehicles and cycles are parked at owners' risk and the PCC will not be responsible for any loss or damage incurred whilst on PCC property. Please do not block access to the garage or the side entry to the Clulow Room.

2. No Hirer under the age of 18 years will be permitted to make a booking.

3. The PCC reserves the right to refuse or cancel a booking without giving a reason.

4. The Kitchen and the Clulow Room MUST NOT be used as a bar; such facilities must be separately arranged in St. George's Hall only.

5. A first aid box is supplied and will be found in the kitchen, on the shelf to the right of the hatch into St. George's Hall. The accompanying record book must be completed for every incident.

6. All perishable waste must be completely removed from the premises and its surrounds immediately after the completion of the hire or disposed of after consultation with the Caretaker. All broken glass or china should be collected and left in a suitable container and the Caretaker notified.

10. In the event of a hirer failing to observe and perform all or any of the above mentioned conditions which, on his part are to be observed and performed, the PCC or the Caretaker as their representative, shall be at liberty to enter upon the premises and terminate the hiring without previous notice in writing to the Hirer, who shall not be entitled in such event to recover any charges.

7. All hirers are reminded that the placing of advertising signs on the highway is unlawful and contravenes Section 143 of the Highways Act 1980.

8. All hirers are requested not to use sand in any area of the premises.

9. If the premises are in use for any public contest, exhibition or display of boxing, Wrestling, judo, karate or any similar sport, a fully equipped and signposted First Aid Point shall be provided to the satisfaction of the PCC and shall be staffed adequately by trained first aid personnel. This does not release the hirer from any requirements of their sporting body or sports insurers and the hirer is responsible for ensuring compliance with them where relevant.

10. These conditions and the then current edition thereof shall be deemed to be incorporated into any repeat or subsequent bookings by the hirer. In the case of any conflict the standard conditions of the PCC in effect at the time of the individual booking shall take precedence.

The Chief Fire Officer for Hertfordshire gives the following advice for organisers of functions in public halls:

Adequate exits must be kept available at all times.

Adequate gangways to the exits must be provided and kept clear of obstructions.

The use of combustible materials within the building cannot be permitted.

An adequate number of stewards must be available whenever the hall is in use and they must have definite duties allotted to them to take charge of exits, etc. in the event of fire or emergency and to use the firefighting equipment provided.

Illuminated "Exit" notices must be lit during occupation of the premises.

Disabled persons should be accommodated adjacent to an exit and able-bodied persons, in addition to the above mentioned stewards, should be nominated to assist such persons from the premises in case of emergency.

The Fire Brigade must be called immediately upon any outbreak of fire, however slight.

APPLICATION FOR BOOKING

I wish to hire St George's Hall / Clulow Room / Kitchen on.....
from..... to.....

Number of hours).....

Purpose of hiring.....

I agree to be bound by and comply with the Conditions of Letting imposed by Norton P.C.C. Fifteen minutes before the end of the hire period I will inspect the premises with the Caretaker to check the condition in which it is being left.

Name.....

Address.....

.....

Telephone Number Email.....

Deposit £..... Balance £.....+ Cash Damage Deposit of £.....due on
(one week beforehand)

I confirm that I am over 18 years of age.

I confirm I have read and agree to the terms and conditions for the booking.

Signature.....

No of chairs and tables required (if any).....

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