



# NEW WALTHAM

PARISH COUNCIL

## CONTRACTUAL RULES AND CONDITIONS FOR HIRING OF NEW WALTHAM COMMUNITY HALL AND PAVILION

The Hirer of the New Waltham Community Hall and Pavilion shall be responsible when using the Hall for the proper care and use of the Hall and all furniture, fittings and utensils belonging thereto and shall be invoiced for the charges of any damage or breakage to the Hall by such hirer or hirers and shall report immediately any damage or breakage to the Caretaker, Cleaner or Clerk of the Council.

The hirer or hirers shall be responsible for the use of any tables, platform or other items used and for dismantling the same after use.

If hirers are engaging a third-party entertainer (eg; Bouncy Castle, children's entertainer) the complimentary 30 mins free time either side of your booking still applies. However, if more time is needed, please contact the Clerk.

For all functions, the premises must be vacated by the time agreed on the confirmation of booking. If this time is exceeded the hirer or hirers could be charged for the excess of time. The caretaker will be entering the hall at the agreed end time of your hire to start closing up.

The Council accepts no responsibility for the safe custody of any private property left on the Hall premises. The Council also accepts no responsibility for the safety of any vehicle left in the Hall Car Park before, during or after any hiring(s).

Bookings for the hire of the Hall must be paid in full at the time of booking or as per details agreed with the Clerk and confirmed prior to the hiring. Cancellations and subsequent refunds after payment has been received will be at the discretion of the Parish Council and are not guaranteed. The Hall must be left in a satisfactory and tidy state and there should have been no damage or breakages (which will be chargeable). If the hall is left in a satisfactory and tidy state without damage no further charge will be incurred. **ANY FEES FOR DAMAGES WILL BE CALCULATED AT THE COUNCILS/CLERKS DISCRETION AND WILL REFLECT THE DAMAGES.**

### Waste Disposal

It is the responsibility of the hirer to dispose of all/any waste created/accumulated during your hire. This must be removed/taken with you at the end of your hire.

## Hire Charges

Rate of £30.00 per hour.

Payment details if using bank transfer:

- Account name – New Waltham Parish Council Pavilion Account
- Sort code – 52 21 38
- Account number 26138816
- Reference – please use your surname/the booking date

## Complaints

Any complaints regarding the facilities should be made in writing/email to the Clerk of the Council within 7 days of the hiring.

The Council reserve the right to refuse a hiring at their discretion.

## Safeguarding

It is the responsibility of the hirer(s) to ensure they have the appropriate licenses, DBS checks, and any other necessary documentation relevant to their activities at the Hall. The Council holds no responsibility for individual licensing requirements, aside from the premises licence and associated obligations.

In the interest of public safeguarding, the Parish Council reserves the right to refuse or restrict access to the premises if made aware of any concerns or allegations regarding an individual's suitability to work or volunteer with young or vulnerable people, in line with this policy.

Formal/constituted/regular Groups hiring the Hall must carry out their own risk assessments and satisfy themselves that the Hall is suitable for their use. The Parish Council has its own general risk assessment for the hall but this will not cover each individual hiring and the activities it carries out. The Parish Council insure the Hall and have in place public liability insurance but each of the formal groups using the Hall must prove to the Clerk of the Council that it carries its own insurance cover pertaining the activities being carried out.

The Parish Council maintains the Hall in line with all current legislation and holds certificates for firefighting equipment, electrical and gas safety matters.

If alcohol is to be consumed on the premises, it cannot be sold.

In an emergency, there is a first aid kit on the premises but there are no registered first aid staff on the premises and emergency services should be called in an emergency medical situation. There is an accident book which should be completed if an accident occurs. This is kept with the first aid kit in the building.

If an emergency occurs and you need to vacate the premises earlier than your usual or allotted time, you should contact the Caretaker via the below so that they can return to secure the building. The building must never be left unattended whilst your hiring is taking place.

## Contractual

By paying for your hire – you are agreeing to all of the above.

### Contact Information

Contact: Aneka, Clerk to the Council,  
New Waltham Parish Council,  
New Waltham Community Hall & Pavilion,  
St Clements  
Way, New  
Waltham,  
Grimsby. DN36  
4GU  
[office@newwalthamparishcouncil.gov.uk](mailto:office@newwalthamparishcouncil.gov.uk)

Telephone office – 01472 822821

Telephone caretaker – 07748 525146