

Longburrow Hall, Stokenchurch

Scale of Charges and Hiring Conditions

The hall has facilities for the disabled and ample car parking.

It is a 'non-smoking' venue.

The licence for the premises only covers the hirer for certain events. You will need to contact your Council for a Temporary Event Notice (TEN) if you want to carry out a 'licensable activity' on unlicensed premises in England or Wales.

Licensable activity includes:

- selling alcohol
- serving alcohol to members of a private club
- providing entertainment, such as music, dancing or indoor sporting events
- serving hot food or drink between 11pm and 5am

The process of applying is formally known as 'serving' a Temporary Event Notice. If such a Notice is necessary, two months' notice (in writing) is required.

Hire Charges

Parishioner and parish organisation/charities	Small hall £10.00 per hour Large hall £12.00 per hour
Non parishioner and outside organisation	Small hall £18.00 per hour Large hall £23.00 per hour
Commercial use/sales/antiques/toy fairs etc.	Both halls £55.00 per hour
All day function (parishioner) e.g. wedding reception	Both halls £350.00 9am – 12 midnight
All day function (non-parishioner)	Both halls £575.00 9am – 12 midnight
Damage/cleanliness waiver	£150.00 refundable deposit

These charges include use of kitchen/bar facilities, which may have to be shared if separate bookings are made for each hall. We do not supply saucepans, baking trays, cooking utensils, corkscrews, can openers or a microwave. The hall hirer is responsible for bringing black bags, tea towels and washing up liquid to clear up after use. There is a refundable deposit of £50 for the hire of additional crockery provided it is left as it is found.

Payment details

1. 50% of the invoice is payable immediately to secure the booking, with the balance 1 month in advance of the event required.
2. Cancellations prior to a month before the date of the function are subject to an administration charge of £10. Cancellations within a month of the event are subject to a charge of 50% of the booking cost. Subletting is not permitted.
3. We do not accept cash or cheque payments. Bank details will be on the invoice to make a bank transfer.
4. The Parish Council reserves the right to withhold all or any part of the deposit should the hall not be left in an acceptable condition or if times on the invoice are not adhered to. There will be an inspection of the hall after the hire and the refund will be approved at the following Parish Council meeting (1st and 3rd Wednesday of each month). It will be refunded by bank transfer the following day.
4. For security reasons if a hirer of the hall does not return the front door key a charge of £20 will be incurred.
5. The Parish Council reserves the right to refuse bookings/access.

Capacity

Small Hall 11.7m (L) x 5.9m (W)

80 people for dancing

46 people with casual tables/chairs

72 people with close seating

Large Hall 11.9m (L) x 10.4M (W)

233 people for dancing

80 people with casual tables/chairs

126 people with close seating

156 chairs & 39 tables (total)

Table sizes: 122cms (L) x 61cms (W) approx

Conditions of Hire

The hirer for the purposes of this agreement is deemed to be the nominated person. In accepting the terms of hire, the nominated person will be responsible for the security, fire safety and management of all persons attending the said function. The nominated person must remain on the premises at all times until the hall is cleared and the doors are locked.

For the purposes of fire safety - and in the event of a fire - the nominated person is responsible for the evacuation of the building and summoning the Fire Brigade.

The nominated person must prevent any disturbances inside or outside the hall and prevent any activities likely to be a nuisance to neighbouring residences and other hirers.

The nominated person must allow access at all times to members of the Parish Council and emergency services.

Cars must be parked in the car park away from the entrance doors, off grassed areas and off the access roads both to the hall and the cemetery beyond. The gate is locked at 12 midnight and access will not be available until the following morning. Emergency vehicles must be allowed clear access at all times.

The Parish Council cannot accept responsibility for loss of, or damage to, any items left in the hall or car park. The Parish Council will also not accept any responsibility of damage to cars parked in the car park.

The key may be collected during the week commencing hire within normal opening hours from the Parish Council office. The opening hours are 10am-12midday Monday-Wednesday and Friday. Alternatively, you may be contacted by telephone to make arrangements for key collection.

The Parish Council cannot be responsible for death or injury incurred in any activity during hire of the premises at Longburrow Hall and playing field. Event organizers and hirers are strongly recommended to ensure adequate safety and first-aid provision is made plus any insurance is in place as required.

The hall has a Performing Rights Licence (i.e. music etc 7 days a week 9am-11.30pm) but does not have an alcohol licence. Any bar must stop serving at 11pm.

CCTV cameras are in operation both inside the hall and in the outside areas.

There is no television licence for the premises.

If the hirer requires a marquee or sporting displays, a written request must be received by the Parish Council two months prior to the event.

The use of bouncy castles/inflatables not more than 10ft (3m) in height inside the hall requires written permission from the Parish Council, with an example plus proof of Public Liability Insurance. A Public Liability Insurance Certificate must be supplied should the hirer be running a business via the use of the hall.

If you are having an event in the halls which involves sport or any other theme, you must request written permission from the Parish Council.

The use of naked flames (e.g. candles) is forbidden as are hog roasts/barbeques.

No confetti or party poppers are permitted in the hall or its grounds. The use of pins, tape, blu or white tack etc on the walls or woodwork is not permitted.

Under no circumstances are fire doors to be propped open. Emergency exit doors must only be used in the event of an emergency.

In case of a fire or other emergency please congregate by the play area.

At the end of the function, all lights and electrical appliances must be switched off and plugs removed from sockets.

All windows should be closed, doors locked and keys returned promptly through the letterbox in the envelope provided.

Only use the fridge on the right-hand side in the kitchen and the freezer under the counter by the sink. Please do not use or remove food from the other fridges and please discard any leftover food you have in the fridge.

No animals are permitted in the hall (except assistance dogs).

Any breakages or damage must be reported to the Clerk as soon as possible.

Please wipe down any tables you have used and ensure that the hall, kitchen and toilets are as you found them. Cleaning spray, brooms and mops can be found in the kitchen and large bins can be found in the car park for disposal of rubbish.

It is also the responsibility of the hirer to set out and replace tables and chairs to the original position at the start of the hall hire and there is to be no blocking any fire exits. **It will affect your return deposit** if the hall is not left in the condition it was in when you arrived. We have to rely on hall hirers to leave it ready for the next hirer. Thank you.

Please make sure that you have booked enough time to set up before the event and for cleaning and clearing up afterwards. Please include this on your booking form. All functions should finish by 11.30pm and the premises and grounds must be vacated by 12 midnight.

Please check all toilets and halls are empty before locking up.

Finally, we believe you will find the facilities in good order for your function and wish you every success with it.

Please sign and date below to acknowledge you have read and understood the Terms and Conditions of Hire of Longburrow Hall and return to the Parish Council.

Signed : Date :

Print Name :

Stokenchurch Parish Council
Tel : 01494 482403
Email : stokenchurchclerk@btconnect.com