

Killamarsh Parish Council

KPC 68 Room Hire & Conditions of Hire Policy

DETAILS OF POLICY	
Policy No	KPC 68
Policy Title	Room Hire and Conditions of Hire Policy
Committee/Working Party Responsible	Events & Communications Committee and Full Council
Last Reviewed	November 2023
Next Review Date	November 2024

The Policy

EXTENT OF THE POLICY

The Policy and Conditions of Hire relate to Killamarsh Parish Suite.

REGULATIONS

All hirers of Killamarsh Parish Suite are bound by the rules and regulations governing use of the premises, which are deemed to be incorporated in these conditions.

CONDITIONS OF HIRE

1. A non-refundable deposit of £50 is required when submitting the completed and signed Room Hire Agreement. This will be deducted from your total balance.
2. A minimum of £100 conditional refundable damage deposit will also be taken for all bookings. This will be returned within 14 days upon satisfactory inspection and notification that the venue was cleared by the agreed time.
3. The balance should be paid in full no later than 14 days prior to the agreed date of hire.
4. All hirers must be at least 18 years of age.
5. To qualify for the resident rate the Hirer must provide proof of residency, in Killamarsh, along with a photographic form of ID, failure to supply said documents will incur the standard rate charge.
6. The premises must be vacated promptly at the end of the hire period, late departures will incur a charge, which will be either retained from the refundable deposit or invoiced accordingly.
7. The Manager, or their representative, is authorised to terminate the event at any time if they believe any guests are behaving in a disorderly manner.
8. The Hirer cannot use the premises for any purpose other than described in the Booking Hire Agreement and shall not sub-hire the premises to any other person or organisation.
9. The Parish Council hold no responsibility for the loss of or damage to any property brought into the premises during the hire period.
10. Should the Hire be cancelled by ourselves then all monies paid will be refunded in full, however, no compensation claims will be considered.

11. An invoice will be provided detailing the cost of hire, methods of payment accepted and date of settlement of any outstanding balance.
12. A community kitchen is available to the Hirer with basic crockery including mugs and cutlery. This is not intended as a food preparation area but for just storing and serving cold buffet items if you will be providing your own catering.
13. Refuse sacks will be provided and it is expected the Parish Suite will be left in a clean and satisfactory condition.
14. The Hirer and its guests should observe regulations in relation to noise. All guests attending the event are expected to exist the premises quietly. Excessive noise and/or disorderly behaviour will not be tolerated.
15. Decorations must not be put up in the Parish Suite using nails, screws or tacks by the Hirer or any guests.
16. Sunday-Thursday last orders will be 22.30, with the premises needed to be vacated by 23.00. Friday and Saturday, last orders will be 23.00 with the premises needed to be vacated by 23.30. An extension on a Friday or Saturday can be arranged until midnight (with premises vacated not later than 00.30am) at an additional fee.

ROOM HIRE CHARGES

The Parish Suite is hired out in multiples of 1 hour with a minimum hire time of 2 hours. The hourly hire rate is as follows:

Standard Rate - £60 per hour

Killamarsh Parish Residents - £30 per hour

For 18th and 21st Birthday parties the rates will be as follows –

Standard Rate - £75 per hour

Killamarsh Parish Residents - £50 per hour

Hire of Commercial Kitchen - £60 flat fee.

We have caterers we recommend; you are welcome to use your own but we will require a copy of their Public Liability Insurance and Food Hygiene certificate (minimum Level 2 required).

Bar extension on Friday or Saturday evening until midnight - £60 flat fee

To qualify for the Killamarsh Parish Residents hire rate the Hirer must provide proof of residency in Killamarsh by way of Council Tax Bill/Utility Bill/Bank Statement.

Hourly room hire rate includes tables and chairs but not table linen.

All payment should be made via bank transfer to

CORRESPONDENCE

All correspondence shall be addressed to the Parish Council Office, Stanley Street, Killamarsh S21 1EL.

Telephone: 0114 247 2260, Email: parish.office@killamarsh-pc.gov.uk