



# Killamarsh Parish Council

## Conditions of Hire for Killamarsh Parish Suite

1. A non-refundable deposit of £50 is required when submitting the completed and signed Room Hire Agreement to secure your booking. 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 10 working days upon satisfactory inspection and notification that the venue was cleared by the agreed time.
3. The Hirer will be issued with an invoice upon booking and 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 us then all monies paid will be refunded in full, however, no compensation claims will be considered.
11. 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 are providing your own catering.
12. Refuse sacks will be provided, and it is expected the Parish Suite will be left in a clean and satisfactory condition.
13. 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.
14. Decorations must not be put up in the Parish Suite using nails, screws or tacks by the Hirer or any guests.
15. 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 no later than 00.30am) at an additional fee.
16. Smoking and/or vaping is prohibited in all indoor areas of the Parish Suite. Signs are displayed to remind patrons of this, if this is ignored then the Event Manager or their representative reserves the right to eject patrons.

17. We have a zero-tolerance policy to any kind of illegal drug use. Any person found with any banned substance will be immediately ejected and the Police informed. If evidence of any drug taking is discovered after the event the Police will be informed. We also reserve the right to refuse to accept any future bookings from the hirer.
18. The use of your own DJ/entertainer is allowed. However, it is the hirers responsibility to ensure they hold the relevant insurance. A copy of their Public Liability Insurance must be obtained and will be held on file by Killamarsh Parish Council showing a valid date and adequate cover. All equipment connected to our mains electricity must be PAT tested and in good, safe working order.
19. Inflatables, including bouncy castles are acceptable and a charge of £30 towards the cost of electricity is made. However, this must be indoor suitable, with the correct matting and weights used. The hirer is responsible for ensuring the company they are hiring from is reputable and holds adequate insurance. A copy of the companies Public Liability Insurance will be held on file. The hirer is responsible for ensuring all equipment is adequately always supervised.
20. The maximum capacity is 110 persons, dependant on the room layout required, and it is the responsibility of the hirer to ensure this is adhered to at all times. Please ask the office for advice on maximum numbers.
21. Hirers are not permitted to bring their own drinks into the Parish Suite.
22. On Saturdays there are 2 time slots available. Up to 3.30pm from 6pm to allow room change overs. Please ask the office for more information.
23. Setting up and clearing away of rubbish etc. must be included in the hire period.