



# Perton Parish Council

Perton Civic Centre, Church Road  
Perton, Wolverhampton WV6 7PD  
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## Terms & Conditions of Room Hire

### IMPORTANT - PLEASE READ THIS BEFORE SIGNING THE ROOM HIRE AGREEMENT FORM

#### USE OF FACILITY

- The room(s) must only be used for the purpose stated on the application form and sub-letting is not permitted.
- The Centre staff must have access to the room at all times.
- The Hirer is responsible for the conduct and behavior of all persons attending their function. This includes both inside and outside of the building.
- All persons entering the building do so at their own risk.
- The Hirer is responsible for familiarising themselves with the evacuation route on display in all rooms, which shows the location of emergency exit doors, before commencing any activities.
- Emergency exits must remain clear at all times.
- The Hirer must only use the room within the times of your booking or additional costs will apply. Any excess time will be deducted from your deposit.
- Barbeques, deep fryers or naked flame appliances are not permitted inside the building or within the surrounding area under any circumstances.
- No smoke machines or any other equipment that may cause the smoke alarm to activate, are to be used inside. This includes additional lighting, engines, candles, confetti cannons or substances of an inflammable or explosive character or likely to cause offence by reason of smoke, smell or fumes.
- To avoid permanent damage to the rooms we ask that decorations are limited to the tables and not attached to walls, ceilings or windows. If you do have decorations, they must not be fixed to the wall with anything that will mark, scratch or damage the surface in any way.
- The Council does not insure any goods or equipment that is brought into the building or left by the Hirer or their guests. The Council will not compensate the Hirer for any damage/loss of any goods or equipment and should obtain their own insurance to cover equipment.
- The Council, through its representative, reserves the right to refuse admission to any persons to the premises, and shall have the right to expel any drunken or disorderly person.

#### HIRERS

- **Hirers agree to take full responsibility for themselves and their guests noting that any damage, loss or breach of rules by any person (e.g. bringing alcohol on to the premises) may incur early closure of the event and /or loss of their refundable deposit.**
- The Hirer must at all times be aware of and accept responsibility for the Health & Safety of all their guests.
- Bookings will only be accepted for teenage and 21<sup>st</sup> birthday celebrations and only after you have advised the maximum number of adults and children (under 18) attending the function.
- Where participants are under the age of 21, the hirer must ensure there will be a ratio of 1 person 21 years of age or over to every 10 participants under 21 years of age.

#### HIRE CHARGES

- Bookings may be made on a provisional basis and held as provisional for three weeks. A booking is only considered firm on completion of a Room Hire Application Form and payment of appropriate deposit has been paid (as per current room hire tariff).
- The balance of hire fees must be paid a least **21 days prior** to the function date.
- All hire charges are shown on a separate list and are subject to annual review by the Council and are not currently subject to VAT.

## CATERING

- Hirers may provide their own cold self-catering; contact South Staffordshire Council Environmental Health Commercial Services Unit for advice on food safety.
- Hirers that use the services of a commercial caterer for food preparation should ensure their caterer of choice is registered as a food business with the Council where the business is based to ensure the business has been inspected by a food safety officer.
- Hirers are advised to visit 'RateMyPlace' website in Staffordshire, and 'Scores on the Doors' in most other Council areas, to see what star rating their chosen caterer obtained at their last inspection.
- Hirers wishing to provide their own hot catering will need to ensure that their chosen caterer carries appropriate insurance.

## ALCOHOL

- Hirers are not permitted to bring alcohol or soft drinks onto the premises under any circumstances other than those stated below:
  - a) If your event requires licensed bar facilities, we will arrange this for you subject to qualifying criteria. **Bar and other licensed catering will be carried out by our official licensed caterers. All drinks on arrival, toasting wine etc. must be provided by the licensed caterers as per their contract.**
  - b) The normal bar closing time will be 11.00 pm although other arrangements may be possible, however, the bar closing time will always be at least one hour prior to event closure.
  - c) Subject to prior written request by the Hirer to the Council the provision of 'toasting' wine by the Hirer may be considered *if the event does not qualify for the provision of licensed bar facilities*. Should permission be granted, then under no circumstances may the provided wine be subject to sale.
  - d) You will be permitted to bring soft drinks (non-alcoholic) on to the premises **only when no licensed bar facility is provided.**
  - e) Glasses must not be taken outside of the premises and drinking of any sort around the perimeter of the building is prohibited.

**NB** *CONTRAVENTION OF THIS RULE COULD RESULT IN THE STOPPAGE OF THE FUNCTION AND/OR LOSS OF DEPOSIT. PERSONS UNDER THE AGE OF 18 ARE PROHIBITED FROM CONSUMING INTOXICATING LIQUIDS ON THE PREMISES UNDER ALL CIRCUMSTANCES.*

## CLEANING

- Please consider time required to set up, tidy and clean the hall when choosing your hire period. Any extra will be deducted from your deposit.
- **Spills of Liquid:** This will occur from time to time and the floor is protected to some degree to cope with this. However, any spillages should be reported immediately to the Caretaker to ensure the floor is cleaned and dried as quickly as possible.

## NOISE

- The level of noise must not inconvenience surrounding residents and you may be asked to reduce the sound equipment to an acceptable level.

## BOUNCY CASTLES/OTHER AMUSEMENTS

- If a bouncy castle or other amusement is being considered, then the Hirer must be satisfied that the provider has sufficient Public Liability Insurance.

## SMOKING

- Perton Civic Centre is a no smoking zone throughout the building at all times, this is a legal statute.

## CANCELLATIONS

- Cancellations notified in writing to the Council may qualify for return of your deposit if at least 14 days prior to the function date.

**REFUNDABLE DEPOSIT**

- The refundable deposit will be reimbursed by cheque within two weeks of your function date if the room is left in a satisfactory condition.
- If there is any damage to the room or furniture, or any additional cleaning is required, then a deduction will be made from the deposit to cover these costs. The full cost of damage is not limited to the deposit paid.
- If there is any variation to the original booking time, by either earlier entry or staying longer, a deduction will be made to cover the extra time.

**SECURITY**

- The Council may engage at the expense of the Hirer such a number of Police as they think fit to assist in keeping order in the building.
- The Hirer shall employ sufficient attendants to maintain good order during the hiring and shall not allow any drunkenness, disturbance or disorder. Any person who appears to be under the influence of drink or drugs or creates a disturbance or behaves in a disorderly or indecent manner shall forthwith be expelled from the premises by the Hirer or by an authorised representative. Where the audience is composed of children, the hirer shall comply with the provisions of the Children’s and Young Persons Act 1933, and particularly Section 12.

**SPECIAL CONDITIONS**

- The Council reserve the right to cancel at any time arrangements which they consider to be objectionable or in any way detrimental to the letting of the Centre. Where the engagement is cancelled by the Council under this sub-clause the Council will repay all charges paid in advance by the Hirer, but the Hirer will be entitled to no other payment or compensation.
- The Council reserves the right, such right not to be exercised unreasonably, to cancel at any time any engagement if it is found that the Centre is required at the same time for Statutory, National or Local Government purposes. In these instances, a refund for hiring fees will be paid.
- Neither the Council, nor an authorised representative of the Council shall in anyway be liable in respect of any damage which may be suffered by the Hirer through any defect in the premises or any act or omission of the Council or representative.
- At all times during which the Centre is used for a performance or entertainment where the audience is seated the following notice shall appear on every programme - *All gangways, passages and accesses shall be left entirely free from chairs or other obstruction.*
- The Hirer will be responsible for the proper conduct of persons using the venue. The Hirer will not hold any events in the venue which support, condone or promote radicalization, extreme ideology or terrorism.

I agree to be bound by the Terms and Conditions of hire which I have read and understand.

Signed

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Date

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