

## BRAUNTON PARISH COUNCIL

### Conditions for the Letting of Branton Parish Hall

1. All bookings must be confirmed a month in advance.
2. To secure your booking, it must be paid for in advance.
3. Organisations that hire the Parish Hall and its associated rooms must produce evidence of their own Public Liability Insurance before any booking can be confirmed. Please check with the office if you are unsure.
4. All hirers shall be liable for all charges due and in the event of cancellation by the Hirer, no refund will be made unless one month's notice is received.
5. A refundable deposit will be required for certain larger events, licensed or otherwise, normally at the rate of £100 but this may be variable at Council's discretion. All deposits must be received at least one week before the event.
6. The premises shall be used only for the purpose stated at the time of hiring and must not be sub-let.
7. Fire regulations must be observed.
  - (a) Chairs when required for use in a Concert or Meeting etc will be positioned by the Caretaker and must not be displaced.
  - (b) All Exit Doors must be kept clear at all times.
  - (c) The performance of any act involving the use of a naked flame is prohibited.
8. If you wish to use any additional lighting or heating other than that provided please obtain permission from the Clerk.
9. Any entertainers using their own electrical equipment ie guitar or amplifier must only use the electrical sockets that are provided with Residual Current Device protection. All these sockets are marked accordingly. Any personal electrical equipment brought onto the premises must be PAT tested.
10. The balcony must not be used at any time.
11. In the interests of security, the hirer shall be responsible for the building throughout the duration of the booking.
12. Hirers are not permitted to leave any items or personal belongings on parish property. All rubbish, recycling, jumble etc, must be removed from the premises on the same day of hire and disposed off appropriately.

13. The Hirer will be liable for any damage caused to the fabric, furniture and fittings of the premises and will not nail or fix in any manner, anything that is likely to cause damage to the interior or exterior of the premises.
14. The Council cannot be held liable for damage or loss of any personal belongings on its premises.
15. Hirers of the Kitchen and the crockery will be liable for any damage and will ensure that it is left clean. The Hirer shall be responsible for the switching off of all gas and electrical appliances. The hirer should notify the Council of any breakages.
16. The hirer must leave the venue in a clean and tidy condition for the next hirer. Brooms, Vacuum, dustpan brush etc are available for use. Toilets must be checked and left in a respectable condition. The Council reserves the right to make an additional charge for cleaning if it is considered by the Clerk that an excessive amount of mess has resulted from the hiring of the Hall and Kitchen.
17. NO GLITTER please!
18. NO SMOKING throughout the Council building.
19. Hirers should familiarise themselves with the fire exits, assembly point (Memorial Gardens) and fire extinguishers available.

#### **Additional Conditions for Licensed or Unlicensed Events which include the Consumption of Alcohol**

1. Any event that will provide alcohol must be notified in writing and the Council reserves the right to request that the hirer apply for a temporary event notice. It should be noted that there is a requirement of a full 24hrs notice between all licensed events and this Council is restricted to 15 events per year.
2. A licence will be required for any event that includes the sale of alcohol and it is the responsibility of the hirer to obtain the licence. A copy of the licence should be provided before the event takes place.

A licence **WILL** be required if:

- A private bar is used;
- entry is charged and a complimentary alcoholic drink is included in the ticket price;
- the cost of providing alcohol is recouped from the proceeds of the event.

A licence will **NOT** be required if alcohol is provided free of charge or the event is based on a 'bring a bottle' basis.

3. Further details on Temporary Events Notice from North Devon Council can be found at [www.gov.uk/find-licences/temporary-events-notice/north-devon](http://www.gov.uk/find-licences/temporary-events-notice/north-devon) Enquiries should be directed to The Licensing Department at North Devon Council on 01271 327711.
4. The responsibility for the running of an event lies with the hirer and the event should be adequately supervised whether open to the public or not.
5. It is recommended that you have experienced adult stewards on the front door.
6. Alcohol must not be served or sold to, or bought for anyone under the age of 18 and they must not be allowed to bring any alcohol onto the premises.
7. The hirer shall take responsibility for the conduct of people attending their function and ensure everyone leaves quietly, respectful of the residential properties close by.
8. To avoid disturbance to neighbouring properties, alcohol should not be served after 11pm, music should finish by 11.00pm and the building vacated quietly soon after, no later than 11.45pm (or no later than 15 minutes after the booking ends, whichever is sooner).

**Notes:**

Induction T-Loop available

Hire of the kitchen does **NOT** include tea towels, washing up liquid or other cleaning materials.

Frequent users who provide food (and drink) may need to be registered with North Devon Council as a food business establishment.

A basic first aid kit is available in the kitchen.

# PLASTIC FREE

## NORTH DEVON

We follow the guidance from Plastic Free North Devon for event organisation:

- Use reusable cups, containers, cutlery and plates. Where possible have these items for sale or on a deposit return scheme.
- No giving out or displaying balloons or any other single use plastic paraphernalia – opt for paper, card decorations.
- All stall holders/cafés to use compostable card paper based food containers, cutlery etc. and packaging.
- All store holders should minimise waste brought to site by removing bulk packaging before arriving.
- No Styrofoam/polystyrene (cups, pots, flakes chips or other styrofoam bulk packaging) to be brought onto the event site.
- No plastic straws/stirrers/decorations with drinks.
- No plastic bags.
- No sale of single use plastic drinks bottles – cans are a good option for soft drinks and reusable water bottles should be refilled at the PFND water bar.
- No single use condiment sachets – bulk buy and let customers help themselves where possible.
- Put waste in the correct bins. Recycle where possible and encourage the public to do the same.
- Keep your stall area tidy and leave it free from litter at the end of the event.
- Please share best practice - be sure to post any ideas/pictures of alternatives to plastic you have opted for on social media tagging 'plasticfreenorthdevon' or send to PFND beforehand, so that we can share best practice.