



KINGS LANGLEY PARISH COUNCIL

CHARTER COURT, VICARAGE LANE, KINGS LANGLEY, HERTS, WD4 9HR
TEL: 01923 261828

APPLICATION FOR HIRE OF KINGS LANGLEY PARISH COUNCIL HALL

This form must be completed by the applicant, signed and returned to the address above.

I wish to apply to use Kings Langley Parish Council Hall and agree to abide by the terms and conditions of hire.

I agree that breakages or damage incurred during the use of the premises will be charged to me.

I understand there is no disabled access to the building and I will ensure anyone attending is made aware of this.

Should the premises not be left in a clean and tidy state, the cost of any additional cleaning will also be charged to me.

Days of hire					
Dates of hire					
Times (from – to)					

Details of the person making the application (The Hirer)

Name: _____

Address: _____

Contact telephone number(s): _____

Email Address: _____

Purpose for which the premises are required: _____

How many persons are likely to attend (Maximum is 50): _____

Is your organisation based in Kings Langley: Yes / No

Total hire charge £_____ (Payable on booking) (Please make cheques payable to Kings Langley Parish Council. A receipt will be issued as confirmation of the booking.)

Signature of hirer: _____ Date: _____

FOR OFFICE USE ONLY

Receipt Number: _____



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KINGS LANGLEY PARISH COUNCIL HALL

TERMS AND CONDITIONS FOR HIRE

APPLICATIONS

An application for the hire of Kings Langley Parish Council Hall must be made to the Kings Langley Parish Council at the address shown on the application form.

The person signing the application form shall be deemed to be the hirer.

TERMS OF PAYMENT

Payment in full must accompany the application form in cash or by cheque made payable to "KINGS LANGLEY PARISH COUNCIL" .

The current hall hire charges (as at 1st April 2007) are :

Charities, community functions for village based groups/organisations	£7.00 per hour
Community functions for non-village based groups/organisations	£8.00 per hour
Private meetings/seminars/commercial	£10.00per hour

(NOTE : Minimum booking period is 2 hours)

The Council reserves the right to request a misuse/damage deposit by separate cheque up to a maximum of £50.

CONDITIONS OF HIRE

1. **No smoking is permitted in any part of the building or courtyard.** The use of candles or naked lights of any description is prohibited.
2. No animals other than guide dogs are allowed on or in the premises.
3. The maximum attendance at any function is 50 persons. The hirer will ensure this number is not exceeded under any circumstances.
4. The hirer will ensure that the minimum of noise is made on arrival and departure, and will arrive at and leave the premises at the times stated on the application form.
5. The hirer is responsible for the proper conduct of persons using the premises and shall not use the premises or allow them to be used for any other purpose other than that described in the hiring agreement.
6. The hirer will observe all relevant food health and hygiene legislation and regulations.
7. The hirer will be responsible for the cost of repair for any damage done to any part of the premises, including the curtilage of the building, and/or the contents of the building which may occur during the period of hire.
8. No alcoholic drinks may be sold on the premises. When a bottle or bottles of alcohol is/are given as prizes, the hirer shall ensure they remain unopened by the recipient until that person finally leaves the premises. Alcohol may be provided free of charge by the hirer.

9. The hirer will ensure that nothing is done on or in relation to the premises that contravenes any laws relating to gaming, betting and lotteries.

10. The hirer will make adequate arrangements for the proper care of all articles brought on to the premises during the period of hire. The Council will not be liable for loss or damage to such articles or damage or injury caused by the erection, storage, use, dismantling, loading and unloading of such articles. The hirer will make sure all such articles are removed at the end of the hiring period.

11. The hirer will ensure that any electrical appliances brought by him/her onto the premises and used there shall be safe and in good working order, and used in a safe manner.

12. No music (including background music) or dancing is allowed. The Council does not hold a music & dancing licence.

13. In the event of the hall or any part of it being rendered unfit for the use for which it had been hired, the Council shall not be liable to the hirer for any resulting loss or damage whatsoever.

14. The hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act 1989 and that only fit and proper persons have access to the children.

15. At the end of the hiring, the premises and surrounds are to be left in a clean and tidy condition, properly locked and secured in conjunction with the caretaker/appointed person and any contents temporarily removed from their usual positions properly replaced, otherwise the Council shall be at liberty to make an additional charge.

16. The Council reserves the right to refuse any application for hire of the premises.

17. Should any of the above conditions not be strictly adhered to, the Council reserves the right to take appropriate action where necessary.

RIGHT TO TERMINATE

The Council reserve the right by notice to the hirer to terminate the agreement and the hiring at any time. In this event, the Council shall give the hirer as long notice as possible of its intentions and shall return any payment made in advance but shall not be liable for damages or otherwise in respect of their actions under this clause, nor be under any liability to the hirer for any loss or damage he/she may sustain by reason of such termination.

If the hirer wishes to cancel the booking before the date of the event and the Council is unable to secure a replacement booking, the question of repayment of the fee shall be at the discretion of the Council.

PLEASE NOTE :

1. There is no disabled access to this building. Anyone agreeing to hire the Council Hall is expected to ensure anyone attending is made aware of this in advance of any event.

2. Car parking at Charter Court is very limited. Alternative parking is available in the High Street and in the public car parks in The Nap and Langley Hill.

3. The Council Hall is unsuitable for children.