



Kings Worthy Parish Council

Conditions of Hire

13 February 2018

- The Meeting Room must be used only for the purpose stated at the time of booking and as described in the confirmation of booking letter.
- All payments must be paid by faster payment or cheque, see below for bank details. In some cases, a deposit may be required. Please enquire for details.
- The hire of the Meeting Room includes the use of the toilets, kitchen, its equipment and crockery. Please check that there is enough for your needs before the day. Please supply your own tea towels.
- On confirmation of your booking you will be given two four-digit access codes. This will give you access to the building and meeting room. For security reasons, these codes must be treated like a PIN and must not be revealed to anyone else.
- The timer on the heating system is controlled automatically, and on no account should be altered.
- To preserve the state of the decoration, please use only white-tack or similar to attach notices: please never use Cellotape or drawing pins.
- After use, please leave the premises clean, tidy and secure. Please ensure all the lights are switched off, including the toilets and kitchen. Please do not use any other rooms in the building.
- All property and refuse must be removed from the site after the hire period.
- Should any damage occur to the rooms hired, or contents or equipment, during the period of hire, the hirer must inform the Parish Office on 01962 884150 immediately. Kings Worthy Parish Council reserve the right to reclaim from the hirer the cost of repairing such damage, or where additional cleaning may be required.
- Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purpose for which they intend to use them, and to be acquainted with the positions of the emergency exits, first aid box and fire extinguishers. Hirers are advised that appropriate insurance may be required for certain activities and equipment used.
- Hirers are required to enter in the accident book (kept behind the door in the kitchen) details of any accident which occurred during the period of use of the Meeting Room, which did or could give rise to injury or illness in the future, before leaving the premises. The hirer should also inform the Parish Office on 01962 884150 without delay.
- All attendees must be familiar with the fire information pack and hirers must ensure that all precautionary actions are adhered to.
- Smoking is prohibited throughout the whole building.
- Use of the Meeting Room by the hirer will be deemed as acceptance of these conditions.
- The charge for hire will be as per the scale of charges included in the Hire Pack.