

Papworth Everard Parish Council

Standard Conditions of Hire – JANUARY 2020

If you are in any doubt as to the meaning of any of the Conditions, you must seek clarification from us without delay.

It is a condition of your hire that you have read the Standard Conditions of Hire. These set out your responsibility towards those you admit to the Hall, to the Parish Council and to village residents.

1: OPENING HOURS

- The Hall is available for hire between the hours of 8.00am and midnight Monday – Sunday and until 1.00am on New Years' Eve ONLY.
- Extensions to these time are not permitted.
- The Hall is closed on Bank Holidays.
- Hire of the Village Hall on a Saturday attracts a greater hire charge than on other days.
- The Village Hall is closed for bookings during the Christmas period between 6.00pm on 24th December and 8.00am on 27th December.

Applications to hire the Village Hall should be made to the Village Hall's Booking's Clerk, who is employed by the Parish Council. The Parish Council reserves the right to refuse any application.

2: PERIOD OF HIRE

The hirer must comply strictly with the agreed period of hire, **which must include sufficient time for setting up before and clearing away after the event within the booked hours.**

Extensions to the hire period are not permitted without prior approval from the Bookings Clerk and payment of the associated hire fee.

**IT IS NOT POSSIBLE TO EXTEND THE DURATION OF THE BOOKING ON THE DAY.
The caretaker does not have the authority to allow any extensions to booking time.**

The hall will be unlocked and available to the hirer no more than ten minutes before the agreed start time of the booking.

At the end of the agreed booking period, if the hall is still in use or is still being cleared by the hirer, a charge will be made for the excess period at the **3 x** hourly hire charge that applies to the booking (rounded up to the nearest 15 minutes) plus forfeiture of the security deposit.

Over-running a booking time is a breach of the Standard Conditions of Hire and will result in an office warning being issued. Should the Conditions of Hire be breached for a second time, hirers may be barred from renting the Hall for future events.

3: AGE

You, not being a person under 18 years of age, hereby accept responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all Standard Conditions under this Agreement relating to management and supervision of the premises are met.

4: SUPERVISION

During the period of the hiring, you are responsible for:

- (i) supervision of the premises, the fabric and the contents;
- (ii) care of the premises, safety from damage however slight or change of any sort; and
- (iii) the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.

As directed by us, the Parish Council, you must make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

5: USE OF PREMISES

You must not use the premises (including the car park) for any purpose other than that described in the Agreement and must not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring on to the premises anything which might endanger the premises or render invalid any insurance policies covering the premises nor allow the consumption of alcohol without our written permission.

There is a car park 24 vehicle spaces, plus 4 spaces with priority for disabled use. Parking must be within designated spaces. Where Village Hall users are parking off-site, consideration should be given to the needs of residents and any parking restrictions in force should be heeded.

The car park is for parking vehicles only. It should not be used by any other purpose including, but not limited to, ball games, unsupervised children's' play, outdoor vendors (eg Prosecco/Ice Cream/Burger Vans/Pizza stalls) barbecues or other outdoor catering. Outdoor catering is also not permitted on the paved area outside the kitchen.

6: DEPOSITS / PAYMENT

There are two deposits which hirers may be required to pay:

- a) **Booking deposit:** All hirers must pay a booking deposit. If your total hire fee is less than £50.00, you will need to pay the total hire fee to secure the booking. For total hire fees of £50.00 or more, a deposit of £50.00, or 30% of the total hire fee, whichever is the greater, must be paid to secure the booking at the time of making the booking. The booking deposit is only returnable subject to the cancellation policy (**See Section 32**)
- b) **Security Deposit:** In addition to the bookings deposit, hirers of the Main and North Hall will be required to pay a Village Hall Security Deposit for the repair of any damages to the hall its fixtures or fittings or the cost of extra clearing away and cleaning
This deposit will be returnable in full, unless:
 - (i) the hall has been damaged
 - (ii) additional cleaning or clearing away is necessary,
 - (iii) the event has overrun the agreed finishing time.
 - (iv) terms of the Hiring Agreement have been breached

Any damages above the deposit amount will be invoiced for.

The usual deposit for these purposes is £25 for the North Hall and Main Hall
In certain circumstances the amount required may be more dependent on the level of risk associated with the booking. **Bookings where alcohol is to be available will be subject to a minimum £100 deposit.**

The Bookings Clerk will confirm the level of deposit payable when the hall hire agreement is sent.

You may pay the Security Deposit in cash or by bank transfer. (Cheques are no longer accepted)
Assuming no part of the deposit is required to pay for damages, clearing away, cleaning or overrunning, it will be returned to you at the Parish Office from the second day that the Parish Office is open following your event. If you pay by bank transfer, the deposit, or any part of it returnable to you, will be paid within 7 days of the next monthly Parish Council meeting, after your event (please note, the Parish Council does not meet in August).

Bookings are not confirmed until the Hall Hire Agreement has been signed and returned to the Bookings Clerk and the deposit paid.

A provisional booking will only be held for a maximum of 14 days before being released to other enquiries.

Regular Users (more than 1 booking per month)

- In common with one-off hall users, all regular users must pay a Security Deposit of £25
- The deposit is to be paid before the first meeting of the regular user group. It will be repaid when the user group ceases to use the Village Hall.
- If any part of your deposit is used to pay for any the items listed above, you will be invoiced for an amount which will return the sum to £25.

If there are insufficient funds held as a deposit to pay for any of the items listed above, the Parish Council will issue an invoice for the additional amount. Your group will need to pay this and make a payment to return the deposit to the required £25.

Fobs and keys deposit

Where fobs and/or keys are issued to hirers a cash deposit of £10 will be charged for each fob or key issued. The deposit will be returned in full when the fobs and keys are returned in undamaged and in working condition.

Making payments

All invoices issued by the Parish Council must be paid by the due date, otherwise the Parish Council may refuse future booking applications. Payment may be made in cash, by cheque or by bank transfer.

If a payment is declined by the hirer's bank, resulting in charges to the Parish Council, the Parish Council will seek reimbursement from the hirer, in addition to the outstanding hire fees/deposit payments. Overdue payments will be referred for collection by a third party.

7: HIRE FEE DISCOUNTS

New Starters discount: For newly formed community user groups and commercial classes which intend to hire the hall for regular daily, weekly, fortnightly or monthly meetings, a 'new starters' discount is available. This discount is available for the first three months (13 weeks) and provides a discount of 30% on the full hire fee calculated for the booking. Applications for this discount must be made to the Village Hall Committee, which meets every other month. Whether the discount is permitted will be entirely at the Committees discretion.

Regular commercial users' discount: For those paying the greatest hourly hire charges (Categories 'Weekday 3' and 'Saturday 3'), a discount is available for regular (daily, weekly, fortnightly or monthly) bookings. If the hirer commits to regular bookings for 6 months (26 weeks) the discount is 10% of the booking fee for each meeting/class etc. and if the commitment is for 12 months there is a 20% discount. The hirers must pay for every week/fortnight or monthly meeting during the period to validate the discount.

PLEASE NOTE: If the commitment is broken before the conclusion of the agreed 6 monthly or 12 monthly periods, the hirer will be liable to repay the discount allowed for bookings up to that point. If a regular booking is due to be held when the hall is closed and cannot be used, such bookings will be disregarded, and the discount period will remain 6 months or 12 calendar months.

This discount is not available during the period that any 'new starter's discount (see above) is claimed.

8: INSURANCE AND INDEMNITY

The hirer is responsible for arranging their own insurance to cover the event. You may be asked to show evidence of adequate insurance cover. The Parish Council carries public liability insurance only in respect of its own liabilities as the leaseholder of the hall which can be viewed in the Parish Office on application to the Parish Clerk.

- (i) You are liable for:
 - (a) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including its curtilage or its contents
 - (b) the cost of repair of any damage (including accidental and malicious damage) done to our Wi-Fi service
 - (c) all claims, losses, damages and costs made against or incurred by us, our employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of your use of the premises (including the storage of equipment) and your use of our Wi-Fi service (if any), and
 - (d) all claims, losses, damages and costs made against or incurred by us as a result of any nuisance caused to a third party as a result of your use of the premises and/or the use of our Wi-Fi service, and subject to sub-clause (ii), you must indemnify us against such liabilities.
- (ii) We will take out adequate insurance to insure the liabilities described in sub-clauses (i) (a) and (b) above and may, in our discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clauses (i)(c) and (d) above. We will claim on our insurance for any liability you incur but you must indemnify us against:
 - (a) any insurance excess incurred and
 - (b) the difference between the amount of the liability and the monies we receive under the insurance policy.
- (iii) Where we do not insure the liabilities described in sub-clauses (i)(c) and (d) above, you must take out adequate insurance to insure such liability and on demand must produce the policy and current receipt or other evidence of cover to our Bookings Clerk. If you fail to produce such policy and evidence of cover, we will cancel this Agreement and re-hire the premises to another hirer. We are insured against any claims arising out of our own negligence.

9: CARE OF THE FABRIC, DÉCOR AND FIXTURES AND FITTINGS OF THE HALL

The hirer is required to ensure that no damage is caused to the fabric, décor, fixtures and fittings of the hall. The hirer shall indemnify the Parish Council for the cost of the repair of any damage done to any part

of the property including the curtilage thereof or the contents of the building that may occur during the period of hiring.

The use of sellotape, or other sticky tape, pins, staples, nails, and the like, are not permitted for attaching anything to the building. Blu-tac, white-tac and similar, is permitted, but must be fully removed by the hirer before the end of the hire period. A sum to cover the cost of repairs of any damage caused by inappropriate use of fixing materials will be taken from the hire deposit.

Stiletto heels or high heel shoes with the protective plastic heel cap missing (i.e. metal tip showing) must not to be worn in the main Hall or North Hall.

If the cost of the repair of any damage caused is greater than the amount available within the hire deposit, the Parish Council will invoice the hirer for the additional amount. If damage is particularly severe and extensive, the Parish Council reserves the right to prevent the hirer booking use of the hall in the future.

10: LIFTS

Use of the access platform lift to the stage area is for disabled access only. Misuse of the lift may result in the hirer being invoiced for damages or repair. The lift should not be used to access the basement area. Use of the passenger lift is for visitors with disabilities or who are unable to climb the stairs and for use when the first floor areas is part of the booking. At no other time should the lift be used. Children must not be allowed to play in the lift.

11: GAMING, BETTING AND LOTTERIES

You must ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries. More information can be found at:
<https://www.scams.gov.uk/licensing/types-of-licence/gambling-and-lottery-licences/>

12: MUSIC

You must have our written permission for performance of live music and the playing of recorded music under the Deregulation Act 2015. This Agreement confers that permission.

13: ALCOHOL / TEMPORARY EVENT NOTICE (TEN)

Papworth Village Hall is not licensed for the sale of alcohol.

Application for a Temporary Event Notice under Licensing Act 2003

If you wish to hold an ad-hoc event in England or Wales, you must give a temporary event notice (TEN) to your local licensing authority no later than ten working days before the event *. A Temporary Event Notice (TEN) allows for licensable activities to take place at a venue that either has no licence or where a licence does not permit a certain activity.

You must apply for a Temporary Event Notice if you want to carry out a 'licensable activity' on unlicensed premises in England or Wales.

Licensable activity includes:

- selling alcohol (including when an alcoholic drink is included as part of an entrance ticket price)
- serving alcohol to members of a private club
- providing entertainment, eg music, dancing or indoor sporting events
- serving hot food or drink between 11pm and 5am

The process of applying is formally known as 'serving' a Temporary Event Notice.

You will also need a TEN if a particular licensable activity is not included in the terms of the venue's existing license.

Your event must

- have fewer than 500 people at all times – including staff running the event
- last no more than 168 hours (7 days)
- You must be at least 18 to apply for a TEN.

A single premises can have up to 15 TENs applied for in one year, as long as the total length of the events is not more than 21 days.

How to apply:

Full details of how to submit an application can be found here:

<https://www.gov.uk/apply-for-a-licence/temporary-event-notice/south-cambridgeshire/apply>

South Cambs District Council – Licensing Team 03450 450 063

You must do this at least **10 working days** before your event.

There is a fee of £21.00

You must send a copy of the TEN to the police at least 10 working days before the event to:
South Cambridgeshire Licensing Officer, Histon Police Station, 15 Mowlam Close, Impington, Cambridge,
CB24 9NA. If you apply online, the Council will contact the police for you.

The date of submitting the TEN and the day of the event are not included in the total number of working days before the event.

Late TENS

The latest you can apply for a 'late TEN' is 5 working days before the event (but no earlier than 9 working days).

Displaying your notice

You must keep your TEN in a safe place where the event is held.

You must also display a copy of the notice where it can be easily seen.

Fines and penalties

You could be fined if you make any false statements in your application, or face prosecution if you breach the terms of the notice.

If you don't have a TEN and carry out an activity that you should have a license for (or allow your premises to be used for one), you can be fined, sent to prison for up to 6 months, or both.

14: FILM

You must restrict children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. You must ensure that you have the appropriate copyright licences for film. This Agreement confers the required permission on you. (The Deregulation Act 2015 requires you to have our written permission to show a film).

15: SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

You must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS).

16: PUBLIC SAFETY COMPLIANCE

You must comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and our fire risk assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. You must also comply with our health and safety policy.

You must call the Fire Service to any outbreak of fire, however slight, and give details to our Bookings Clerk.

- (i) You acknowledge that you have received instruction in the following matters:
 - The action to be taken in event of fire - this includes calling the Fire Service and evacuation.
 - The location and use of fire equipment. (Include diagram of location when handing over keys.)
 - Escape routes and the need to keep them clear.
 - Method of operation of escape door fastenings.
 - Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
 - Location of the first aid box.
- (ii) In advance of any activity whether regulated entertainment or not, you must check the following items:
 - That all fire exits are unlocked and panic bolts are in good working order.
 - That all escape routes are free of obstruction and can be safely used for instant free public exit.
 - That any fire doors are not wedged open.
 - That exit signs are illuminated.
 - That there are no fire-hazards on the premises
 - That emergency lighting supply illuminating all exit signs and routes are turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).

17: FIRE SAFETY

All hirers must have read and be familiar with the Fire Safety Procedures. (A copy of this document is available in the Parish Office at the Village Hall and on the Parish Council website – www.papwortheverardpc.org.uk).

All hirers accept responsibility for the safety of their guests or any member of the public attending their function.

All hirers must make themselves aware of: 1) the location of the Fire Assembly Point, in the Village Hall car park to the north of the building, and 2) the position of the fire doors, and the fire safety equipment available within the hall. Hirers should ensure they are aware of the presence of any disabled or frail guests or members of the public attending the event, who may need assistance to leave the building in case of an emergency.

Other Fire Safety Requirements

- All gangways and exits (including fire exits) must be kept clear of any obstructions (including parked cars outside the building).
- Firefighting equipment shall be kept in its proper place and only used for its intended purpose.
- The fire brigade shall be called to any outbreak of fire. (Telephone No. 999).
- Performances involving danger to the public are not permitted.
- Highly flammable substances shall not be brought into or used in any part of the building.
- No unauthorised heating appliances shall be used on the premises.
- The First Aid boxes shall be readily available to all users of the premises. These are located in: the main hall kitchen, the north hall and the first-floor 'tea point'.
- All electrical equipment brought onto the premises shall comply with the current 'Electricity at Work' regulations. Each item must be 'portable appliance' tested (PAT tested) by a certified electrician. Equipment that is not PAT tested must not be used in the hall. You may be asked to produce your test certificate/s.
- No naked flames are permitted in the Village Hall, except in the case of gas cooking equipment which may be used only in the kitchen off the main hall.
- Smoking or vapeing is not permitted within the Village Hall.
- Helium filled balloons must not be used in the main hall, unless they are adequately weighted or secured. (An extra charge may be made if balloons need to be removed from the roof space).
- Smoke machines of all types must not be used within the building due to the sensitivity of the fire alarm sensors.

18: NOISE

You must ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. You must, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises. We request that external doors are kept closed during events to minimise noise disruption to our neighbours.

19: DRUNK AND DISORDERLY BEHAVIOUR AND SUPPLY OF ILLEGAL DRUGS

You must ensure that in order to avoid disturbing neighbours of the hall and avoid violent or criminal behaviour:

- (i) no one attending the event consumes excessive amounts of alcohol
- (ii) no illegal drugs are brought onto the premises.

Drunk and disorderly behaviour is not permitted either on the premises or in its immediate vicinity. Hirers should ask any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way to leave the premises in accordance with the Licensing Act 2003.

20: FOOD, HEALTH AND HYGIENE

You must, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator and thermometer.

21: ELECTRICAL APPLIANCE SAFETY

You must ensure that any electrical appliances brought by you to the premises and used there are safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided you must make use of it in the interests of public safety.

22: STORED EQUIPMENT

The permission of the Parish Council must be obtained before goods or equipment are left or stored at the Hall. Please be aware that each of the storage spaces in the hall are used by various groups who will have access to the area from time to time.

The Parish Council will give permission only for the storage for equipment that is needed for use in the Village Hall. It is not permitted to store equipment that is used outside the hall at other venues, or is used only occasionally in the hall. We accept no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or we will charge fees each day or part of a day at the hire fee per hiring until the same is removed.

- No foodstuffs or other perishable items may be stored in the Village Hall, unless in airtight containers.
- No inflammable liquids may be stored or brought into the hall.

Hall hirers and users may at any reasonable time be required to open locked storage containers for inspection and may be required to remove from the hall any of the contents. Failure to comply with such requests will result in the hirer's booking being cancelled by the Parish Council. From time to time user groups may be asked to reduce the quantity or volume of items stored at the hall. Such requests to remove items must be complied with within seven calendar days; otherwise they will be removed and disposed of by the Parish Council.

If your group ceases to use the Village Hall, all its possessions must be removed immediately; otherwise they will be removed and disposed of by the Parish Council.

We may, in our discretion, dispose of any items referred to below by sale or otherwise on such terms and conditions as we think fit, and charge you any costs we incur in storing and selling or otherwise disposing of the same, in any of the following circumstances:

- (i) your failure either to pay any charges in respect of stored equipment due and payable or to remove the same within seven days after the agreed storage period has ended
- (ii) your failure to dispose of any property brought on to the premises for the purposes of the hiring.

23: SMOKING

You must comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. Smoking is not permitted within the building. You should ask any person who breaches this provision to leave the premises. You must ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire. Vaping is not permitted inside the building.

24: ACCIDENTS AND DANGEROUS OCCURRENCES

You must report to us as soon as possible any failure of our equipment or equipment brought in by you. You must report all accidents involving injury to the public to us as soon as possible and complete the relevant section in our accident book. You must report certain types of accident or injury on a special form to the Incident Contact Centre. Our Bookings Clerk will give assistance in completing this form and can provide contact details of the Incident Contact Centre. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

25: EXPLOSIVES AND FLAMMABLE SUBSTANCES

You must ensure that:

- (i) Highly flammable substances are not brought into, or used in any part of the premises.
- (ii) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) are erected without our consent.

26: HEATING

You must ensure that no heating appliances are used on the premises without our consent. You must not use any portable liquefied propane gas (LPG) heating appliances.

27: ANIMALS

You must ensure that guide dogs, hearing dogs and assistance dog owners are allowed on the premises. Other animals may be permitted in the hall at the discretion of the Parish Council and permission must be sought prior to your event.

28: FLY POSTING

You must not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and must indemnify and keep indemnified us accordingly against all

actions, claims and proceedings arising from any breach of this Condition. If you fail to observe this Condition you may be prosecuted by the local authority.

29: SALE OF GOODS

You must, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, you must ensure that the total prices of all goods and services are prominently displayed, as must be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

30: WI-FI SERVICES

We may collect and store personal data through your use of our Wi-Fi service.

We may process all information about you which is provided in relation to our Wi-Fi service in accordance with your legal rights under the Data Protection Act 2018 and solely for the purposes of offering the Wi-Fi service.

When using the Wi-Fi service you agree at all times to be bound by the following provisions:

- (i) not to use the Wi-Fi service for any for the following purposes:
 - (a) disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws;
 - (b) transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice;
 - (c) interfering with any other persons use or enjoyment of the Wi-Fi service; or
 - (d) making, transmitting or storing electronic copies of material protected by copyright without permission of the owner;
- (ii) to keep any username, password, or any other information which forms part of the Wi-Fi service security procedure confidential and not to disclose it to any third party.

Termination of the Wi-Fi service

We have the right to suspend or terminate our Wi-Fi service immediately in the event that there is any breach of any of the provisions of these Standard Conditions including without limitation:

- (i) if you use any equipment which is defective or illegal;
- (ii) if you cause any technical or other problems to our Wi-Fi service;
- (iii) if, in our opinion, you are involved in fraudulent or unauthorised use of our Wi-Fi service;
- (iv) if you resell access to our Wi-Fi service; or
- (v) if you use our Wi-Fi service in contravention of the terms of these Standard Conditions.

Availability of Wi-Fi Services

- (i) Although we aim to offer the best Wi-Fi service possible, we make no promise that the Wi-Fi service will meet your requirements. We cannot guarantee that our Wi-Fi service will be fault-free or accessible at all times.
- (ii) It is your responsibility to ensure that any Wi-Fi enabled device used by you is compatible with our Wi-Fi service and is switched on. The availability and performance of our Wi-Fi service is subject to all memory, storage and any other limitations in your device. Our Wi-Fi service is only available to your device when it is within the operating range of the main hall.
- (vi) We are not responsible for data, messages, or pages that you may lose or that become misdirected because of the interruptions or performance issues with our Wi-Fi service or wireless communications networks generally. We may impose usage, or service limits, suspend service, or block certain kinds of usage in our sole discretion, to protect other users of our Wi-Fi service. Network speed is no indication of the speed at which your Wi-Fi enabled device or our Wi-Fi service sends or receives data. Actual network speed will vary based on configuration, compression and network congestion.

31: PRIVACY AND DATA PROTECTION

Papworth Everard Parish Council is committed to protecting your personal information and being transparent about what information it holds. Your data is used by the Council to provide services to you and to discharge the Council's responsibilities as a Parish Council. A copy of the Council's Privacy Notice may be viewed on request. By using our Wi-Fi service, you agree to the terms listed in Section 30.

CCTV is in operation for the prevention of crime and safety of the public. All external areas of the Hall and car park are covered. CCTV footage may be used as evidence of any incident or crime committed. The scheme is administered by the Parish Clerk. Please contact clerk@papwortheverardpc.org.uk 01480 830360 for further information.

32: CANCELLATION POLICY

Cancellation of a booking by a Hirer must be made to the Hall Bookings Clerk and will only be effective once confirmed by them. The cancellation will be effective from the day of receipt of such notice. If the Hirer needs to cancel a booking, for whatever reason, they will then become liable to pay a cancellation fee as follows:

8 weeks prior to event	Full Refund
4 weeks prior to event	50% refund
2 weeks prior to event	25% refund
Less than 2 weeks	no refund

The Village Hall Committee reserves the right to cancel a hiring by written notice to the Hirer in the event of any of the following :

- The premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election.
- The Committee reasonably considers that a breach of licensing conditions, legal or statutory requirements or unlawful or unsuitable activities will take place at the premises as a result of this hiring.
- The premises becoming unfit for the use intended by the Hirer.
- The occasional cancellation of a regular discounted booking

In cases of cancellation by the Village Hall Committee, the Hirer shall be entitled to reimbursement, by cheque or online transfer, of such monies previously paid by the Hirer. In any such case you will be entitled to a refund of any deposit already paid, but we will not be liable to you for any resulting direct or indirect loss or damages whatsoever.

33: END OF HIRE

You are responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise we may make an additional charge.

Hall hirers should use the cleaning implements and materials provided to sweep and clean the floor, tables, chairs and the kitchen at the end of their events. Any additional mess in other areas (e.g. the toilets, foyer, stage and kitchen; or the surrounds of the hall) must also be dealt with by the hirer.

All rubbish should be placed in open black refuse sacks and left tidily in the kitchen, or the tea point if using the North Hall. You should carefully sort refuse between items that can be recycled (glass, cardboard, cans etc.) and those which are not recyclable. **Recyclable and non-recyclable items must not be mixed in the same black bag.** (Black refuse sacks may be found in the kitchen and tea point drawers).

Please do not put rubbish bags directly in our Eurobins.

Folded tables and chairs must not be left leaning against any doors or radiators, or against any natural woodwork (e.g. the stage front or the large cupboard the main hall). The tables and chairs should be returned to their usual storage areas. Any charge for additional clearing away time will be taken from the booking deposit. If there are insufficient funds in the booking deposit, the Parish Council will issue an invoice for the extra costs.

34: NO ALTERATIONS

You must not make any alterations or additions to the premises nor install or attach any fixtures or placards, or other articles in any way to any part of the premises without our prior written approval. Any permitted items must be removed at the end of the hire and you must make good to our satisfaction any damage you cause to the premises by such removal. Any such items left at the Village Hall will become the property of the Parish Council.

35: NO RIGHTS

This Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on you.