



CHIRK TOWN COUNCIL CYNGOR TREF Y WAUN

PARISH HALL BOOKING TERMS & CONDITIONS - 2024

Our Responsibilities are to:

- Ensure the premises are available for you at the times agreed.
- Ensure the premises are clean and tidy for you.
- Lock up and make the premises secure after you leave.

Your Responsibilities are to:

- The hirer must be over 18 years of age and must be present for the duration of the event.
- **To ensure that you are aware of the evacuation procedures in case of an emergency or fire; and where the nearest exits are.**
- Take care not to damage the premises and report any damage (deliberate or accidental) to us as soon as possible.
- Report any concerns about the premises, accidents or incidents immediately the town clerk in office hours, and as soon as practically possible outside these hours.
- Compensate us for any losses we suffer if you do not abide by these terms.
- You must leave the premises in the same state of tidiness and cleanliness as you found it.

Smoking

It is your responsibility to make sure there is NO Smoking within any part of the building, this includes the use of e-cigarettes and vaping.

Drugs

It is strictly forbidden to bring onto the premises any banned drugs or other illegal substances or so called "Legal Highs" and the hirer must take all reasonable steps to prevent such consumption. Failure to adhere will result in the event being shut down and the Police being called.

Food and Drink

If you are going to use the premises for the preparation, processing, consumption or sale of food or drink, it is your responsibility to make sure that you carry out good hygiene practices and comply with all other provisions of the Food Safety (General Hygiene) Regulations 1995.

The kitchen and all used equipment must be cleaned and tidied away at the end of the event.

Emergency Procedures

In the case of a serious emergency the first point of contact is **999/112**.

If the emergency is related to the Town Council building or domestic dwelling adjacent to the Town Council, the point of contact will be the Duty Caretaker.

There is a defibrillator located on the wall in the front entrance.

A First Aid box will be available for the event and will be provided by the caretaker.

Security

Under no circumstances must the premises be left empty and unlocked.



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Smoke Machines

The building is protected at all times by a fire alarm system. A smoke machine from disco equipment may activate the smoke detectors, therefore please refrain from using this equipment.

Licensing

You must ensure you have obtained an **“Occasional Alcohol Licence”** and permissions necessary for the event you are holding from:

Wrexham County Borough Council, Guildhall, Wrexham, LL11 1AR – Tel: 01978 315 788.

The licence will need to be produced to the Clerk to the Council before the event and displayed in the bar for the duration of the event.

It is strictly forbidden for persons under the age of 18 to consume alcohol on the premises and the hirer must take all reasonable steps to prevent such consumption.

Advertising and Promotions

The hirer is not allowed to advertise or promote their event until they have received confirmation of their booking. Any promotion of an event before event confirmation is issued is undertaken at the hirers own risk and the Council cannot be held responsible if permission is subsequently refused.

Entertainment

No copyrighted drams, musical or other performance whether live or pre-recorded shall be performed unless licensed by the owner of the copyright and confirmation of such provided to the Council. This includes PPL and PRS licensing.

Children

If the hirer intends to provide entertainment or activity for children, they must provide suitable numbers of adult supervisors throughout the period of hire and to take all reasonable precautions to ensure the safety of the children.

Children’s Parties

- The use of bouncy castles and inflatables is permitted.
- Tables and chairs for the children must not be set up on the stage.
- Children must not go on the stage.
- Do not use sparkler candles on birthday cakes as they create smoke and may activate the fire alarm. Ordinary candles are acceptable.

Noise Nuisance

- The hirer shall take all practicable steps to prevent any guests or other persons attending and leaving the event from causing any nuisance or annoyance to local residents and in particular shall reduce any noise generated inside the building.
- Any live or recorded music that requires amplification may only be permitted with the oversight of the council’s nominated sound technician and in line with the council’s premises licence and permitted sound levels.



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Cleaning

You must leave the premises in the same state of tidiness and cleanliness as you found it. Bag all rubbish up and leave in the room.

Electrical Equipment

- External production, sound systems or audio-visual equipment is permitted in any hireable rooms or premises without prior permission confirmed in writing as part of the booking process.
- The hirer shall only use the facilities in accordance with any guidelines for their use which will have been provided to the hirer.
- All electrical equipment brought into the premises for use at the event should have a PAT pass certificate.

Damage

The hirer will be responsible for the cost of repairing any damage to the building, its contents or grounds during or as a result of an event.

If you have any concerns about the premises please bring to the attention of the Caretaker.

All damages or defects need to be reported to:

- The **Caretaker**
- The **Town Clerk** – on work number: **01691 772 596**. Emergency: **07877 417501**

Insurance

We have insurance cover for **our** legal liabilities, **but not yours**. Depending on the type of your booking, you may need to provide evidence of satisfactory insurance cover and we may terminate your permission to use the premises when this is not provided to us.

Cancellations

All cancellations must be made in writing. Charges are as follows:

Up to 1 day before date of hire – **No charge**

Less than 1 days notice – up to **25% charge**, depending on circumstances, please speak to the Town Clerk

'No shows' will be charged at **100%** of the original booking fee.

By signing below, I certify that I have read, understood and agree to the "Booking Terms and Conditions" a copy of which has been provided to me.

Signed:

Print Name:

Date:

Thank you for choosing to hire Chirk Town Council's Parish Hall



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Fire & Safety Precautions

It is your responsibility to ensure you and your guests are familiar with the location and working of the fire exits, fire-appliances, first aid boxes and safety equipment.

Your own equipment must be safe and covered by appropriate certification where applicable.

The responsible person must follow the fire & evacuation safety procedures as follows:

IN THE EVENT OF A FIRE - OFFICE HOURS

- Sound the alarm by pushing the glass in the nearest alarm call point.
Inform the Town Clerk or Caretaker.
- Leave the building by the nearest exit. The Fire Marshall (Town Clerk or Caretaker will direct you to the nearest exit).
- Fire Marshall will evacuate people who need extra assistance (such as the elderly, disabled or pregnant women)
- Children will be evacuated by the group leader
- Do not use the lift
- Report to the assembly point that is located in the Car Park of the business next to the Parish Hall
- Fire Marshall will check the building, including the toilets to ensure everyone has left the premises
Fire Marshall will carry out a roll call and report to the representative from the Fire Service

IN THE EVENT OF A FIRE – OUT OF HOURS

- Sound the alarm by pushing the glass in the nearest alarm call point.
- Inform the Town Clerk on **07877 417501**
- Inform the Duty Caretaker (between the hours of 6pm – 9pm)
- Leave the building by the nearest exit. Hirer to direct to nearest exit.
- Do not use the lift.
- Report to the assembly point that is located in the Car Park of the business next to the Parish Hall.
- Hirer to carry out a roll call and report to the representative from the Fire Service.

ON HEARING THE ALARM

- Leave the building by the nearest safe exit.
The Fire Marshall (Town Clerk / Caretaker / Hirer will direct you to the nearest exit)
- Do not use the lift
- Close all doors behind you
- Report to the assembly point that is located in the Car Park of Shannon Sales.
- Do not take risks
- Do not return to the building for any reason until authorised to do so