



Peasedown St John
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TERMS & CONDITIONS FOR PRIVATE HIRE

In the interests of security, insurance and general management under the Licensing Act 2003, it is important that Hirers meet all Conditions of Hire. These Conditions of Hire are effective as from July 1st, 2011, and wholly replace any previous version. Any or all Conditions of Hire and rental or other charges may be subject to change without notice.

The signing of the Beacon Hall Booking Form by the Hirer confirms the acceptance of these and where appropriate the "Terms & Conditions – Alcohol and Late Parties". If at any point it is found that the Hirer has been in breach of any of these Terms & Conditions and where applicable, those contained within the "Beacon Hall Alcohol & Late Parties Hire Terms & Conditions", the damage deposit will be forfeited (see para 3.c) and any future bookings will be refused.

1. Interpretation

- a) In these terms and conditions,
- `The Hirer` is the person with whom the agreement has been made and who is responsible for ensuring the group/organization/company comply with all aspects of the hire conditions.
 - `Beacon Hall Management` means the Trustees of Peasedown St John Community Association (PSJCA).
 - `Hall` or `Beacon Hall` means the entire Village Hall, its structure, resources and contents.

2. General

- a) The Hirer MUST be over the age of 25 years.
- b) There is a NO SMOKING policy throughout the building. The Hirer is responsible in ensuring that this policy is adhered to.
- c) Unless prior permission is sought and agreed by Beacon Hall Management, alcoholic drinks of any description are not to be brought onto the premises.
- d) Events where there will be alcohol and/or parties finishing after 8pm are subject to the acceptance of additional Terms & Conditions.
- e) Hirers may employ the services of live bands, discos, entertainers, games equipment, such as inflatables (e.g. "bouncy castles") or other forms of entertainment. Smoke machines ARE NOT permitted due to the smoke detectors in the hall.
- f) A First Aid box is kept on the wall adjacent to the kitchen door. Any injuries, which occur during any function at Beacon Hall, must be recorded in the log book kept with the First Aid box and the Beacon Hall Management informed.
- g) To ensure there is adequate supervision, a ratio of 1 adult (over 25) to 10 children (under 18) MUST be adhered to throughout a function.
- h) The Hirer is responsible for a constant level of child supervision and supervisory control at all times in all areas including toilet facilities.



- i) The Hirer is responsible for ensuring that sufficient time has been included within the hire period for preparation and cleaning.
- j) Neither the Beacon Hall Management or the Community Association and its Officers can be held responsible for the loss of or damage to equipment or personal property brought into Beacon Hall by Hirers or their guests, nor for loss of or damage to cars or other vehicles belonging to Hirers, their guests or associates.
- k) The Hirer is responsible for ensuring that the facilities used during the hire period are left as found and that at all times a policy of good housekeeping is employed, this includes the removal of all rubbish. Hirers are provided with a check list (enclosed) which will be reviewed with a member of Beacon Hall Management at the end of the booking.
- l) Under the conditions of the Licensing Act 2003 and of the Environmental Protection Act 1990: Section 80, excessive or intrusive noise caused by guests or by music or performers at any function or event at Beacon Hall may result in legal action and/or the confiscation of musical or related equipment. The Beacon Hall Management reserves the right to stop and/or close down any function whose guests or entertainment are causing disturbance or nuisance to residences around Beacon Hall.
- m) The maximum number of persons permitted inside Beacon Hall is 130. This includes tutors/instructors, children, bar and catering staff, entertainers and musicians.
- n) All windows and exterior doors are to be kept closed at all time to reduce noise disturbance.
- o) Fire doors and fire exits MUST be kept clear at all times.
- p) Furniture or equipment is NOT to be placed or left in front of the heaters.
- q) Unless previously agreed with Beacon Hall Management, ball games of any kind, or other games involving kicking, throwing or hitting of a ball or other equipment, are not allowed within Beacon Hall at any time.
- r) Banners, messages and notices may be fixed to walls in the main hall with Sellotape, and to paintwork with Blu-Tac. Sellotape MUST NOT be used in the lounge. All such signs must be removed at the end of the function.
- s) The Hirer is responsible for ensuring that the hall is vacated at the end of the period of hire and appropriate domestic action has been employed to meet General Terms and Conditions 2.k. Failure to do so may result in the withholding of some of or all of the damage deposit (where applicable) and/or any future bookings refused.
- t) At no point must Beacon Hall be left unattended during the hours hired.

3. Terms of Payment

- a) A payment of £30 or full payment (whichever is lesser) is required to secure all bookings. Full payment is required 3 months prior to the event.
- b) All payments to be made by cheque or cash only, payable to "Beacon Hall". There are no facilities for payment by debit card or credit card or by any other monetary transaction.
- c) For events finishing after 8pm, a damage deposit of £75 is required at the time of booking. This will be cashed two weeks prior to the date of the event.
- d) All repair and replacement costs related to theft of or damage to Beacon Hall property caused during or as a result of any event may be charged to the Hirer either by means of the damage deposit or by invoice. Should any such theft or damage cause the business of the Hall to be suspended for any period of time, legal action will be taken against the Hirer. All damage or breakages must be reported to Beacon Hall Management. All or part of the damage deposit will be refunded within a month post the event.

4. Cancellations Policy

- a) For cancellation greater than two (2) calendar months prior to the event a full refund will be given.



- b) For cancellation less the two (2) calendar months prior to the event a refund will only be given if Beacon Hall Management is able to get another booking during the period previously booked. Should the value of the booking be less than the one previously booked a part refund equal to the value of the new booking will be given (e.g. cancelled booking value of £160, new booking value of £30, refund will be £30).
- c) Where applicable, the damage deposit and any payment made for the hire of crockery will be fully refunded should cancellation occur at any time.

5. Force Majeure

- a) Beacon Hall Management reserve the right to cancel any booking where unforeseen circumstance prevail or due to legal or statutory requisition of Beacon Hall facilities.