



QUORN OLD SCHOOL CONDITIONS OF HIRE for an Event

Quorn Old School is a community facility owned and operated by Quorn Parish Council. Our objective is that it should be fully used and appreciated by all the community at minimum cost to Quorn parishioners.

SMOKING IS NOT PERMITTED ON THE PREMISES

The HIRER must agree the following Conditions of Hire.

1. **Booking form** – to hire a room for an event a completed booking form must be returned to the Parish Office.
2. **Confirmation of booking** – will be sent to you.
3. **Availability** - the rooms may be booked between the hours of **8.00am and 10.00pm**.
4. **Maximum number of persons in the Main Hall** - are as follows:
Closely seated /Dancing (no tables) 130
Seated at tables 100
Community Room seated 50
5. **Rates of hire** - the specified rates cover use of the hired room or rooms and the lavatories. All hire rates are reviewed annually.
6. **Deposit against damage** - a deposit against damage of £30 is required for all single events. For evening events and parties, a deposit of £250 is required. Both deposit and hire fee are due on booking. The deposit will be returned to the hirer after the event provided all conditions of hire are met.
7. **Licenses** – a licence is required to play music at commercial events. This is the responsibility of the hirer. <https://www.gov.uk/licence-to-play-live-or-recorded-music> Music licences are not required for private events.
8. **Insurance** - Quorn Parish Council holds Public Liability Insurance to cover **non-commercial** community events. This includes parties. Commercial hirers must hold their own PLI. Any teachers/tutors/leaders who are charging their students/members/audience must hold their own insurance. (Use by any **non-profit making** organisation or person shall not be regarded as use for commercial purposes).
9. **Equipment, electrics and bouncy castles** - **responsibility for the use and safety of electrical and other equipment brought onto the premises by the hirer rests entirely with the hirer. If hiring or employing a business to provide equipment or services it is your responsibility to ensure that it is a reputable company with all necessary licences and insurances in place.** Electrical equipment (older than one year) must have passed the necessary PAT tests. No apparatus or equipment can be left on the premises outside the hired period.
10. **Licensed bars** - **may be arranged by the hirer only by prior agreement with the Parish Council and in accordance with the Licensing Regulations.** It is the hirer's responsibility to ensure they have complied with the legislation.
11. **Hirers will be required to provide copies** of certificates and licences as appropriate at the time of booking.
12. **Set up and clear up time** - must be included in the hire period. The premises must not be accessed outside of the agreed hire period and must be vacated promptly at the end of clear-up time. The minimum period of hire is two hours for all rooms.
13. **Security** - responsibility rests with the hirer during the period of access to the venue. The hirer must ensure security of the external doors and children must be supervised at all times.
14. **Noise must be kept to a reasonable level** at all times. (If windows or doors are open, the volume should be lower).
15. **Refreshments – rooms at the Old School do not have a kitchen or washing up facilities.** You may request an urn. Hirers can arrange their own catering or bring in caterers **but must not assume access to the Tearoom facilities.**
16. **Cancellations** – events that are cancelled by the hirer more than two weeks in advance will not be charged for. Events cancelled at less than two weeks will be charged for unless the space is re-let.
17. **Oversight of Functions** – the Village Hall management reserves the right to enter the premises and to impose further conditions on the spot or curtail the event as they consider necessary for the welfare of guests or the safety of the building.
18. **Call-out** - should a call-out be required as a result of a fault caused by the hirer there will be a charge of £25.

Health and Safety

- **It is the responsibility of the Hirer to ensure that the Fire Regulations are complied with at all times, that there is no misuse of the facilities and that the fire exits are identified, unobstructed and unlocked.** Emergency procedures are posted on the notice board and are issued by email or paper copy to hirers.
- Hirers should ensure that they know the evacuation procedures and have Personal Evacuation Plans in place for any disabled persons. (PEEPs are issued with the Emergency Procedures or available from the PC Office.)
- All fire doors must be unobstructed. Fire exits and extinguishers are clearly marked.
- The fire assembly point is on the path in front of the building in Stafford Orchard. Do not allow people to collect where they may hinder the access of the emergency services.
- First-aid kits can be found in the Tearooms and in the cupboard in the Main Hall.

Report any damage to the hall or equipment failure to adminassistant@quorndon.com.

Contact number (for emergencies only) is 07936463816. A call out may be subject to a £25 charge.

Rates and Times of Hire of Rooms in Quorn Village Hall

OS Hourly Hire Fees	Residents	Non-residents	Commercial rate
Main Hall	£12	£14	£15
Community Room	£10	£12	£14
Library Lounge	£8	£10	£12
Deposit for General Hires	£30	Deposit for Evening Parties	£250
PRICES FROM 1 APRIL 2020			

Commercial hirers: Please include copies of your relevant Public Liability insurance to validate your booking.

Hirers are also requested to take the following in to account when hiring Quorn Old School.

1. **Cleaning** - no charge is made for cleaning, provided all facilities are left clean, tidy and in good repair. Any charges incurred due to poor cleaning, failure to replace furniture, remove rubbish etc. will be passed onto the Hirer.
2. **All refuse MUST be taken away.** There are NO facilities for refuse disposal or recycling.
3. **Heating** - is included and can be turned on for the required areas. The hirer is advised to include sufficient time when booking to warm the rooms.
4. **Decoration** - do not use tape or anything on the walls that will mark or remove paintwork.
5. **Tables** must be cleaned, folded and put away and chairs stacked as found.
6. **Lost property** – The Parish Council will not accept any responsibility whatsoever for items left on the premises.

Many thanks in anticipation of your co-operation.

Quorn Parish Council

Parking – there is no designated parking at the Old School. Spaces on School Lane are mainly for residents and we ask hirers to be sensitive to this. The village car park is a short walk across Stafford Orchard and it is also possible to use Quorn Village Hall car park on Loughborough Road. You can load or unload in front of the Old School side door but this must be done with care because of the bend in the road. Vehicles are not otherwise allowed on the premises.

Nearest Bus Stops -

Heading towards Leicester: Quorn Country Hotel - Arriva 127 - 2 minute walk

Heading towards Loughborough: Wood Lane - Arriva 127 - 4 minute walk

See website for Arriva.

