

# CAPEL PARISH HALL

## CHARGES AND CONDITIONS OF HIRE

- 1 The Parish Council does not accept any liability for loss or damage to personal possessions or vehicles.**
- 2 Key Collection: by prior agreement, or on the day of the function, from the Parish Clerk, Parish Hall and Office, 55a The Street, Capel RH5 5LD.  
Telephone 01306 712447 or email [clerk@capelparishcouncil.org.uk](mailto:clerk@capelparishcouncil.org.uk).**

**CHARGES: £17:50 per hour.** A non-refundable fee of 50% is payable as confirmation of the booking. Large functions such as receptions, parties, dances etc **will be charged a deposit of £50** to cover any extra cleaning or damage. This is refundable on satisfactory inspection. **Use of kitchen: £8 per hire.**

### **CONDITIONS: The Hirer must:**

- Be over 18 years of age and be on the premises at all times during the period of hire
- Accept total responsibility for being in charge including safety from damage within the premises and the behaviour of all persons using the Hall
- There must be sufficient numbers of adults on the premises to supervise minors
- Ensure all doors and corridors are kept free of obstruction at all times
- Be aware of the position and use of fire appliances and the evacuation procedure
- Check that Exit signs are lit
- Ensure that noise levels both inside and outside the Hall are kept to a minimum to avoid causing nuisance to neighbours. Maximum peak noise level is 90db at 1 metre from source
- Ensure that no laser lighting or other “effects” are used
- Ensure that any appliances brought onto the premises during the period of hire are in safe working order and conform to current legislation
- Pay for any breakages
- Ensure that all music ceases at midnight and the premises vacated at the latest time indicated and paid for on the Booking Form

### **ALCOHOLIC BEVERAGES:**

- If it is intended to sell alcohol at the event the Hirer must obtain a Licence from Mole Valley Licensing Department. Only 12 licences per calendar year are permitted so an alcohol licence is not always guaranteed.
- If alcoholic beverages will be available but not charged for, either directly or within the ticket price, there is no necessity to obtain a licence
- A bar for the distribution or sale of alcoholic beverages must not be set up in the main Hall
- Alcohol consumption on the premises is governed by legislation and failure to comply may result in prosecution