



Venue Hire Terms and Conditions 2026

1. The facilities are the premises, and/or the equipment belonging to Haydon Wick Parish Council, that the Hirer has reserved for use on the council premises for the agreed period.
2. The person signing the application form shall be deemed to be the “Hirer” and must be over 18 years old.
3. All bookings must have a minimum hire time of 1 hour and be confirmed by signing and returning the booking confirmation form after checking all the requirements within 2 weeks of a provisional booking being made – failure to do so may result in the booking being void.
4. The Hirer will be invoiced for any breakages, damage or graffiti of the facilities, and for items of council property removed from the premises.
5. Where the Hirer signs the confirmation form on behalf of any club or organisation, they shall be deemed to have the authority to sign in that capacity and shall be jointly and severally liable with the applicant for any breach of the conditions.
6. Authority to accept bookings shall be at the Clerk’s discretion.
7. Alterations and cancellations of confirmed bookings will incur charges at the published rates. Please refer to the cancellation fees below:

Cancellation Fees	
<i>Time prior to the event</i>	<i>Charge</i>
4 weeks	No Charge
3 weeks	25% of booking cost
2 weeks	50% of booking cost
1 week	75% of booking cost
Less than 1 week	Full booking cost

8. Haydon Wick Parish Council reserves the right to cancel, amend, or reschedule any booking due to circumstances beyond their control.
9. The facilities will be solely for the purposes described on the booking form. If the booking relates to a regular commitment, this one undertaking shall be binding for all occasions when the facilities will be used.
10. Please ensure you have provided the information on your booking form regarding your required room layout and other preferences.
11. **Out-of-hours access:**
 - Room hire is dependent on the availability of our caretaker if bookings are requested outside of office hours.

- Long-term bookings will receive a unique door access code for entry to the building
- Haydon Wick Parish Council will periodically update the access codes for long-term bookings and the hirer will be notified accordingly.

12. Access during office hours:

- Long-term bookings will receive a unique door access code for entry to the building.
 - For one-time bookings, please use the intercom upon arrival and a staff member will provide access.
13. Please ensure the main door is closed at all times.
 14. The maximum number of persons to be allowed in the large meeting room at any time is 50 and the maximum number of persons to be allowed in the small meeting room at any time is 10.
 15. The Hirer shall be responsible for the provision of all information, instruction and/or supervision is as deemed necessary to ensure the safety of any activity for which the facilities are used. The emergency procedures within these conditions are available in the meeting rooms.
 16. Fire exits must be kept clear at all times. It is the responsibility of the Hirer to ensure that fire exits are clear for the duration of the event. If a fire breaks out, the written instructions attached and on the notice board in the meeting room should be strictly adhered to.
 17. If any of your attendees require assistance in the event of an emergency, you must ensure that you have completed and adhered to our Personal Emergency Evacuation Plan (PEEP). A copy is also attached for your use, and it is your responsibility as the hirer to ensure this information is collected.
 18. The Hirer must confine access to parts of the facilities included on the booking form. If it is found that any member of the party has accessed any area that hasn't been booked, the relevant charge will be made.
 19. Toilets should be left clean and hygienic.
 20. The Hirer is solely responsible for the adequacy, suitability and safety of all equipment brought in to the Council Office and that it is PAT tested. Should any Council equipment be damaged, due to unsuitable equipment provided by the Hirer, the Hirer will be liable for the costs incurred.
 21. Noise levels should be kept to a reasonable level.
 22. The facilities must be kept clean and tidy and in the same condition as found at the start of the booking.
 23. Heating instructions: Please do not heat the room via the radiators – use the air conditioning unit to set the required temperature instead.
 24. A qualified supervisor must attend all activities in which the hiring organisation is a youth group.
 25. The premises are strictly a non-smoking environment.
 26. In the event of a breach, Haydon Wick Parish Council reserves the right to cancel future bookings or close events whilst in progress.
 27. The Council does not accept liability for loss or damage to vehicles parked on the premises, and parking on the premises is restricted to disabled persons and offloading only.
- ## **28. Kitchen terms and conditions are as follows:**
- Where it has been agreed that the Hirer has been permitted access to the kitchen, all debris and food waste must be removed, and placed in the relevant bins outside

- Please leave the kitchen in a clean, tidy and hygienic condition.
- It is the responsibility of the Hirer to ensure that food is prepared and served in a hygienic way.
- If the premises is left untidy, the Hirer will be invoiced for the additional cleaning time and the cleaning products if necessary.
- Hirers must supply all consumables (tea, coffee, milk, etc.) unless refreshments have been requested and provided as part of the room hire package, at additional cost. Hirers must not use any items belonging to the Council. Only crockery and equipment provided as part of the room hire facility may be used; do not use the supply of the team's personal crockery.

29. The Council will not allow use of the room where it is to be used to promote a party-political cause.

30. The Chief Officer can offer both meeting rooms for free for the emergency services, not for profit community groups, or charity fundraising events for up to 2.5 hours per week (between 8am – 4pm Monday to Friday).

PLEASE NOTE: that we do not have an IT Department available during the hire period. It is advisable to come in to test the system before if possible. Contact hello@haydonwick.gov.uk to arrange.

Version control

Venue Hire Terms & Conditions	Georgina Morgan-Denn, Chief Officer/Clerk & RFO	Revised and adopted at Finance & Policy May 2025: Minute Ref FP 017 March 2026 – minor amendment to use of kitchen/crockery usage – N/A for Council. April 2026 – amendment to complimentary room hire increased from two hours to 2.5 hours – approved by Council.	Next review due: As required
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