

Draycott Community Hall – Hall Hire Booking Form

Section	Details to Complete
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1. Date(s) Required

Start Time (from entry)

Finish Time (to departure)

Total Hours (minimum 2 hours)

Purpose of Hire

Will tickets be sold?	Yes / No
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Will food be provided?	Yes / No
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Will alcohol be provided?	Yes / No
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Will live or recorded music be played?	Yes / No
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Will a film be shown?	Yes / No
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2. Hirer Name

Organisation (if applicable)

Authorised Representative (if applicable)

Address

Telephone

Email

3. Hire Charges

Hourly Rate	£15 per hour
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Minimum Charge	2 hours
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Total Hours Booked (from point of entry to point of exit)

Total Hire Fee (£15 × hours, in 15 min increments if required)	£
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Section	Details to Complete
4. Insurance	Proof of public liability insurance must be provided before booking is confirmed.
5. Contact for Bookings	clerk@draycott-pc.gov.uk (part-time service; response may not be immediate)
6. Declaration	I confirm I have read and agree to the Terms & Conditions of Hire.

Hirer Signature

Date

Signed on behalf of Draycott Parish Council

Date

Terms and Conditions for Hall Hire

Condition	Requirement
1. Age	Hirer must be over 18 and responsible for supervision at all times.
2. Supervision	Hirer is responsible for behaviour of all users, protection of premises, and safe car parking. Damage must be paid for or made good.
3. Use of Premises	Premises must only be used for the stated purpose. No sub-hire, unlawful activity, dangerous items, or alcohol without permission.
4. Insurance	Hirer must provide proof of public liability insurance before booking is confirmed. Council accepts no liability for hirer's property.
5. Gaming, Betting, Lotteries	All activities must comply with relevant legislation.
6. Music Copyright	Hirer must ensure appropriate PRS/PPL licences are held if required.
7. Music	Written permission required for live or recorded music.
8. Film	Age-restricted films must comply with BBFC classifications. Hirer must hold appropriate copyright licences.

Draycott Community Hall is owned and managed by Draycott and Church Wilne Parish Council – contact clerk@draycott-pc.gov.uk

Condition	Requirement
9. Safeguarding	Activities involving children or vulnerable adults must comply with safeguarding legislation. Policies and DBS evidence may be requested.
10. Public Safety Compliance	Hirer must comply with fire safety, licensing, health and safety policies, and ensure exits, lighting and equipment are safe. Fire incidents must be reported.
11. Noise	Noise must be minimised, especially late at night. Noise limiters must be used if installed.
12. Alcohol, Disorderly Behaviour, Drugs	Excessive drinking, disorderly behaviour and illegal drugs are prohibited. Offenders may be required to leave.
13. Food Hygiene and cooking	Hirer must comply with food hygiene regulations. Refrigeration requirements apply if food is served. There is a microwave, kettle and toaster available for use – the cooker is not available for use.
14. Electrical Safety	All electrical equipment brought in must be safe and compliant with regulations and proof of PAT testing required.
15. Stored Equipment	Council accepts no liability for stored items. Items left behind may incur charges or be disposed of.
16. Smoking and Vaping	Smoking and vaping are prohibited inside the hall. No smoking or vaping is permitted within the fenced area of the hall. Cigarette and vape waste must be disposed of responsibly outside.
17. Accidents & Dangerous Occurrences	All accidents and equipment failures must be reported. RIDDOR requirements apply.
18. Explosives & Flammable Substances	Highly flammable materials are prohibited. Combustible decorations require consent.
19. Heating	No unauthorised heating appliances. LPG heaters are prohibited.
20. Animals	Assistance dogs must be permitted.
21. Fly Posting	Unauthorised advertising is prohibited. Hirer indemnifies the council for any breach.

Condition	Requirement
22. Sale of Goods	Fair Trading laws apply. Prices and organiser details must be clearly displayed.
23. Cancellation	Hirer must give at least 24 hours' notice. Less notice results in full charges. Council may cancel for emergencies or statutory reasons.
24. End of Hire	Premises must be left clean, tidy, locked and secured. Rubbish must be placed in bins. Additional charges may apply if not complied with.
25. Alterations	No fixtures, decorations or alterations without written permission. Approved items may become council property if left behind.
26. No Rights	Hire confers no tenancy or right of occupation.
27. Prevent Duty	<i>"Under Section 26 of the Counter-Terrorism and Security Act 2015 and related statutory guidance, the Council must have due regard to the need to prevent people from being drawn into terrorism. This is known as the Prevent Duty. In complying with the Prevent Duty, Councils are required to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views.</i> <i>The Government have defined extremism as: "vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs". Also included in our definition of extremism are calls for the death of members of our armed forces.</i> <i>Therefore, the hirer shall not use any local authority resources to promote violent and/or non-violent extremist views. This applies to speakers in person or those using any form of online platform, any pre-recorded video footage, or any speakers added to an event agenda after the initial booking.</i>

Fire Safety

1. General Duty of Care

All hirers have a legal and contractual responsibility to ensure the safety of all persons present during the hire period. Hirers must comply with all fire-safety instructions, signage, and procedures issued by the Parish Council.

2. Familiarisation with Fire Safety Provisions

Before the hire commences, the hirer must familiarise themselves with:

- The location of all fire exits and escape routes.
- The position of fire alarm call points.
- The location and type of firefighting equipment provided.
- The designated assembly point. No hire may proceed unless the hirer understands these provisions.

3. Actions in the Event of Fire or Alarm Activation

If a fire is discovered or the alarm sounds:

- Instruct all attendees to evacuate immediately using the nearest safe exit.
- Do not stop to collect personal belongings.
- Proceed directly to the assembly point and remain there.
- Call 999 once outside and safe.
- Do not re-enter the building until authorised by the Fire & Rescue Service.

4. Fire Evacuation Practice Requirements

Regular Hirers

Regular hirers must conduct periodic fire evacuation practices appropriate to their activities.

- Evidence of each practice (date, time, number of participants, issues identified) must be submitted to the Parish Council.
- Any defects or concerns identified must be reported immediately.

One-Off Hirers

For single or occasional bookings, the person booking the hall is responsible for ensuring all attendees are aware of the evacuation procedure. A full practice is not required, but the hirer must take reasonable steps to ensure safe evacuation.

5. Management of Escape Routes

Hirers must ensure that:

- All escape routes remain unobstructed at all times.
- Fire exits are not locked, blocked, or covered.
- Internal doors required for fire protection are not wedged open. Any obstruction identified must be rectified immediately.

6. Use of Electrical and Heat-Generating Equipment

Hirers must use electrical appliances, cooking equipment, and heat-generating devices safely and in accordance with posted instructions.

- Portable heaters may not be brought into the hall without prior written permission.
- No additional cooking appliances may be used unless authorised.
- Faulty equipment must not be used and must be reported to the Parish Council.

7. Persons Requiring Assistance

Hirers must identify any persons requiring assistance to evacuate (mobility, sensory, cognitive needs) and ensure appropriate support is provided. Children must be supervised at all times during evacuation.

8. Prohibited Activities

The following are strictly prohibited:

- Candles, open flames, or pyrotechnics.
- Smoke machines or fog devices.
- Blocking or covering fire-safety signage.
- Tampering with fire alarm systems or firefighting equipment.

9. Reporting Incidents

Any fire, alarm activation, near-miss, or safety concern occurring during the hire must be reported to the Parish Council immediately and recorded in the fire logbook where instructed.

10. Compliance

Failure to comply with this Fire Safety section may result in termination of the hire, refusal of future bookings, or recovery of costs arising from damage or misuse.