HAZLEMERE PARISH COUNCIL

CEDAR BARN BARN LANE HAZLEMERE HP15 7BQ
TEL: 01494 715548 – EMAIL: cedarbarnbookings@gmail.com
hazlemereparishcouncil.org.uk

HIRE AGREEMENT FOR THE BARN OFFICE

THIS AGREEMENT is made on day of 2017, between Hazlemere Parish Council and the Hirer named below.

The Council agrees to permit to use part of the premises designated for the purposes, periods and at the fee described below:

Purpose for which accommodation is required _____

Organisation (if applicable) _____ Tel No. _____

Date of hire _____ Time: From _____ To_____
(Please allow time for preparation and cleaning up)

How many persons are likely to attend (maximum 12) _____

Is your organisation based in Hazlemere? Yes/No
Are you a parishioner of Hazlemere? Yes/No
How did you hear about us? Advert ☐ (*please state where you saw this*) _____

Website ☐ Recommended ☐ Other ☐(*please state*) _____

Hire Charges: Parishioners £8.00 per hour
Non Parishioners £10.00 per hour
(inclusive of tea/coffee making facilities) (50% reduction if hiring Barn at same time)

Total hire charges £_____ (payable on booking)
Cheque/Cash or BACS (Account No. 02139115, Sort Code. 30-94-28)
Deposit £50.00 (**separate** cheque or cash only please) This cheque is shredded after the event.

Please make cheques payable to: Hazlemere Parish Council

PERSON RESPONSIBLE FOR BOOKING

Name _____

Address _____

_____ Postcode _____

Tel No _____
I agree to be bound by the attached Terms and Conditions of use:

Signed _____ Dated _____

Please return this form (receipt will be issued as confirmation of booking) to:
Rachel Freeman, Hazlemere Parish Council, Cedar Barn, Barn Lane, Hazlemere HP15 7BQ

Invoice Number (office use only) _____

HAZLEMERE PARISH COUNCIL

CEDAR BARN BARN LANE HAZLEMERE HP15 7BQ
TELEPHONE (01494) 715548 – EMAIL: cedarbarnbookings@gmail.com
hazlemereparishcouncil.org.uk

Cedar Barn is owned and managed by Hazlemere Parish Council whose powers and composition are defined in this management agreement.

HIRE CHARGES FOR THE BARN OFFICE

Parishioners	£8 per hour
Non parishioners	£10 per hour

(inclusive of tea/coffee making facilities) (50% reduction if hiring Barn at same time)

1. **Use of the Barn Office**
   Use of the Barn office is subject to the following rules and in the case of hirers, to certain standard conditions incorporated in the hiring agreement.

2. **Equal Opportunities**
   The Barn office shall be open to all members of the community regardless of race, gender, sexual orientation, age, disability, religious or political beliefs or marital status.

3. **Applying to use the Barn Office**

- Application for use of the Barn office shall be made to the Booking Clerk;
- All arrangements for the use of the Barn office facilities are subject to the Council reserving the right to cancel bookings when the premises are required for use as a Polling Station or are rendered unfit for the intended use; and
- All payments will be received prior to hire.

4. **Opening Hours**
   Hirers need to vacate the Barn office by 11.30pm; permission for extended hours needs to be granted by the Booking Clerk.

5. **Maximum Capacity**
   The Barn office has a maximum capacity of 12 persons. Numbers must not be exceeded.

6. **Safety Requirements**
   All conditions attached to the granting of the Barn complex Licences' shall be strictly observed. Nothing shall be done to endanger the users of the building and the policies of insurances relating to it and its contents. In particular:

- Obstructions must not be placed in front of the emergency exits which must be immediately available for free public progress;
- The emergency lighting supply must remain turned on during the whole time the premises are occupied and must illuminate all exit signs and routes;
- Fire fighting equipment shall be kept in its place and used for its intended purpose;
- The fire brigade shall be called to any outbreak of fire;
- Highly flammable substances shall not be brought into the building;
- The use of candles, naked lights, matches, lighters or smoke machines of any description is prohibited except where matches or lighters are to be used to light a cake;
- No unauthorised heating appliances shall be used on the premises;
- The First Aid box located in the kitchen is available to all users of the premises;
- All electrical equipment brought onto the premises shall comply with the current Electricity at Work Regulations and;
- No illegal substances or offensive weapons to be bought onto the premises.

7. **Supervision**
   The hirer or person in charge of the activity shall not be under 21 years of age and shall be on the premises for the entire period of the hire or duration of the activity.

8. Intoxicating Liquor

No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises without the express permission in writing of the Booking Clerk whose consent must be obtained prior to seeking any Licence. Alcohol should only be consumed by 18 years old and over.

9. Storage

The permission of the Booking Clerk must be obtained before goods or equipment are left or stored at the Barn. All private equipment – bottles, glasses, stalls etc must be removed on the day on which the function takes place as no storage is available.

10. Loss of Property

The Council cannot accept responsibility for damage to or loss or theft of Barn Users property and effects.

11. Car Parking

The car parking area is not for the sole use of hirers. It may on occasions also be used by the Gardening Association and allotment holders. No parking is allowed on the driveway or on the grass. Please park considerately.

12. Nuisance

- Litter shall not be left in or about the Barn premises;
- Except in the case of aid dogs, dogs shall not be admitted to the Barn without permission from the Parish Council office; and
- Hirers are responsible for ensuring that the noise level of their functions does not cause inconvenience for the occupiers of nearby houses and property.

13. Cleaning and Security

Please supply own tea towels. All use of the Barn premises and facilities is subject to the users or hirers accepting responsibility for returning furniture and equipment to their original position and for securing doors and windows of the premises as directed by the Booking Clerk. Please supply own rubbish bags and remove all rubbish from site. All users shall leave the premises and surrounds in a clean and tidy condition.

14. Cancellation of Bookings

Bookings confirmed by the hirer and then cancelled 28 days or more before the date of the event will incur a 25% cancellation charge. Where bookings are cancelled less than 28 days prior to the date of the function the cancellation charge will be 50%. The full charge will be payable where the cancellation takes place less than 14 days prior to the function.

15. Refuse to Hire

The Council can refuse any individual to hire based on our Terms and Conditions and criteria.

PLEASE NOTE THE BUILDING IS A NO SMOKING AREA THROUGHOUT