

Hire of the Hall is dependent on the completion of any accompanying booking form

NB. This is an interim document, subject to revision whilst our Terms and Conditions are updated. This document is intended for Hirers but you are welcome to share this with attendees to help them understand the limitations imposed on public buildings by law, in the interests of public safety, and by our insurers to protect a building valued at £1m.

Little Hereford Parish Hall

Little Hereford Parish Hall (LPH) is registered charity No. 219378, intended for the benefit of the parishioners of Little Hereford and Brimfield. Income from hall hire is vital to maintain this valuable parish asset and keep it affordable for everyone. The Hall comprises a large hall with tables and seating for 100, a bar, a fully equipped kitchen and wheelchair access throughout, free wireless broadband and a generous, lockable car park.

SUMMARY Terms and Conditions of Hire April 2026

Rates of Hire

Charity Rate – £9 per hour. For charities, on the provision of a registered charity Number.
Standard Rate – £12 per hour. For all other hires.

Payments are strictly by BACS, Faster Payment or Standing Order from a UK bank account. One-off hires are invoiced and payable 30 days in advance. Regular, recurring hires are payable on the 28th of each month. Electronic receipts by email are available on request.

A £50 security deposit is required for all one-off bookings. A £100 security deposit is required for all bookings serving alcohol. Deposits are normally returned within seven working days, provided the Hall is left clean, tidy, undamaged, and the booking finishes on time. Additional charges may apply for additional cleaning or occupancy or any loss or damage arising from the hire.

Alcohol

If you wish to serve or sell alcohol, you must obtain written permission in advance by exchange of emails. It is the hirer's responsibility to apply for and obtain any necessary Temporary Event Notice ('TEN').

Restrictions

Hirers must be at least 25 years of age. Unaccompanied minors, dogs (except guide/assistance dogs) and stiletto heels are not permitted in the Hall.

Contacting the Parish Hall

If you have any enquiries or would like to discuss a booking:

Call or text 0757 022 4366 or email littleherefordph@gmail.com
(include your mobile number), to forward a message to the trustee on duty.

DETAILED Terms and Conditions of Hire July 2026 to be read in conjunction with the SUMMARY above.

TERMS

The **Hirer** means an individual hirer, or if the hirer is an organisation, an authorised representative. The **Hirer** must be at least 25 years of age and must furnish:

1. A mobile phone number for emergencies
2. An email address for correspondence
3. Payment by BACS or Faster Payment from a UK bank account.
4. A Post Code at which they reside.

Change of Hirer: if the **Hirer** is superseded, the original **Hirer** *remains bound by this agreement until any new **Hirer** has returned a new Booking form in the new Hirer's name, and any new booking is agreed in writing by the Committee, by an exchange of emails.*

The term **Hall** applies to both the Main Hall and Games Room/Bar which may be hired separately if stated on any invoice.

The term **Committee** is the Committee of LPH, acting singly or jointly as the managing trustees of the Hall.

Hirers are afforded one free 15 minute grace period per day to open up/lock up the hall, otherwise **hire of the hall is strictly by the hour** and hourly rates prevail throughout. Hire commences on the first arrival of anyone attending the hire and only ceases when the Hirer has ensured the hall is vacant, and has exited the hall. Hires which exceed the hours booked will be charged pro rata for time and any deposit may be debited accordingly.

RESPONSIBILITIES OF THE HIRER

It is the Hirer's responsibility to read and understand all terms and conditions of hire. By paying a hire fee or deposit, the Hirer agrees to be bound by these terms and conditions and that any failure of compliance in breach of Insurance Policies held by LPH may render the Hirer and any attendees uninsured, resulting in the immediate cancellation of any hire.

1. PAYMENTS & RECEIPTS

Payments are strictly by BACS/Faster Payment/Standing Order from a UK bank account. **One-off hires** are billable 30 days in advance and no booking is secured until a deposit is paid. **Regular, recurring hires** are billed monthly for payment on the 28th of each month. Receipts will be issued electronically by email, on request, after receipt of payment in full.

2. CARE AND SUPERVISION:

During the period of the hire, the **Hirer shall ensure:**

- Supervision of all persons attending the hire,
- Supervision of the premises and contents and their care and safety from damage however slight, or alteration of any sort
- Supervision of the car park behind the Hall so that entrances and exits are accessible to emergency vehicles and no vehicles remain parked in front of the hall

- Minimum noise is made on arrival and departure and maintained at levels considerate of local neighbours during the period of hire.
- The premises and surroundings are left in a clean and tidy condition.
- Electrical equipment brought into the hall is safety tested.
- NO naked flame heaters, flammable materials, fireworks or explosives, bouncy castles, trampolines or the like are permitted on the premises or curtilage.
- NO Stiletto heels or dogs (except guide or assistance dogs) or unaccompanied minors are permitted in the Hall

4. LEGAL AND REGULATORY COMPLIANCE:

The Hirer shall ensure compliance with all conditions, laws and regulations applying to the premises and that nothing is done in contravention of the law pertaining to

- Serving alcohol, gaming, betting, lotteries and the Children Act 1989 where children are present and that only fit, proper and authorised persons have access to the children.
- Stipulations made by the Fire Service, Local Authorities, Local Magistrates Court or otherwise, particularly in connection with public entertainment or performance.

The Hirer shall further ensure that:

- The premises are not used for any purpose other than described in the Booking Form, that the premises are not sub-hired or used by any persons under the age of 21 for the purpose of a private gathering,
- The premises are not used for an unlawful purpose or in an unlawful way and the Hirer will not allow onto the premises anything which might endanger the same or render invalid any Insurances held by the Hall.

5. DAMAGE:

The Hirer shall indemnify LPHH Committee for the cost of repair of any damage done to any part of the property, including the curtilage or the contents of the building which occur during or as a result of the hire and any deposit may be forfeit

6. EXITING AND SECURING THE HALL:

On exiting the Hall, **the Hirer must ensure:**

- All doors and windows are locked shut, all lighting is turned off and the heating is off, by turning down the Heater Thermostat in the main hall. Frost prevention heaters so labelled must remain powered on.
- Any contents removed from their usual position including keys from the internal Key Cabinet are replaced, and the indoor Key Cabinet is locked.
- The Car Park Gates & Main Door are locked before returning the Main Door & Car Park keys to the outdoor Key Safe and the outdoor Key Safe is locked.
- Letters or, in extremis, cash payments, are deposited in the post box adjacent to the outdoor Key Safe and the mobile number displayed is messaged to ensure prompt collection.

8. CANCELLATIONS:

The Committee reserve the right to cancel this hire agreement without compensation:

- In the event of a violation of the Hire Agreement by the Hirer and to apply any remedy specified under '**5. DAMAGE**', and any payment for hire and deposit may be forfeit, such cancellation being made without notice.
- If the hire fee is not paid prior to commencement of hire. If the Hirer cancels the booking then repayment of any hire fee/deposit is at the discretion of the Committee.
- If the Hall is required for use as a Polling Station for Parliamentary or Local Government Election or Bye-election or any event which the Committee consider takes priority, in which case the Hirer is entitled to a refund of any prepayment.
- In the event of the Hall or any part thereof being rendered unfit for the use for which it has been hired and the Committee shall not be liable to the Hirer for any loss or damage whatsoever, except for a refund of any prepayment.

9. SALE OF ALCOHOL POLICY V2.5.26:

The Licensing Act 2003 requires a licence for the sale of alcohol at all events. IF you are charging for alcoholic drinks at any event **OR** the event has an entrance charge and you are providing a free drink, then the licensing authority treats this as the sale of alcohol.

A licence is not required IF attendees bring their own alcohol to consume on the premises **OR** Alcohol is donated by an individual (not an organisation charging for entrance) **OR** Alcohol is given as a gift, reward or prize (raffle, tombola etc) **OR** The event is free and drink is provided free (eg.family wedding, wake etc.)

Temporary Event Notice (TEN): A TEN is required, for all functions selling alcohol, including by individuals who hold a Personal Licence. LHPH has a limited number of TENs per annum, so no Hirer may apply for a TEN without written permission from the Committee by exchange of emails.

Applications at a cost of £21 are made via Herefordshire Council's website:

www.herefordshire.gov.uk/directories/licences-and-permissions/temporary-event-notice

A TEN must be authorised a minimum of 10 working days in advance. A TEN is not transferable, must be used for the event named and dated in the application and the applicant is legally responsible for the sale of alcohol at the event. For further advice contact licensing@herefordshire.gov.uk & 01432 261761. A copy of the receipt issued by Herefordshire Council must be emailed to: littleherefordph@gmail.com. If no TEN is listed in the Event Register the booking will be cancelled.

The Magistrates' Court can give an unlimited fine for the following offences under the Licensing Act 2003:

- Sale of alcohol to children
- Allowing the sale or supply of alcohol to children
- Purchase on behalf of a person under the age of 18
- Knowingly allowing the consumption of alcohol on premises by children

The Licensing Team is very strict regarding these regulations and has the power to withdraw our Premises Licence, without which the Parish Hall is not legally permitted to hire out, resulting in the closure of this vitall community asset.

LPH User Guide

Outdoor Key Safe and Indoor Key Cabinet - Access and Facilities

The Entrance to the Hall is at the rear on the left as you look at the front of the Hall. When not in use, the gate to the car park is padlocked. The pedestrian gate on your left facing the doors is latched but not locked.



The Key Safe is located on your right as you stand in front of the Hall Main Doors.
See instructions below. The **current** Key Safe code is:

Available with your receipt, on settlement of any Hire Fee and Deposit



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Day to day, you don't have to do anything with the KeySafe™. It is fixed to your wall, ready for whenever it is needed.

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Hinge down the key safe and retrieve the keys:

1. 1 x **High Security** Main Door Key for the door lock adjacent to the door handle.
2. 1 x **High Security** Car Park Padlocks Key. Both Padlocks use the same key.

There is a wall mounted Key Cabinet in the foyer below the First Aid Box.



The **current** Key Cabinet combination code is:

Available with your receipt, on settlement of any Hire Fee and Deposit

Should you need them, the Key Cabinet contains keys for

1. ERA Rack Lock key for the kitchen, storage area and toilet doors
2. **High Security** kitchen backdoor
Keys 1 & 2 may be absent, if the kitchen is not in use or excluded from hire.
3. Cleaning Supplies Locker. A pair of lockers with matching locks containing toilet paper, paper towels and cleaning sundries are located in the Gent's toilet.
4. Paper-Towel Dispenser key.
5. Window locks x 2
6. Electricity Meter Cupboard
7. Electrical Test keyswitch for emergency lighting

Replacement Keys

Replacements may be unobtainable for **High Security** keys, resulting in the lock being replaced at the hirer's cost, if the key is not returned at the end of hire.

Free Wifi

The Hall is equipped with Dual 75 Mps Wireless Broadband courtesy of Airband, accessed via QR codes displayed in the Hall.

Cleaning of spillages and kitchen work surfaces

The hall is normally cleaned weekly on Wednesday mornings. In the event of a wet or dry spillage:

1. Brooms, mops and dustpan & brush are stored in the Utility Cupboard in the foyer.
2. There are blue paper towels, microfibre cloths and detergent in the kitchen.
3. Cleaning sundries are stored in the upper of the two lockers in the men's toilet. These lockers have matching locks using the same key.

