

**BENSON PARISH COUNCIL**  
**YOUTH HALL HIRE APPLICATION AND CONDITIONS OF HIRE**

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**CONTACT INFORMATION**

Benson Parish Hall, Sunnyside, Benson, Wallingford, Oxfordshire, OX10 6LZ

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Address of Hall: The Youth Hall, Oxford Road, Benson, Wallingford, Oxfordshire OX10 6LX

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**BENSON PARISH COUNCIL**

Through this written hiring application, the Benson Parish Council requires all hirers to comply with these terms and conditions of hire. **The hirer's signature will be deemed as acceptance of these terms and conditions.**

The Benson Parish Council will always endeavor to provide premises safe for public use and licensed for the use for which they were hired.

The Office of the Clerk to the Council has been instructed to draw the attention of all hirers to these terms and conditions, to acquaint hirers with the location and use of the hall's emergency equipment, evacuation procedure "In Case of Fire" and to the need for the hirer to avoid the creation of public nuisance or disorderly and drunken behaviour during the event for which they are responsible.

The Benson Parish Council **SHALL NOT** be held in any way responsible for the loss, damage, theft or accident to persons or their property within Parish premises beyond its legal responsibility as owner of public halls.

**PUBLIC SAFETY - HIRERS**

Public Telephone. The Hirer shall note that there is no public phone on the premises and that the nearest Public Payphone is on Church Road, Benson opposite the St Helen's Parish Church. To reach this, proceed out of the main entrance of the hall onto the Oxford Road, turn left and proceed up Oxford Road to the War Memorial at which turn right onto Church Road, the telephone kiosk is on the left at the lay-by opposite the Church.

**TERMS AND CONDITIONS OF HIRE**

**HIRE APPLICATIONS**

- a. No agreement or contract of hire will exist until the application has been approved and confirmed by the Benson Parish Council and AFTER the receipt by the Benson Parish Council of the required deposit cheque.
- b. Applications are to be made not less than two weeks before the required date of hire. The Benson Parish Office is authorised to vary this requirement as and when necessary (e.g. a late booking in the event of another cancellation) but this concession must not be relied on.
- c. Applications from persons under the age of 21 shall NOT be accepted.
- d. The Benson Parish Council reserves the absolute right to refuse or cancel a booking at its own discretion.

**PRIORITIES**

The Youth Hall is licensed for educational and recreational activities but PRIORITY will always be given to YOUTH organisations.

**SESSION TIMES & HIRE COSTS**

- a. **Session Times.** The facilities are let on a timed session, guidance times as follows:

<b>Morning</b>	9.00 a.m. to 1.00 p.m.
<b>Afternoon</b>	1.00 p.m. to 5.00 p.m.
<b>Evening</b>	5.00 p.m. to 10.30 p.m.

Variations to these times may be arranged through the parish office.
- b. **Extension to Session Times.** Extensions to session time hours may be negotiated BEFORE the date of the hire with the Parish Office if required (e.g. for setting up or taking down). A pro-rata hourly hire rate will be charged for all hours outside of the tabled session times.
- c. **Cost of Hire.** Charges for the hire of facilities will be in accordance with the rates published and applicable at the date and time of the event. Hire rates are available upon request from the Parish Office and are subject to regular review and the Benson Parish Council reserves the right to vary the rates of hall hire as and when necessary.

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d. **CANCELLATIONS** must be notified to the Parish Office at least 28 days before the event. Failure to do so will relate in the following charges being applied: More than 4 weeks' notice - Deposit only. With 2 to 4 weeks notice - Deposit plus 50% of hire charge. Less than 2 weeks' notice – full cost of hire charge.

**INSURANCE.**

a. **The hirer is responsible** for indemnifying the Benson Parish Council against any and all liability arising from any loss or damages, howsoever caused, arising from the hall not being available due to circumstances outside of the control of the Parish Council. The hirer is advised to take out **INDEMNITY INSURANCE** and shall provide the Parish Council with a copy of the certificate upon request.

**SAFETY AND SECURITY OF PREMISES AND PERSONS**

a. **Security Keys.** **The hirer is responsible** for arranging the collection and return of the keys and their safe keeping whilst in the Hirer's possession.

b. **Smoking and Vaping.** All rooms and areas within Benson Parish Property are designated **NO SMOKING** and **NO VAPING** (e-cigarettes) areas.

c. **Naked Lights and Decorations.** The use of candles or other forms of naked lights is **FORBIDDEN** on Parish premises and all decorations **MUST BE** constructed of fireproof material.

d. **Fire Exits.** All fire exits are not, under any circumstances to be obstructed by furniture or other items and are to be kept free of obstructions. The fire doors must be unlocked at the commencement of hire and locked on leaving the building.

e. **Fire Safety.** The hirer shall ensure that you and the Stewards are aware of the location of the fire extinguishers in the building and the assembly point of the basketball court adjacent to the building. In a fire emergency dial 999 and call the fire service stating the location of the fire as being "The Benson Youth Hall, Oxford Road, OX10 6LX about 100m South of Littleworth Road".

f. **Access to Premises.** **The hirer shall** ensure that the police, fire service and parish councillors are allowed access at all times. **The hirer** is also responsible for maintaining the security of the premises during the period of hire, ensuring that only those with a legitimate connection with the Hirer or those authorised by the Parish Council have access.

g. **Electrical Equipment.** **The hirer** is responsible for ensuring that ALL electrical equipment they intend to use on the premises has passed and been labelled as passed its Portable Appliance Test (PAT) for electrical safety within the last 12 months.

h. **Excessive Noise.** **The hirer shall ensure** that noise produced by the event shall not cause a nuisance to nearby residents and others. Failure to comply with this requirement may result in future applications by the hirer being refused for non-compliance.

k. **Behaviour.** **The hirer is alone responsible** for the behaviour of all people attending the function and for ensuring that there is no offensive conduct. To this end **the hirer** shall provide the names of FOUR Stewards to maintain order and fire safety throughout the event on their application. It is recommended that **the hirer** does ensure that the Stewards also read and accept these conditions of hire.

l. **First Aid.** **The hirer** is responsible for ensuring that a First Aid kit and, if appropriate, a trained First-Aider is available for the event. In an emergency the Kitchen first aid kit may be used but in this case the hirer shall inform the Parish Office the next day of the items used from this kit.

m. **Games.** The playing of ball games such as football, netball, basketball, tennis and cricket **IS NOT PERMITTED** within the Hall. The use of Bouncy Castles and some ball games **MAY BE** allowed with **WRITTEN PERMISSION** of the Parish Office. Please check with the Parish Office if you require guidance.

n. **Setting Up and Taking Down.** **The hirer is alone responsible** for setting up the tables, chairs and items needed for the event and for their removal, stacking or storage at the end of the event.

o. **Maximum Permitted Numbers:** The hirer shall note that storerooms **ARE NOT** to be used for any purpose other than storage and that the maximum number of persons to be in the building is limited to:

<b>Youth Hall</b>	9.6m x 14.3m (31ft x 47ft)	All seated (theatre style)	100
		Seated at tables	80
		Disco/dance	125

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p. Car Parking. **The hirer shall note** that car parking at the front of the Youth Hall is very limited and that vehicle **MUST NOT** be allowed to obstruct the exit routes. The hirer shall also note that parking on Oxford Road may cause an obstruction to traffic and should be monitored to avoid possible problems.

q. Waste Disposal. A waste bin is positioned outside of the hall and **hirers shall note** that they are required to ensure that kitchen and other waste containers in the building are to be emptied into the outside bin before vacating the premises.

**CLOSING AND VACATING THE PREMISES**

a. Time. All entertainment must cease and guests have vacated the premises by **NOT LATER THAN 10.30 p.m.**

b. Damages. **The hirer shall** report any damage caused to or loss of Parish Council property during the event as soon as possible after the event (i.e. the next working day). Damage or loss caused to the premises shall be the sole responsibility of the Hirer who shall reimburse the Council for the cost of rectification in full.

c. Cleanliness. **The hirer shall** ensure that the premises are left in a clean and tidy condition for the next hirer. This shall include (i) Toilets being left in a reasonable condition of cleanliness (ii) all spillages cleared up (iii) tables and chairs being wiped down and put away and (iv) all rubbish cleared away and disposed of by the hirer. **Failure of the hirer** to ensure that the premises are left in a clean and tidy condition shall result in the costs of the Parish Council having to arrange cleaning **shall be charged to the hirer** and future applications for hire of Parish premises may be refused.

d. Security. **The hirer shall ensure** that the premises are left safe and secure with (i) all doors and windows closed and locked (ii) all electrical and other appliances switched off (iii) a 'walk-around' check to ensure that all persons have left the premises (e.g. in a toilet).

**ACCEPTANCE OF TERMS AND CONDITIONS**

**The name and signature of the applicant on the attached hire application form shall be deemed to be acceptance of these terms and conditions for the hire of the Benson Parish Youth Hall.**

## **EMERGENCY PROCEDURE**

The Hirer of the Premises is the responsible person and must familiarise him/herself with the requirements set out below of the Emergency Procedure during occupation of the Building.

**IN THE EVENT OF FIRE in the building, the building should be evacuated immediately and at the earliest opportunity an emergency 999 call should be made quoting:**

**“Fire at:”**

**Benson Youth hall  
Oxford road, Benson Wallingford, Oxfordshire  
OX10 6LX**

**The responsible person must:**

- 1 Appoint a fire marshal and instruct assistants of the Emergency Procedure
- 2 Ensure that he/she acquaints him/herself with the location of the emergency equipment and emergency exits.
- 3 Ensure that the building is evacuated immediately the alarm system is activated.
- 4 Ensure that people gather outside in the Fire Assembly Point (the front car park opposite the main entrance) and be accounted for (he/she is responsible for accounting for the number of persons attending the function).
- 5 Once the building is evacuated, contact a Council Official to advise accordingly.
- 6 Ensure that no person re-enters the building until the Fire Service issue instructions accordingly.

**In the interests of safety, your co-operation is requested to ensure that the instructions are adhered to.**

**YOUTH HALL BOOKING CONFIRMATION AND CONTRACT**

Date	Access	Start	End	Depart
PRICES AGREED				

**Notes**

1. By your signature below you accept the Terms and Conditions as stated for the hire of the Youth Hall.
2. Please include any setting up/taking down time needed in the start and end times above.
3. You are entirely responsible for arranging with the Parish Office when to collect the keys to the Youth Hall, and where they are to be returned to after the event.
4. All other bookings: A non-refundable booking fee of £20.00 is required with this application (to be deducted from final invoice) together with £150.00 deposit (dated 6 weeks prior to event), fully refundable provided that no loss, damage or caretakers fees are incurred by the Parish Council as a result of the event.
5. Please make cheques payable to Benson Parish Council.

Name of applicant:		
Organisation:		
Address:		
Post code:	Home Tel No.	Daytime Tel No.
Invoice address if different to above:		
Type of function:	No. of Expected attendees:	
Name of Entertainer (if applicable)		
<p><b>Stewards:</b> Please provide the name and address of four ADULT people who will be responsible for acting as stewards and who will be in attendance throughout the event.</p>		
1. Name:	Address:	Tel:
2. Name:	Address:	Tel:
3. Name:	Address:	Tel:
4. Name:	Address:	Tel:
<p><b>Declaration:</b> I declare that I have read and understood the Terms &amp; Conditions for the hire of the Youth Hall, that I will be in attendance through the event and that the entertainer has been provided with a copy of the rules.</p>		
Signed.....Dated.....		
Print Name.....	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Benson Parish Council .</div>	