



Marden Parish Trust
Registered Charity 1210758

Marden Parish Hall – Booking Terms and Conditions of Hire

1. Introduction

These **Terms and Conditions** apply to all bookings of Marden Parish Hall. By making a booking, the Hirer agrees to comply fully with these conditions and accepts responsibility for all individuals attending their event.

"Marden Parish Hall" refers to the building, grounds, equipment, and facilities managed by the Marden Parish Hall Management Committee.

"Hirer" refers to the individual or organisation making the booking.

2. Booking Process

Bookings must be made through the dedicated Hallmaster online booking system or with the Hall Booking Officer.

A booking is not confirmed until:

a completed booking form has been submitted

The deposit (if applicable) has been paid

Confirmation has been issued by the Hall

3. Hire Charges and Payment

Hire charges are published separately and may vary for parishioners and non-parishioners.

Full payment must be made before the event unless otherwise agreed.

Additional charges may apply for:

Extended hours

Damage

Extra cleaning

Use of specialist equipment

4. Deposits

A refundable damage/cleaning deposit may be required.

Deposits will be returned after the event provided:

No damage has occurred

The hall is left clean and tidy

No additional time or services were used

5. Cancellation Policy

If the Hirer cancels:

More than 14 days before the event:- A full refund will be given

7-14 days before the event – 50% refund

Less than 7 days – no refund

The Committee reserves the right to cancel bookings due to:

Emergency repairs

Safety concerns



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Adverse weather
Unforeseen circumstances
Full refunds will be issued in these cases.

6. Use of the Premises

The Hirer must ensure:

Adequate supervision of all attendees, especially children
All activities are safe and appropriate
Noise is kept to a reasonable level,
Respect of neighbouring properties
Use of only the areas included in the booking

The Hirer may not:

Sub-let the hall
Use smoke machines, fireworks, or open flames without written permission
Bring hazardous materials onto the premises

7. Access and Security

The Hirer is responsible for:

Opening and securing the hall (unless otherwise arranged)
Ensuring all lights, appliances, and taps are turned off
Checking all doors and windows are locked on departure
Keys must not be copied or passed to third parties.

8. Fire Safety

The Hirer must:

Familiarise themselves with fire exits and assembly points
Ensure exits remain clear
Follow the hall's Fire Safety Instructions
Call 999 in the event of a fire
Candles, open flames, and pyrotechnics are prohibited unless approved in writing.

9. Health and Safety

The Hirer must: Report hazards or incidents immediately
Ensure safe use of equipment
Prevent overcrowding
Keep floors clear of spillages and obstacles
Record any accidents in the accident book.

10. Public Liability Insurance

All regular **commercial hirers** (individuals or organisations booking the hall on a recurring basis, such as weekly, fortnightly, or monthly) must hold and maintain their own valid Public Liability Insurance. This insurance must provide a minimum



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indemnity limit of £5,000,000 for any one claim to cover third-party bodily injury and property damage.

A current copy of the insurance certificate must be provided to the Parish Hall Management Committee before the first booking date and annually upon renewal. It is the hirer's responsibility to ensure this cover remains active throughout the duration of the hiring agreement. Failure to provide proof of valid insurance will result in the immediate suspension or cancellation of all scheduled bookings.

11. Smoking

The smoking of traditional cigarettes, cigars, and pipes is strictly prohibited anywhere in or around the parish hall, this includes inside the building, the car park, veranda and the village green. The use of electronic cigarettes and vaping devices is permitted outside the building; however, this is a conditional privilege. Vaping must not create a nuisance, dense vapour clouds, or a disturbance to other hall users, visitors, or committee members. If a complaint is made, or if management deems the vaping to be disruptive, the individual must stop immediately. The Marden Parish Trust reserves the right to ask anyone violating this policy to leave the premises.

12. Alcohol and Licensing

Alcohol may be consumed without a licence, provided it is not sold.
If alcohol is to be sold, the Hirer must obtain a Temporary Event Notice (TEN) from Herefordshire Council.

13. Music, Entertainment, and Noise

Music must finish by the agreed time stated on the booking form.
The Hirer must ensure noise does not disturb neighbours.
All entertainment must comply with licensing laws.

14. Kitchen and Catering

The Hirer must:

- Leave the kitchen clean and tidy
- Dispose of waste appropriately
- Supervise children at all times
- Follow basic food hygiene practices

15. Cleaning and Waste Disposal

The Hirer must:

- Leave the hall in the condition it was found
- Sweep floors
- Wipe surfaces
- Remove decorations, tape, and rubbish
- Return furniture to its original layout
- Failure to do so may result in additional charges.



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16. Damage and Loss

The Hirer is responsible for:

Any damage to the hall, equipment, or grounds

Loss of keys

Additional cleaning required

Costs will be deducted from the deposit or invoiced separately.

17. Safeguarding

Hirers working with children or vulnerable adults must:

Provide their own safeguarding policy

Ensure appropriate DBS checks

Supervise participants at all times

The hall does not provide staff supervision.

18. Dogs

Dogs are allowed in the hall and the surrounding areas, provided they are always kept under control

19. Bouncy Castles and Inflatables

Bouncy Castles and Inflatables are not permitted either inside the building or the village green.

20. Parking

Parking is available but not guaranteed.

The Hirer must ensure emergency access routes remain clear.

21. Loss of Property

Marden Parish Hall accepts no responsibility for:

Lost or stolen items

Damage to personal property

22. Compliance

The Hirer must comply with:

These Terms and Conditions

All hall policies (Fire Safety, Safeguarding, Privacy, etc.)

All relevant laws and regulations

23. Policy Review

These Terms and Conditions will be reviewed annually by the Management Committee.

24. Acceptance

By signing the booking form, the Hirer agrees to these Terms and Conditions.



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