

West Parley Community Hub: Hire/Booking Form Agreement

Please complete and return to: enquiries@westparley-pc.gov.uk

Or post to: 275 Christchurch Road, West Parley, Ferndown, Dorset, BH22 8SQ

Contact Name:
Organisation:
Address:
Email:
Contact telephone no:
Date/s of Hire (including year):

Booking Details	
Date(s) of hire	
Tutor/Hirers arrival time	
Tutor/Hirers departure time	
Event type	
Anticipated number of people attending	

No of Chairs/Tables required

Tea and coffee

Access to the kitchen required

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For single bookings, payment must be made at the time of booking. Regular bookings (6 or more) will be invoiced monthly and balances must be paid by the 30th of each month.

Bookings will be provisional until this form is signed, returned and full payment received. Please note at the point of booking a £25 deposit will be required and this will be returned within 5 working days of the end of the booking. The deposit is to cover any damage or extra cleaning that has to be carried out after your event.

Please pay: West Parley Parish Council Sort Code: 30-93-25 Account Number: 00084074

Name of Person responsible for Fire Regulations and Health and Safety_____

I have read the Fire Regulations and agree to the Conditions of Hire which were sent with this form

Signed on behalf of the organisation:

_____ Date 3/2/2026_____

West Parley Community Hub: Hire Agreement

275 Christchurch Road, West Parley, Ferndown, Dorset BH22 8SQ

Booking Agent:

West Parley Parish Council, 275 Christchurch Road, West Parley, Ferndown, Dorset BH22 8SQ

Tel: 07477 514862 or enquiries@westparley-pc.gov.uk

Booking Fee

The booking fee to hire the main room at the West Parley Community Hub is £20 plus vat as an introductory offer to end March 2026. Prior to this point, Council will undertake a review of the fees and inform all hirers of the new fee from 1st April 2006.

Booking Conditions

- a. In order to hire the main function room of the West Parley Community Hub (WPCH), the HIRER will be required to complete the booking.
- b. The WPCH hire fee is payable in full at the time of booking, along with the deposit.
- c. The Parish Council strongly suggests that the Hirer should read the Standard Conditions of Hire in full.
- d. In all cases a cancellation fee of 20% of the hire fee will be charged for cancellations within 30 days of the event and 50% for a cancellation within 7 days of the event.
- e. A deposit of £25 payable by BACS is required to be deposited with the Booking Agent. This is returnable providing the Community Hub is left in good condition and the key returned (if applicable).

The West Parley Community Hub Standard Conditions of Hire

These standard conditions apply to all hiring any part of the West Parley Community Hub. If the Hirer is in any doubt as to the meaning of the following, the Booking Agent should immediately be consulted.

1. Supervision

The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway & emergency exits. As directed by the Parish Council, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

2. Use of Premises

The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the sale of alcohol on the premises.

3. Gaming, Betting and Lotteries

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

4. Licences

If licences are required in respect of any activity in the West Parley Community Hub, the Hirer should ensure that they hold the relevant licence.

5. Public Safety Compliance

In the event of a fire the following action must be taken:

- This includes calling the Fire Brigade and evacuating the building
- The location and use of fire equipment
- Ensuring escape routes are kept clear
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.

6. Means of Escape

All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.

7. Outbreaks of Fire

The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the Booking Agent.

The Fire Assembly point is in the car park and the hirer should familiarise themselves with the position prior to any period of hire.

8. Health and Hygiene

The Hirer shall, if serving or selling food, observe all relevant food health and hygiene legislation and regulations. The Hirer is responsible for providing hand washing and drying equipment.

9. Electrical Appliance Safety

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. The hirer to provide PAT testing certification at the time of booking for electrical equipment to be used at the West Parley Community Hub.

10. Accidents and Dangerous Occurrences

The Hirer is responsible for providing a first aid kit and accident book during the duration of the hire agreement. The Hirer must report all accidents involving injury to the public to the Booking Agent as soon as possible. Any failure of equipment belonging to the West Parley Community Hub or brought in by the Hirer must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form to the local authority. The Parish Council will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

11. Indemnity

The Hirer shall indemnify and keep indemnified each member of West Parley Parish Council and the Council's employees, volunteers, agents and invitees against:

- a) The cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the premises
- b) All claims, losses, damages and costs in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer.
- c) West Parley Community Hub is only insured against any claims arising out of its own negligence. The Hirer shall be responsible for taking out adequate insurance to insure the Hirer and members of the Hirer's organisation and invitees against the Hirer's liability under paragraph 11(a) and all claims arising as a result of the hire and on demand shall produce the policy and current receipt or other evidence of cover to the Parish Clerk. Failure to produce such policy and evidence of cover will render the hiring void and enable the Parish Council to rehire the premises to another hirer.

11. Explosives and Flammable Substances

The hirer shall ensure that:

- i. Highly flammable substances are not brought into, or used in any part of the premises and that
- ii. No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Parish Council. No decorations are to be put up near light fittings or heaters.

12. Heating

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the Parish Council. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

13. Animals

The Hirer shall ensure that no animals (including birds) except assistance dogs are brought into the premises, unless agreed by the Parish Council.

14. Compliance with the Children Act 1989

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons who have passed the appropriate Criminal Records Bureau checks have access to the children (checks may also apply where children over eight and vulnerable adults are taking part in activities). The Hirer shall if required provide the Parish Council with a copy of their Child Protection Policy on request.

15. Fly Posting

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and shall indemnify and keep indemnified each member of the Parish Council accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

16. Cancellation

If the Hirer wishes to cancel the booking on the day of the event and West Parley Parish Council is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Parish Council.

17. Stored Equipment

West Parley Parish Council accepts no responsibility for any stored equipment or other property brought on to or left at the premises or outbuildings, and all liability for loss or damage is hereby excluded.

18. No Alterations

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Parish Council.

19. No Rights

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

20. End of Hire

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition otherwise the Parish Council shall be at liberty to make an additional charge.

- ~ any contents temporarily removed from their usual positions properly replaced
- ~ all waste removed from inside the community hub and disposed of responsibly
- ~ the hot water urn turned off, emptied and returned to the kitchen
- ~ all taps turned off
- ~ all toilets flushed clear
- ~ all lights switched off
- ~ Rooflight closed
- ~ the air conditioning / heating turned off
- ~ properly locked and secured, unless directed otherwise
- ~ intruder alarm set to active, unless directed otherwise. The hirer will be responsible for the cost of an call outs resulting from activations by hirers.