



## Parish of St Helier Room Hire Terms & Conditions

These Terms and Conditions govern the hire and use of rooms and facilities at the Town Hall ("the Venue"). By making a booking, the hirer agrees to comply with these terms and conditions.

### 1. Definitions

- **The Hirer:** The individual or organisation who makes the booking and is responsible for the hire.
- **The Venue:** The Town Hall, including any rooms and equipment made available for hire.
- **Hire Period:** The time agreed for use of the room, including setup and breakdown.

### 2. Bookings and Payment

- 2.1 All bookings are subject to availability and confirmation by the Parish of St Helier.
- 2.2 A completed booking form or written confirmation of booking details is required before a booking is confirmed.
- 2.3 Invoices will be issued at the end of every month for any bookings within the month (e.g. an event held on 2<sup>nd</sup> March will be invoiced after 31<sup>st</sup> March).
- 2.4 Full payment of the hire fee must be made no later than the date specified on the invoice. Failure to pay may affect the hirer's ability to make future bookings.

### 3. Cancellations and refunds

- 3.1 Cancellations must be made in writing.
- 3.2 The Parish of St Helier reserves the right to cancel a booking due to circumstances beyond its control. In such cases, any fees paid will be refunded, but no further liability will be accepted.

### 4. Use of the Venue

- 4.1 The Venue may only be used for the purpose stated on the booking form.
- 4.2 The Hirer is responsible for ensuring that the number of attendees does not exceed the maximum capacity for the room, as detailed below:

Assembly Room	270 seated theatre style or 300 standing or 120 seated on round tables
Old Magistrate's Court	60 seated or 80 standing
Le Capelain Gallery	14 seated boardroom style or 40 loose seating
Ground Floor Meeting Room	8- 10 seated boardroom style

- 4.3 The Hirer must ensure that the Hire Period includes adequate time for setup and clearing away. Extra hours required may be added to the overall hire fees if not agreed upon before the event.
- 4.4 No alterations, fixings, or decorations may be attached to walls, ceilings, or fixtures without prior written consent.
- 4.5 Any items of equipment that are hired from the Parish must be returned in the same condition as when hired out.
- 4.6 The Hirer is permitted to arrange their own catering, or for small to medium events, can discuss their requirements with the Parish of St Helier, who can assist with arranging catering.
- 4.7 It is the Hirer's responsibility to provide their own staff for catering and serving tables unless otherwise agreed with the Parish of St Helier.
- 4.8 The Venue is plastic-free and requests that all Hirers use alternatives when providing their own catering.

## **5. Health and Safety**

- 5.1 The Hirer must comply with all relevant health and safety legislation and Venue policies.
- 5.2 All fire exits must be kept clear at all times. Fire safety instructions must be observed.
- 5.3 The Hirer is responsible for conducting a risk assessment where appropriate.
- 5.4 The Hirer must ensure that all electrical equipment brought into the Venue is safe and compliant with relevant standards.
- 5.5 No naked flames are permitted within the Venue.

## **6. Damage and Liability**

- 6.1 The Hirer is responsible for any loss of or damage to the Venue, its furnishings, or equipment caused during the Hire Period.
- 6.2 The Parish of St Helier reserves the right to charge for repairs, replacements, or additional cleaning as a result of the hire.
- 6.3 The Parish of St Helier accepts no responsibility for loss or damage to personal property brought onto the premises.

## **7. Insurance and Indemnity**

- 7.1 The Hirer is required to hold adequate public liability insurance and provide evidence upon request.

## **8. Alcohol, Catering, and Licensing**

- 8.1 The sale or supply of alcohol is only permitted where appropriate licences are in place.
- 8.2 Any external caterers must comply with food hygiene regulations and be able to provide an Eat Safe rating.

## **9. Noise and Nuisance**

- 9.1 The Hirer must ensure that noise levels are kept to a reasonable level and do not cause disturbance to neighbours or to other users.
- 9.2 Events must finish by the agreed end time, and the Venue must be vacated promptly.

## **10. Cleaning and Waste**

- 10.1 The Hirer must leave the room in a clean and tidy condition.
- 10.2 When the main kitchen and any crockery, glasses, or crockery have been used, it is the Hirer's responsibility to make clean.
- 10.3 All rubbish must be removed or disposed of as directed by the Parish of St Helier.
- 10.4 Additional cleaning charges may apply if the Venue is left in an unsatisfactory condition.
- 10.5 Where Parish table cloths have been used, the cost of laundering the table cloths will be added to the hire fees.

## **11. Access and Security**

- 11.1 Access arrangements will be agreed in advance and must be adhered to.
- 11.2 Where events are scheduled when the Venue is closed to the public (i.e. weekends/ evenings/ bank holidays), the Hirer will arrange a time with the caretakers when they need access. The front door will only be open for the duration of the event.
- 11.3 The caretaker or person on duty will be responsible for monitoring the front door, and should they be asked to assist with the event in any way, the Hirer must then allocate someone to man the front door.
- 11.4 Keys or access codes must not be shared and must be returned as instructed.