

St Leonards Parish Hall

Jenkins Lane, St Leonards, Tring, HP23 6NW

Registered Charity 300330

Appendix to the Standard Conditions of Hire for **FIELD USERS**

The following **Conditions of Hire** are appended to our **Standard Conditions of Hire** (enclosed with your Booking Form) and are for the attention of all Field Users.

1. We require to see a copy of your **General Event Insurance** PRIOR to your event.
2. We reserve the right to cancel the booking with at least 48 hours notice (with the return of any deposit monies) if we deem the field condition to be unsuitable for your event.
3. It has been necessary to introduce a Returnable Deposit for ALL Events. If it is found that our Conditions of Hire have not been adhered to in full, the return of your deposit may be subject to a reduction.
4. Under the legislation of the **Alcohol Licence**, we must be notified if alcohol is to be consumed on the premises. This can be declared on the booking form. Alcohol must NOT be made available for sale on the premises or supplied as part of the cost of an entry ticket to your event unless this has been declared on the booking form and the appropriate Alcohol Charge has been paid with your booking.
5. If the Hall has been hired in addition to the field, please note that tables and chairs must NOT be taken out on to the field without PRIOR arrangement with the booking secretary.
6. Please be aware that the football pitch may be in occasional use during the season.
7. A Public Footpath crosses the field and access must not be denied.
8. The Playing Field and Children's Play Area belong to all local residents and access must be allowed at all times. You do NOT have exclusive use.
9. ALL refuse and waste, created by the Hirer, must be removed and taken OFF SITE by the Hirer and NOT left in or by the dustbins.
10. The ONLY manhole to be raised for the disposal of liquid waste is at the front of the building NEXT TO THE CONTAINER. There is a water tap nearby but please arrange IN ADVANCE for it to be turned on.

ADDITIONAL CONDITIONS FOR CARAVAN USERS/CLUBS

11. In addition to **3.** above for **Caravan Clubs**, there is a MINIMUM charge per weekend which is non-returnable except under circumstances in **2.** above, OR if at least FOUR weeks notice of cancellation has been given by the Hirer.
12. Unless prior agreements have been made and duly signed, the rate per caravan/unit per night shall be that at the Date of Hire and not that at the time of booking with only ONE steward free of charge.
13. Caravans are to be parked only within the area shown on the Field Plan provided.

FOR YOUR BENEFIT

1. Cigarette bins have been placed outside the front and rear doors of the Hall for the use of smokers. Any cigarette butts deposited on the ground close to any of the external doors MUST be cleared up by the Hirer.
2. An outside toilet, adjacent to the external door to the kitchen, is available for your use.
3. There is an outside tap for drinking water, adjacent to the exterior door to the kitchen.

We are proud of our hall and want you to enjoy the use of our facilities. If you have any queries or need further information please contact the Hall Booking Secretary on **01494 837166** or email **stleonardsparishhall@gmail.com**.