

St Leonards Parish Hall

Jenkins Lane, St Leonards, Tring, HP23 6NW

Registered Charity 300330

Appendix to the Standard Conditions of Hire for **HALL 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 Hall Users.

1. The Hall is licensed for up to 100 persons seated at tables or 120 in rows. For your comfort we recommend no more than 80 seated at tables and 100 in rows.
2. 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.
3. All time for setting up and clearing away must be **included** in the Period of Hire.
4. Hirers are **not** allowed in the Hall except during the hours of hire without prior arrangement with the Booking Secretary.
5. Children are **not** allowed in the kitchen.
6. Please do **not** let young children sit on the padded chairs.
7. Dogs are **not** allowed anywhere on the premises, the only exceptions being 'Guide Dogs' and 'Hearing Dogs'.
8. Representatives of the Trustees and Management Committee may visit the Hall at any time.
9. All chairs and tables must be returned to their storage positions after use. There are notices in the appropriate places to explain this. Please ensure that tables have been wiped clean.
10. 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.
11. A Returnable Deposit must be paid for all private bookings. 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.

FOR YOUR BENEFIT

1. Signs for 'Reserved Parking' and 'Disabled Parking' have been placed either side of the front door.
2. **IN CASE OF A MEDICAL EMERGENCY: A Defibrillator** is available on the premises. The yellow case containing the defibrillator is located outside, on the left as you are exiting the building. Instructions to access the defibrillator can be found on the case.
 - The defibrillator is only to be used by adults.
 - No first aid knowledge is required as the unit gives voice prompts and is capable of detecting heart and pulse status when activated. An information sheet can be found inside the instruction manual. It gives a complete flow chart of how to use the system.
 - There is a carrying case if the equipment has to be taken out onto the field.
 - Please ensure the unit is switched off after use as it is battery powered.
 - Please handle the defibrillator with care and leave it as you find it.
3. Cigarette bins have been placed outside the front and rear doors for the use of smokers. Any cigarette butts deposited on the ground by any of the external doors **MUST** be cleared up by the Hirer.

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 Parish Hall Booking Secretary on **01494 837166** or email **stleonardsparishhall@gmail.com**.
