

Booking Procedure – Please sign the declaration on page 4

Provisional booking

- Venue bookings shall be held provisionally for 14 days after the Dinas Powys Community Council provides to the Customer the Venue Hire Form (which incorporates these Venue Hire Conditions). After the 14 days, the Community Council reserves the right to release the provisional booking without notice to the Customer.

Hire Period

- The times stated on the event hire agreement must be strictly adhered to. The Hirer, its officers, servants, agents and guests must have left the Venue. Failing to adhere to the stipulated closure times will result in incurring additional costs which shall be payable by the Hirer at the Council's standard commercial rate.
- If the Venue is used for any other purpose other than that stated in the Agreement the Council hereby reserves the right to terminate the Agreement with immediate effect, without liability to the Hirer.

Licensing Hours	
Sunday - Thursday	10:00 – 22:30 – everyone to vacate Hall by 23:00 hrs.
Friday - Saturday	10:00 – 23:30 – everyone to vacate Hall by midnight
After 1am of the day of hire, an additional charge is made of £100 per hour.	

Payment & Cancellation

- The payment is required at the at least 4 weeks before the hire.
- If the event is cancelled less than 4 weeks before the date of the event 100% of the total charges will be due. Any cancellation charges detailed below will be invoiced to the Customer and must be paid within 28 days of the date of invoice.

Venue Hire Terms & Conditions

Responsibility of the Hirer: -

- **Emergency contact details** are located on the noticeboard in the Parish Hall porch (outside the office).
- Keys will need to be collected from the office in opening times, otherwise you will not gain access for your booking.
- It is imperative to refrain from engaging in or allowing any activities at the halls that are illegal or that could potentially cause a nuisance, annoyance, inconvenience, or disturbance to the surrounding halls or neighbours, regardless of whether such actions are legally actionable.
- Children under the age of 16 to be always supervised.
- Hall floors are regularly cleaned and polished. Please take care when moving furniture, or setting up the stage, please using trolley provided.
- It is prohibited to affix pins, sticky tape, blue tack, or similar materials directly onto any wall, as this can cause damage to the paint. When decorating halls with items such as bunting, please utilize window frames and roof beams instead.
- Car parking is available in the front of halls, this is limited. Great care must be taken to reduce any inconvenience to the residents.
- The hirer shall make good or pay for all damages (including accidental damage) to the premises or to the fixtures, fittings or contents for loss of contents.
- It is prohibited to alter or interfere with any electrical systems or install extra equipment without prior written approval.
- All garden activity must cease and the area be vacated by 6 pm.

At the end of the hire period: -

- It is essential to maintain the cleanliness and tidiness of the premises, which includes the foyer, kitchen, kitchen appliances, and restrooms as applicable. Clear up and leave the Hall in the condition that it was at the start of the hire period. (sweeping brushes, bucket & mop in kitchen).
- All waste should be disposed of in the appropriately labelled bins/bags located on the left side of the Parish Hall. *See page 3*
- Ensure **ALL LIGHTS AND ALL GAS/ELECTRIC** electrical appliances have been switched off.
- Make sure that the building is secured, all windows and outside doors locked (unless otherwise instructed). Placing the keys in the Dinas Powys Community Council Office letter box.
- Ensuring that all equipment, chairs and tables have been returned to their storage positions safely

***RECYCLING AND WASTE MANAGEMENT POLICY – PLEASE READ!!!**

To promote environmental sustainability and uphold cleanliness within our facilities, all hirers must adhere to the recycling and waste management protocols detailed below. Non-compliance may lead to additional fees for waste removal and disposal imposed by the Community Council.

Important Notes

- Waste that is incorrectly sorted, left in the hall, or improperly disposed of may be subject to a removal charge.
- Please ensure all waste is removed or disposed of immediately after your booking.
- Bags, bins, and signage are provided in kitchens—if unclear, please contact the Parish Hall office in advance.

1. Recycling Requirements

1.1 Cardboard and Paper

- Make sure all material is dry and uncontaminated. If the recycling waste is wet or contaminated with oils, foods etc, it cannot be recycled.
- Cardboard and paper in the grey recycling bin labelled in the kitchen.
- If the kitchen bin is full, use the red-labelled wheelie bin located on the left side of the Parish Hall – please ensure card and paper are placed loosely in the bin.



1.2 Plastic and Metal

- Make sure to safely squash metal and plastic items if possible. Empty and clean all cans, bottles and food containers. If the recycling waste is contaminated by food and drink it cannot be recycled.
- Plastic and metal items in the grey recycling bin labelled in the kitchen.
- If necessary, use the clear plastic bags marked “BIFFA” in red font (available in the kitchen drawer)
- Leave these bags next to the red bins at the side of the Parish Hall.



2. Non-Recyclable Waste

2.1 Glass and Food Waste

- The Community Council does not provide disposal facilities for glass or food waste.
- These items must be removed from the premises by the hirer.

2.2 General Refuse

- General waste should be placed in black bin bags which are provided in the kitchen drawers.
- Dispose of them in the designated wheelie bin at the side of the Parish Hall.



Hire Safety and Prevention Guidelines for Hirers

AS THE RESPONSIBLE PERSON FOR THE EVENT/FUNCTION, ETC. YOU HAVE LEGAL DUTIES WITH REGARD TO THE SAFETY OF THOSE PERSONS ASSISTING OR ATTENDING THE EVENT

HIRER FIRE HAZARD RESPONSIBILITIES

- The Hirer is responsible for taking reasonable precautions to minimise the risk of fire and injury to all occupants. These precautions include: –
- Fire safety checks before admission of public and before leaving
- Acquainting themselves with the action to be taken in the event of fire (see attached fire instructions). This includes hall evacuation and calling the fire service
- Identifying the location of all fire alarms, fire extinguishers and escape routes, and keeping them clear always.
- Knowing how to operate the emergency exit doors
- Calling the fire service if a fire breaks out, however slight, and subsequently informing an emergency contact *situated on the Parish Hall notice board*
- Not permitting any real flames or known obvious fire hazards to be used/brought on the premises without permission from the hall management committee. Specifically, no highly inflammable, explosive, or hazardous substances.
- To ensure that any decorations used are of non-flammable or fireproofed material.

The entire premises are a **NON-SMOKING AREA**

All hirers of the hall must carry out the following Fire Safety checks:

Before admission of public:

- All exit doors, including those with push-bar mechanism tested and in good working order.
- Escape routes free from obstruction and available for use.
- Any fire doors closed and not wedged or propped open.
- Fire extinguishers in place and unobstructed.
- No combustible storage in areas open to the public.
- Check there is no obvious fire hazard in, or near, the building.
- Where people should assemble (fire assembly point) – The Twyn War Memorial
- Location of the first aid box (Parish and Lee Hall kitchens)
- No combustible decorations without permission
- Do not hang decorations near heaters or lights

Before leaving:

- Search for smouldering fires or cigarettes left burning
- Switch off all kitchen electrical appliances at wall socket e.g. hob and hot water urn
- Empty all waste bins, remove the waste from the premises and fit new waste bin liners. All waste should be taken away for disposal by the hirer.
- Close properly both exit doors (ensure lockbolts engaged) and internal fire doors
- If the hirer intends to clear up the morning following a function (only permissible by prior arrangement with the Management Committee and if the hall is not being used the next morning) all rubbish including that in the waste bins must be removed and taken away for disposal by the hirer.