

# OLD BASING & LYCHPIT PARISH COUNCIL

The Pavilion  
The Recreation Ground  
The Street  
Old Basing  
Basingstoke  
RG24 7DA



Personal callers:  
Monday-Thursday 10-12 noon  
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## LYCHPIT COMMUNITY HALL – CONDITIONS OF HIRE

The named representative is responsible for ensuring that the building is used only for the stated purpose of hire and that the following conditions are complied with.

### 1. CLARIFICATION OF ADULT/CHILDRENS PARTIES

- Parties for children up to and including the age of 12 are regarded as “Childrens Parties”.
- All parties continuing after 9pm (whether or not for a child) will be charged at the adult rate.
- All functions where alcohol is served is regarded as an “Adult Party”.
- Christenings and similar functions mainly attended by adults are regarded as an “Adult Party”.

### 2. PARTIES FOR TEENAGERS & “YOUNG ADULTS” (i.e. age 13 – 21)

- Parties for this age group are at the discretion of the Parish Council’s Facilities Management Committee.
- By signing the booking form the hirer confirms that reliable adult supervision will be provided **at all times during the party**.
- If alcohol is to be available for “Young Adults” the hirer must use Southern Bar Services who, as Licence Holder, is responsible for regulating the sale of alcohol.

### 3. DURATION OF HIRE

- The time booked should be sufficient to cover the time needed to set up and clear away after the party. Additional time needed will be charged at the hourly rate (or double the hourly rate if after midnight) and deducted from the “Damage Deposit”.
- Normal hours when the hall is available for hire are 9 a.m. until 12 midnight (11 p.m. on Sundays).

### 4. PAYMENT OF CHARGES

- The booking deposit must be paid within 14 days of receipt of the hire agreement.
- Until the deposit is paid the booking will be deemed as provisional. If another enquiry for the same date is received, the hirer will be asked to cancel or pay the deposit to confirm.
- In the event of cancellation by the hirer the deposit will be returned provided cancellation is no less than 1 month prior to the hire date (The Parish Council reserves the right to deduct an administration fee of £5.00).
- In the event of cancellation by the Parish Council the full deposit is returnable.
- Parties ending after 10pm. are subject to an additional charge of £15.00 to cover late caretaking fees.
- Payments may be made by cash, cheque or BACS (Bank details are provided on the booking form).

### 5. DAMAGE DEPOSIT

The Parish Council reserves the right to withhold an appropriate sum from the “Damage Deposit” to cover any of the following eventualities:

- Breakages or damage arising from the hire.
- Additional cleaning required to restore the premises to an acceptable standard for subsequent lettings. Arrangements for such additional cleaning will be at the discretion of the caretaker on the night.
- Party rubbish found deposited in the bins at the rear of the hall.
- Extra time beyond that booked (see clause 3 above).

“Damage Deposits” for adult parties are banked and, subject to hire conditions being met, refunded within 14 days of the event.

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### 6. PROVISION OF ALCOHOL

- If alcohol is to be sold on the premises, the nominated DPS – Southern Bar Services – must be used. It is the hirer's responsibility to ensure alcohol laws are obeyed at all times, especially with regard to under-age drinking.
- The sale of alcohol will cease at 11.30 p.m. (with the possible exception of New Year's Eve).
- If alcohol is provided free of charge by the hirer it is the hirer's responsibility to ensure no under-age drinking takes place.

### 7. ENTERTAINMENT

- Licensing Regulations for the hall stipulate that music must not exceed a maximum noise level of 85db. A noise control (traffic light) system is installed to ensure compliance.
- Music must cease at 11.30 p.m.
- If hiring a bouncy castle the hirer must request sight of the company's Public Liability Insurance. If this is not produced, the bouncy castle must not be used in the building. Such use is **not** covered under the Parish Council's insurance.
- It is the responsibility of the hirer to ensure all electrical items brought into the building are safe for use. The Parish Council accepts no responsibility for such items brought on to the premises.

### 8. GENERAL

- Bookings for New Year's Eve and Bank Holidays are at the discretion of the Parish Council Facilities Management Committee and, if agreed, will be subject to a surcharge of £50.00.
- All areas must be left in a clean and tidy condition at the end of the hire period including the area immediately outside the premises.
- Children's play items stored at the rear of the premises are the property of regular hall users and should not be used by hirers.
- All rubbish generated at the event must be cleared and taken away from the premises by the hirer.
- Chairs and tables should be stored correctly in the racks/cupboards provided.
- Stiletto and other small metal heels should not be worn in the hall.
- Property left on the premises is at the owner's risk.
- The building and external compound is a **NO SMOKING** area.
- Old Basing & Lychpit Parish Council reserves the right for its representative to enter the premises at any time or to terminate any function if there is sufficient cause to do so.
- The hall will be closed to all hirers when required for election purposes.
- Due to the Listed Building Status of the hall no flammable objects such as candles and barbecues are permitted either inside or in the enclosed area outside.
- No smoke machines are permitted inside the hall which is fitted with smoke detectors.
- Fire exits are alarmed and must be kept closed, free from obstruction and only used in an emergency.
- OBLPC does not accept liability for any loss or damage due to natural disasters or to the hall being rendered unfit for the use for which it has been hired.
- The fire alarm system is **NOT** linked to the fire station. In an emergency the hirer should dial 999 to report the incident and contact the caretaker or the emergency contact shown on the notice boards. There is no telephone in the hall and hirers should therefore ensure they have a charged mobile phone.
- No dogs, with the exception of Assistance Dogs, are allowed in the hall.

### 9. REGULAR HIRERS

- Flyers should be displayed on the notice boards and not on the walls.
- Relevant licences with regard to copyrights must be available for inspection if required.
- Any tables/chairs used must be put away and the floor swept (if necessary) after use.
- All lights must be turned off, windows closed and doors locked on leaving the premises – do not leave this for the next hirer as they may have cancelled.