

PORLOCK PARISH COUNCIL COMMUNITY ROOM HIRE AGREEMENT



1. Hirer Details

Name of Hirer:

Organisation (if applicable):

Address:

Contact Number:

Email Address:

2. Booking Details

Date of Hire:

Times of Hire (please tick below):

08:00 – 12:30	☐
12:30 – 17:00	☐
17:00 – 22:00	☐
08:00 – 22:00	☐

If you require alternative times or consecutive dates, please contact Porlock Parish Council to discuss on 01643 863350 or email: info@porlockparishcouncil.gov.uk.

Purpose of Hire:

Expected Number of Attendees:

Any equipment required e.g. Projector, Projector Screen:

3. Hire Charges

	Morning (8:00 – 12:30)	Afternoon (12:30 – 17:30)	Evening (17:30 – 22:00)	All day (17:30 – 22:00)
Local Community Use / Benefit (non-chargeable activity)	Donation			
Local Business/Community Use (chargeable activity)	£20 (VH £14)	£20 (VH £14)	£20 (VH £14)	£45 (VH £42)
Non-Local Business (chargeable activity)	£35 (VH £29)	£35 (VH £29)	£45 (VH £39)	£102 (VH £97)

(An example of a non-chargeable activity would be a free toddler and baby group. An example of a chargeable activity would be an exercise class that you have to pay to attend.)

Total Amount Payable: £

4. Terms and Conditions of use

- **Bookings:** Advance recurring weekly/monthly bookings are not permitted; this includes but is not limited to the Ordinary Meeting of Porlock Parish Council and Community Library events.
- **On the day availability:** If the community room is available on the day of a planned activity in the Community Library, then the activity can take place in the community room at no charge.
- **Local Community use / benefit (non chargeable activity):** For the benefit of the Parish of Porlock.
- **Local Business use (Chargeable activity):** Businesses within the Parish of Porlock.
- **Non-Local Business activity (chargeable activity):** Businesses outside of the Parish of Porlock.
- **Use of Premises:** The room shall only be used for the purpose stated above.
- **Supervision:** The Hirer is responsible for the supervision and conduct of attendees.
- **Damage & Cleanliness:** The Hirer shall leave the premises clean and tidy and report any damage. Costs for repairs or extra cleaning may be charged.
- **Licensing:** If the event involves any licensable activities, the Hirer must obtain the necessary permissions themselves. The sale of alcohol is not permitted on the premises.
- **Health & Safety:** The Hirer must comply with all health and safety regulations, including fire safety procedures.
- **Security:** The Hirer must comply with the Community Room User Information in relation to the end of hire and securing the property.
- **Cancellation Policy:** Cancellations must be made at least 24 hours in advance. Late cancellations may incur a fee.
- **Council's Rights:** Porlock Parish Council reserves the right to refuse or cancel bookings at its discretion.
- **Payment:** Payment to be made at the time of booking either via bank transfer, cash or cheque.
- **Electrical Equipment:** The Hirer must receive permission from Porlock Parish Council for the use of any portable electrical equipment on the premises prior to use. Please see the council's Personal Electric Equipment Policy (add link) or a copy can be obtained from the the office.

5. Declaration

I have read and agree to abide by the terms and conditions outlined above.

Signature of Hirer: Date:

Signature on behalf of PPC: Date: