

**BALDERTON PARISH COUNCIL**  
**VILLAGE CENTRE - CONDITIONS OF HIRE**

1. All the applications for the hire of the Centre and all communications relating thereto must be addressed to the Clerk of the Council.
2. **The Hirer(s) shall be responsible for the decent and orderly conduct at whatever function is promoted by them, and shall undertake to make good any damage to the structure and any loss or damage to the furniture and/or equipment of the Centre and its immediate surrounds caused during their occupancy.**
3. The Hirer(s) shall be responsible for any articles placed in the Premises and shall indemnify the Parish Council against any claims arising from the loss of or damage to any articles deposited therein during their use of the Centre.
4. There shall be no extension or variation of the original Terms of Hire without the prior consent of the Parish Council.
5. The Hirer(s) shall indemnify the Parish Council against any claims or proceedings in respect of Entertainment Tax and/or Copyright Fees or damages arising out of their use of the premises.
6. The Parish Council reserves the following rights:-
  - a) of free admission for not more than two accredited representatives on any and every engagement of the Centre;
  - b) to waive the whole or part of the scheduled charges for any reason it may deem sufficient;
  - c) to refuse any application for the hire of the Centre for any reason it may deem sufficient.
7. **Hirers may not bring, or instruct caterers to bring, wines and spirits into the Centre. Alcohol must be arranged through the bar, including corkage options.**
8. When a licensed bar is required, the fact must be stated when applying for the hire and the facility will be arranged by the Designated Premises Supervisor. The licensed bar may not be hired out during young persons' (i.e. under 21's) parties.
9. Not more than 330 persons shall be admitted to the Centre.
10. All functions must terminate by midnight unless otherwise agreed.
11. The Parish Council's decision on all matters concerning the hiring of the Centre shall be final.
12. The Hirer(s) shall take all reasonable steps to ensure that patrons awaiting entry to the Centre or leaving the Centre do not cause annoyance or nuisance to any other person in the vicinity of the premises.
13. Any noise produced or associated with regulated entertainment must not be audible at the façade of the nearest residential premises.
14. The Parish Council reserves the right to cancel a booking if information comes to light which would have affected the original decision to allow an event.
15. All approaches to, and ways from Exit Doors, must be kept free from obstruction.
16. Live music bands and discos must take measures to prevent floor damage from equipment.
17. **FIRE PRECAUTIONS - Naked flames are not permitted under any circumstances, including tea lights/candles.** All hirers should familiarise themselves with the fire instructions as displayed in the main reception area. **No smoke or haze allowed with any music. Mobile discos should be instructed to bring P.A.T. certificates to events and the Council reserves the right to inspect the same on the day.**
18. No inflatables, bouncy castle etc. are allowed on site.
19. No Chinese Lanterns or Helium Balloons to be released from the site.
20. **The premises should be left in a clean and tidy condition and users are requested to acknowledge that the goodwill of nearby residents is invaluable. Please be mindful to keep noise to a minimum as you leave the site.**

# Balderton Village Centre Hire Form

Balderton Parish Council  
Balderton Village Centre  
Coronation Street  
Balderton  
Newark  
Notts  
NG24 3BD

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_

---

Home Tel \_\_\_\_\_ Mobile Tel \_\_\_\_\_

I/We hereby apply for the hire of the Village Centre on \_\_\_\_\_ (date)

from \_\_\_\_\_ to \_\_\_\_\_ (time) Please note that the finish time is the **exit** time for guests and any music must cease at least 15 minutes prior to this.

Description of event \_\_\_\_\_ (e.g. party, wedding etc.)

Licensed Bar required Yes/No

Number of expected attendees \_\_\_\_\_

I am making this booking for and on behalf of \_\_\_\_\_ organisation.

The Council requires a non-refundable deposit of 10% \_\_\_\_\_ to secure the booking and advise that a registered doorman may be deemed necessary for the event. This may be paid by cash, cheque or by bank transfer; card payments cannot be accepted. **The outstanding balance must be paid no later than two weeks before the event.**

**In accordance with the General Data Protection Regulation, the Council will only share your personal information with relevant parties in relation to this booking. A copy of our General Privacy Notice is available upon request or can be viewed on our website [www.baldertonparishcouncil.gov.uk](http://www.baldertonparishcouncil.gov.uk)**

**I fully understand and agree to abide by the conditions as stated in this agreement.**

Signed \_\_\_\_\_ Date \_\_\_\_\_