



LAMBOURN PARISH COUNCIL

The Memorial Hall, Oxford Street, Lambourn, Berkshire. RG17 8XP

Telephone: 01488 72400

Clerk: Gary Wyatt-Hawkins

email: info@lambourn-pc.gov.uk

LAMBOURN MEMORIAL HALL – HIRING AGREEMENT

Lambourn Parish Council agrees to permit the hirer to use the premises for the purpose and on the dates detailed below

Date(s) of hire :

Time(s) of hire :

Type of Event : Charitable Private Public

Required details for Charity Events

Charity Name: [Click or tap here to enter text.](#) Charity Number: [Click or tap here to enter text.](#)

Hirer Details

Name (Must be present during the event): [Click or tap here to enter text.](#)

Organisation :

Contact Telephone :

Contact Address :

Hire Fee :

Will alcohol be provided during the event?

If so, contact the clerk to seek permission and check whether a licence is required

Projector/Screen required?

If bringing equipment or display materials please provide details

Check list – Please tick the relevant boxes

- My organisation has an adequate **Safeguarding Policy** in place
 - I have provided a copy of the **Safeguarding Policy**
 - DBS** checks have been completed where appropriate
 - I have provided evidence of **DBS checks** where required
 - I have completed and provided a **risk assessment** for my event
 - I have familiarised myself with the **Memorial Hall Fire Emergency Plan**, clearly displayed on the notice board within the main hall
 - I have provided a copy of my Public Liability Insurance (commercial users only)
- I understand that by signing this agreement I am declaring that I accept, understand, and will follow the **Conditions of Hire** that form the remainder of this agreement.

SIGNED

The Hirer :

Dated :

On behalf of the Hall Committee :

Dated :

I consent to LPC holding details required for the Hall Hire and event. I understand that the details provided are held securely and not shared with a third party.

CONDITIONS OF HIRE LAMBOURN MEMORIAL HALL

CARETAKER: 07939 262353

1) USE OF THE HALL

- a) Application for use shall be made to the Clerk, Lambourn Parish Council.
- b) Lambourn Parish Council reserves the right to refuse any application received for the use of the premises, without assigning any reason. The Chairman acting alone will report his/her action to the next meeting of the Committee.
- c) Lambourn Parish Council reserves the right to cancel a hiring if such hiring may lead to a breach of the licensing conditions or other legal or statutory requirements.
- d) The hirer shall not use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way.
- e) Lambourn Parish Council shall upon giving 14 days' notice in writing to the Hirer, have the right to cancel a booking. In this event the Committee shall refund to the Hirer any deposit or booking fee paid but shall be not liable for any other costs whatsoever incurred by either the hirer or their Agent(s).
- f) Lambourn Parish Council reserves the right to require the Hirer to pay a special deposit prior to hiring the Hall. The Committee will repay such deposit to the Hirer within 28 days of the termination of the period of hire, less the cost of rectifying any damage caused to the premises and/or contents thereof during the period of hiring as a result of the hiring.
- g) The named, responsible adult must remain on the premises throughout the period of use.
- h) The maximum capacity of the Memorial Hall is 60 and must not exceed this number for Fire Emergency reasons. If more than 60 participants are expected, special conditions apply, and the hirer must contact the Clerk in advance.
- i) The premises will not be available on Bank Holidays except with the approval of Lambourn Parish Council. Application for such use must be made a minimum of fourteen days in advance.
- j) The premises must be left clean and tidy and any rubbish removed. The heating and all electrical equipment switched off. Please ensure the hobs and warming cabinet are completely cold and switched off before placing them back in the cupboards.
- k) Use of the Hall Projector, Screen & Speakers must be pre-booked. Remote Controls, Cables & Instructions must be returned to the secure storage after use. If any item is lost or damaged, the Hirer is responsible for repair costs or replacement.
- l) To protect the parquet floor, the use of tape or adhesive to secure items is prohibited. If the floor is damaged, the Hirer is responsible for repair costs.

- m) Lambourn Parish Council operates a strict **NON SMOKING** Policy on these premises. It is the responsibility of the Hirer of the hall that everybody using the hall fully complies with the law.
- n) **THIS HALL IS NOT LICENSED UNDER THE LICENSING ACT OF 2005**
Intoxicating liquors are not to be bought or sold on any part of the premises without express permission in writing of the Clerk, in which case it will be the Hirers' responsibility to obtain the necessary license. However, it is possible to provide alcohol to people over the age of 18 **free of charge** at a private function. The Hirer must inform the management about the intention to provide alcohol and Lambourn Parish Council reserves the right to refuse permission.
- o) Nothing shall be carried out on, or in relation to the premises, in contravention of the law relating to betting, gaming and lotteries. The person or organisation to whom the hall is hired shall be responsible for seeing that the requirements of the relevant legislations are strictly observed.
- p) The hall is **not licensed** for music, singing and dancing or other public entertainment.
- q) Nothing shall be done that will endanger the policies of insurance relating to the Hall or contents and in particular:
- No obstruction must be placed in gangways or exits.
 - Fire appliances must be kept in their proper places and used for no other purposes.
- r) No animals (*except guide dogs*) are to be brought into the hall.
- s) The hall will not be available before 8.00am or later than 11.00pm without the permission of Lambourn Parish Council.
- t) Hirers will be liable for the cost of any damage or breakages during the booking. Please report any incidents to the Clerk.
- u) If preparing food to be consumed on the premises, it is the Hirer's responsibility to comply with current food and hygiene regulations. The kitchen is available to hall hirers on the basis that any items used during the hire period are cleaned and put away.
- v) If selling goods on the premises, the Hirer shall comply with current Trading Laws and any Code of Practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address.
- w) **INSURANCE**
*Commercial users of the hall **MUST** have their own insurance cover and show evidence of this, as they are **NOT** covered by LPC public liability insurance.*
- x) Subletting of the Hall is not allowed unless after prior agreement.
- y) **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**
If you or your organisation work directly with children or vulnerable adults the Parish Council requires that you have adequate Safeguarding Policies in place (including DBS checks where appropriate).
In the first instance any concerns should be raised through the relevant Group organisation. If you have any unresolved safeguarding concerns relating to any

activities at this Hall or on any other Parish Council managed facilities please contact The Clerk

- z) It is the responsibility of the hall hirer to ensure the security of those in the hall and the safe behaviour of attendees in the hall. The entrance must be secured to ensure that uninvited guests cannot gain access and children cannot exit unsupervised.

2.) LETTING FEES Scale of fees from April 2026

Group	Hourly Rate
Registered Charity/Local Non-profit for Charitable Purposes	£13.20
General Use	£19.60
West Berkshire Council	£220.00
Others by arrangement	To be agreed

Payment must be received prior to the booking date.

Cancellations must be notified to the Parish Council Clerk's Office at least 72 hours prior to the booking date.

3.) HEALTH & SAFETY

It is the Hirer's responsibility to perform a risk assessment for the intended use of the hall prior to the agreed rental period.

a) A basic first aid kit is available in the kitchen for emergency use. Please give details on the accident sheet enclosed in the kit. Please leave a note of any items used so that the Parish Council can replace them.

b) The nearest surgery is Bockhampton Road, telephone 01488 71715

c) POLICE NON EMERGENCY CONTACT NO: 101

d) Please make yourself familiar with the location of fire extinguishers and fire exits.

e) Please report any failure of equipment to the Clerk.

IN THE UNLIKELY EVENT OF A FIRE

Please ensure that the origin of the fire is located (to report) and that all those in the Hall leave in an orderly fashion via the exits clearly marked (Main Hall door or Side Door).

Assemble across the street at a safe distance and

Call the Emergency No: 999 and report to the Fire Department.