

BURNHAM PARK HALL

TERMS AND CONDITIONS OF HIRE

By completing, signing, and returning the Booking Form, the Hirer confirms acceptance of, and agreement to be bound by these Terms and Conditions.

ACCESS AND USE OF THE PREMISES

1. Access to the halls is permitted only for the booked hire period, plus 30 minutes immediately before and 30 minutes immediately after. Any additional time required must be requested in writing at least 30 days before the booking date and will be charged at the standard rate.
2. To minimise disturbance to neighbours, use of the gardens/grounds must cease by **11:00 p.m.** All guests, including children, must be inside the building by this time, and external doors must not be left open. Hirers and guests must leave the premises quietly.
3. **Fireworks, candles, confetti cannons, confetti (including glitter, petals, or similar items) are strictly prohibited** anywhere on the grounds of Burnham Park Hall.
4. Burnham Park Hall operates a **zero-tolerance policy** for illegal drugs and “legal highs.” Any such substances found on the premises will result in the immediate closure of the event with **no refund** issued.

PURPOSE OF HIRE

5. The premises must only be used for the purpose stated on the Application Form.
 6. All alcoholic beverages consumed on the premises must be purchased from the on-site bar. There is **no licence for off-sales**, and compliance will be monitored throughout the event.
 7. The Parish Council holds a Public Entertainment Licence and Theatre Act Licence covering all halls and grounds. These licences are available for inspection in the foyer.
 8. The Parish Council pays annual royalties to the Performing Right Society Limited; no additional fee is charged to Hirers for this.
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HIRER'S RESPONSIBILITIES

9. The Hirer is solely and personally responsible to the Council for:
 - (a) The behaviour and conduct of all persons entering or using the premises and grounds in connection with the hire.
 - (b) Ensuring all such persons leave the premises at the end of the hire period.
 - (c) Ensuring no illegal drugs or “legal highs” are brought onto the premises.
 - (d) Ensuring no alcohol is brought onto the premises from outside.
 - (e) Ensuring no gambling, gaming, wagering, or any riotous, unlawful, disorderly, or unseemly conduct occurs on the premises.
 - (f) Ensuring that, at the end of the hire period:
 - (i) The hall is fully cleaned immediately after the event, and all furniture, fittings, and equipment are left clean and tidy.
 - (ii) All litter and rubbish are removed or placed in the appropriate bins provided.
 - (iii) All equipment brought in by the Hirer or contractors is removed from the premises.
 10. The Hirer (or a nominated responsible person) must remain on-site for the entire duration of the hire whenever the public is present.
 11. The Hirer is responsible for ensuring full compliance with the Premises Licence conditions, which are displayed in the Public Bar.
 12. Any failure by the Hirer to meet these responsibilities may result in charges for replacement, cleaning, repair, or any other necessary remedial action.
 13. Hirers must familiarise themselves with the Fire Regulations and emergency procedures provided in the attached appendix.
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GENERAL MATTERS

14. The Hirer and all attendees must accept the premises in the condition in which they find them. The Council accepts no responsibility for any inadequacy, unsuitability, or unidentified defects.
 15. The Council accepts no liability for loss of or damage to vehicles, clothing, jewellery, money, or any other property brought onto the premises. Car parking is entirely at the owner's risk.
 16. The Parish Council does not accept bookings where payment is made at the door unless expressly agreed in writing by the General Manager.
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CANCELLATION OR ALTERATION OF BOOKINGS

17. All cancellations must be made in writing to the General Manager. The £100 booking deposit is **non-refundable**. This requirement may be waived at the sole discretion of the General Manager.
18. The Council reserves the right to charge an administration fee for any changes or amendments to a booking.
19. The Council reserves the right to cancel a booking at short notice. In such cases, the booking fee will be refunded in full. The Council accepts no responsibility for any loss or inconvenience caused. This right is absolute and will only be exercised in circumstances beyond the Council's control.