

WALDRIDGE PARISH COUNCIL PARISH ROOMS LETTINGS POLICY

If you wish to cancel your prior bookings, please give the Clerk 2 days notice.

1. Waldridge Parish Rooms is owned and managed by Waldridge Parish Council. The Parish Rooms has a policy of letting their facilities for the benefit of the community and to generate income from users including external organisations in the locality
2. Waldridge Parish Rooms shall be open to all members of the community regardless of race, gender, sexual orientation, age, disability, religious or political beliefs or marital status.
3. Waldridge Parish Rooms does however; reserve the right to refuse, at their absolute discretion, to let facilities particularly where the letting may be to the detriment of the rooms, its staff and the local community.
4. The management and bookings of all external lettings is the responsibility of the Parish Clerk. The use of rooms for external purposes may be subject to restrictions (eg **if the centre is needed as a Polling Station or Parish meetings**)
5. All users and hirers must comply with Health and Safety regulations and must discuss their requirements with the facilities manager prior to the event.
6. No person is allowed to go upstairs unless authorised to do so.
7. No alcohol should be brought upon the premises unless authorised to do so.
8. No animals to be brought into the Parish Rooms unless authorised to do so.
9. The charge for room hire is £3.00 per hour or £5.00 per hour for use of kitchen facilities
10. The main room, kitchen and toilets must be left in the way in which you found them, cleaning equipment is available to use.
11. Parking is a big issue in the village, we ask everyone to consider the residents and park responsibly, and preferably asking any attendees to drop off rather than park.
12. You must check with the Parish Clerk to see if the Parish Councils insurance will cover your activities, or if you require your own.

**If you would like to book the Parish Rooms contact Angela Foster on
0191 3881417**

Signed hirer _____ **Date** _____

Signed Parish Clerk _____ **Date** _____