**CLARANCE HOUSE CONSERVATION GARDEN AND SCHOOL ROOM HIRE**

**Conditions of Hire**

1. All bookings and payments should be made through <https://venuehire.scribeaccounts.com/Thaxted-Parish-Council> or the Council Office (see new address). Payment by bank transfer to the following account: **Lloyds: Thaxted Parish Council: Sort Code 30-94-47. Account Number 50750560**, once your provisional booking is confirmed, an invoice shall be generated with a payment link attached for your convenience.
2. Full payment and security deposit (if required) must accompany all bookings. Your booking is not firm until both a completed form and payment have been received by the Clerk.
3. The charging rate is £10 per houror part hour up to a maximum of £55 in any 24-hour period.
4. The Hirer shall be responsible for the fee and shall indemnify the Council for all accidents, damage or loss arising out of the Hiring activities.
5. The Hirer shall ensure the Gardens and School Room are left in a clean and tidy state to the satisfaction of the Council and that all rubbish is removed from the site.
6. The Hirer must make their own insurance arrangements to cover all eventualities. The Council does not insure the hirer’s activities nor can any liability be attributed to the Council as a result of the hirer’s activities. **\***
7. The Hirer is responsible for any risk or hazard associated with property left in the School Room when not occupied. Any loss sustained to Council property resulting from negligence on the part of the Hirer will be charged to the Hirer.
8. The Hirer must not sublet any part of the garden or schoolroom.
9. Hirers must be aware that they are hiring a conservation garden and that the safety of both the hirers and the garden is paramount. Particularly, there is a deep pond, and a listed fallen wall and care must be taken with all children on the site.
10. Hirers must be aware that access to the greenhouse is prohibited and that there is a potential risk to users if activities take place in close proximity to the greenhouse.
11. The use of bouncy castles or other inflatables is **strictly prohibited**.
12. The use of any form of amplification is **strictly prohibited.**  Acoustic music is permitted within the hours of 10:00am – 8:00pm. Please ensure that, if necessary, TENS licenses are applied for **\*\***.
13. All hirers should be aware that there are people living in close proximity to the garden and their rights and feelings should be respected.

14. All bookings must end by 8.30pm unless otherwise negotiated.

**Booking Form and Hire Contract**

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| Name of person responsible for the hire and who will accept liability for this contract:  (known as the Hirer) |
| Postal Address: |
| Telephone Number Email: |
| Organisation/Purpose of hire |
| **\***Insurance documents needed/provided for event Y/N |
| **\*\*** Temporary Event Notice application required Y/N  <https://www.uttlesford.gov.uk/article/5520/Temporary-Event-Notice> |
| Date (s) required    Time: *from to* |
| Balance due:  Please ensure you have booked your event through the following link. The invoice for the Balance due shall follow once the event has been approved.  <https://venuehire.scribeaccounts.com/Thaxted-Parish-Council>  NB. A cancellation charge of 10% will be deducted from any refunds given in the event of cancellation. Notice of cancellation must be received within 7 days of the booking date to avoid forfeiture of payment. |
| I have read and agree to the Conditions of Hire as set out and attached to this contract.  Signed: Date: |