

Beechen Hall

16th, 18th and 21st birthday party hires. Additional hire conditions and information.

Unfortunately after many years of successful hires for such events the parish council is, due to recent damage, having to seriously consider whether to continue to accept such bookings in the future.

Beechen Hall is one of the few community halls in the area that continues to accept bookings for 18th and 21st birthday parties; but rather than have a knee jerk reaction and ban all bookings it has been agreed to try to manage the situation. To do so hirers are asked to sign an additional hire agreement to ensure that your event goes smoothly and without any upset to your guests or damage to the hall.

The parish council recognises that;

- **Many of its hirers are returning customers and have never caused any problems in the past.**
- **The majority of its hirers are responsible and take care of the hall and its surroundings.**
- **The majority of 16th, 18th and 21st birthday party hires have been successful with no problems.**

The parish council apologises for having to impose these additional conditions but it is sure that hirers will understand and agree that to continue to accept 16th, 18th and 21st parties it has had to put new procedures in place.

It is likely that many of the following issues will have already been considered by yourself however by signing the main hire form you agree to be bound by the additional hire conditions and will take note of the guidance and suggestions to enable you to successfully manage your event.

Additional hire conditions.

Underage drinking.

I, the hirer, will not supply alcohol at an event where the majority of attendees are minors. I will also take all reasonable steps to ensure that a) alcohol is not smuggled onto the premises, b) secreted around the premises or c) consumed by minors.

The hirers' attention is bought to the main Conditions of Hire form - condition 4d.

It is illegal to serve or provide alcohol to a minor. Responsible outside bars will not consider working at an event where the majority of guests are minors.

It is not unknown for young people to attempt to smuggle alcohol into an event or to hide it locally or even turn up having consumed it already and you should plan for this eventuality. Your attention is bought to the fact that your responsibility extends into the car park area of the site.

With the landscaping and structures around the car park there is ample opportunity for alcohol to be hidden. You should therefore be aware that constant coming and going from the hall might indicate that alcohol is being consumed outside. Obviously if a child is becoming intoxicated at the event then you must deal with the situation. As you have invited minors (anyone under 18 years of age) to the event you are legally responsible for their health and safety and so you will be expected to recognise that alcohol, whilst it is not supplied by you, may be being consumed and you must make reasonable attempts to stop this.

It is important that you have a minimum of two capable adults at the event that are asked to look out for and who can deal with any issues and who will be able to confiscate any smuggled alcohol. If you are arranging a 16th birthday party or similar you might consider a guest list with an emergency contact number. It is important that you do not allow a minor who has consumed alcohol to leave your event unescorted. Frequent patrols around the hall and the toilets can often help you identify when problems are starting to occur and it will allow you to intervene before anything escalates.

Alcohol can also cause rows and violence and should any minor be injured and if alcohol is a factor you may be held legally responsible. Whilst the parish council offers public liability insurance for any event should you have acted illegally or allowed alcohol to be consumed by minors then this cover is invalid.

All events.

Excessive noise off and on site.

You will be expected to take reasonable measures to stop our neighbours being disturbed and complaints being made. This may involve you directing people to go home or moving them away from the rear of the site that is directly opposite the houses.

Excessive alcohol.

It is recognised that alcohol can cause rows and violence in any age group; but this can be particularly problematical in 18th and 21st birthday parties. What has been noticed is that recent damage and problems at the hall have generally been at events with a free unlimited supply of alcohol and you are therefore asked to take the following precautions if you are supplying free alcohol.

It is important that you have a minimum of two capable adults at the event that are asked to look out for and who can confidently deal with any issues that are arising. Frequent 'patrols' around the hall and the toilets can often help you identify when problems are starting to occur and it will allow you to intervene before things escalate. Whilst it is understood that this is your child's special event and the people attending are generally adults you must consider how you will manage a developing violent situation.

If minors are at your event please be aware that adults often agree to obtain alcohol for them. You should not allow this – please see Underage Drinking.

Should you be bringing in an outside bar which requires people to purchase drink this tends to discourage excessive drinking. Bar staff will also not serve minors and should bring to your attention any concerns they have about serving a drunken guest or someone they consider is supplying alcohol to a minor.

Damage.

I, the hirer, understand and accept that the parish council will require me to pay for any damage or extra cleaning costs caused by guests at my hire even if this is in excess of the damage indemnity deposit.

Even if you offer to clear up any mess caused by your guests if this is past 11.30 you may be asked to leave and then charged for the extra work incurred. The caretaker, prior to taking back the hall from you after your hire, will inspect the hall and point out any problems or damage that has occurred. This will be reported to the parish office which will then contact you to discuss the situation.

Although we ask you to hand back Beechen Hall in the condition that you found it. We do understand that it is not always possible to get the floor back to a reasonable state. Therefore, it is a normal part of the maintenance and cleaning schedule that the hall is thoroughly cleaned after an event of this nature. However if there is excessive mess such as; lots of broken glass in the car park; food has been smeared over the wall and trodden into the carpet then this is unacceptable and you will be charged for the extra time it has taken to clean up.

Bouncers at the door.

The parish council is not requiring you to hire professional bouncers as it considers that some capable and responsible adults can generally control a situation. However it makes the following observations;

- Uninvited guests can be extremely unwelcomed and can cause a great deal of trouble. You may wish to have a guest list available at the door with an adult tasked to only allow entry to invited guests.
- People causing trouble may be easier to handle if they are outside of the main area.

- Trouble often starts in peripheral areas such as the front doors, in the toilets and in the foyer.
- Someone gently intervening at an early stage can often stop a problem developing. Friendly requests to a family member or a friend of the person to help is often successful.

If you wish to hire professional bouncers then please carefully brief them on what is expected of them and who they should report any concerns or issues to.

End of your event.

I, the hirer, understand and accept that my event must finish either at the time specified on the hire form and no later than 11.00; with all drinking and music terminating. I understand that it is my responsibility to ensure that the DJ etc. understand this.

Situations have occurred when the caretaker attends and the party guests do not want to stop the party. The caretaker is under instruction to remind the hirer that the event needs to stop soon or at 11.00. Please ensure that everyone appreciates that he/she is only doing their job however if they have consistently been ignored then they have been instructed to cut the electricity power to the music etc. Whilst it is appreciated that everyone is having fun the hall has been hired on the understanding that the event stops at 11.00 or a specified time and this has been made clear in any conversation or paperwork about the hire.

The caretaker is perfectly within his or her rights to ask you to leave the site. Your attention is bought to the information supplied at the time of your booking as to the charges for staying late.

Guests should be encouraged to book taxi's early in the evening to avoid any lengthy waiting time. The caretaker may have been on duty all day and it is unreasonable to ask him/her to let your guests wait in the hall until their taxi arrives at 12.30 am.

Verbal and threatening behaviour.

The parish council will not accept any verbal or threatening behaviour against its staff. If a member of staff experiences any such behaviour they will ask the hirer to intervene.

The parish council thanks you for taking the time to read these documents and, if it is the case, for hiring the hall. If you have any additional practical suggestions that you consider might be helpful to hirers considering holding such an event the booking secretary would be happy to receive them.

It is hoped that by supplying this information and with hirers cooperating that Beechen Hall can continue to accept 16th, 18th and 21st birthday parties.