



# WEST END PARISH COUNCIL

The Parish Centre, Chapel Road, West End, Southampton, SO30 3FE  
Tel: (023) 8046 2371 - Fax: (023) 8047 4147 E-mail: [enquiries@westend-pc.gov.uk](mailto:enquiries@westend-pc.gov.uk)

## **CONDITIONS OF HIRING WEST END PARISH COUNCIL FACILITIES**

Hirers are reminded that room(s) used must be left in a clean and tidy condition with all furniture and fittings replaced as found, and **ALL RUBBISH CLEARED AND TAKEN HOME.** Please note that rubbish CANNOT be placed in car park bins. If this occurs, we reserve the right to charge for rubbish left for us to dispose of.

The preparation of the room(s) is the responsibility of the hirer but where possible, the Caretaker will assist. The Management would remind hirers that the Caretaker's assistance is at his/her goodwill.

Bookings will only be accepted if they are made at least 14 days in advance. Full payment must be made at least two weeks in advance of the date of hire.

The booking only applies to use of the building, it does not give you permission to use the outside areas, other than for car parking. The Parish Council does not hold a licence for outside entertainment.

The Management reserves the right not to accept bookings from people under the age of 18. The Management also reserves the right to refuse teenage parties. Bookings for Children's Parties must finish at 6.00 pm.

The Management reserves the right to hold the deposit against cancellation, damage to property (including any uncleared rubbish) during the booking or additional charges if the hiring period is exceeded. While the booking is in progress, the hirer is responsible for the room(s) hired and for any entrance areas and toilets. The public should have no access to toilets or any part of the building during the booking.

**There is a noise limiter in the main hall at The Parish Centre. Should you try to by-pass this in any way by using incorrect equipment and plugging the sound equipment into the kitchen, all the lights in the building will trip. Should an Electrician be called out to put the lights back in order, you will be expected to pay his call-out charges. In this respect, all electrical equipment brought into the building must be PAT tested and copies of the test certificate must be made available to us upon request.**

Should a problem occur with unwelcome guests in the building or the car park, please telephone the Police on 101 and the Caretaker on duty:

West End Parish Centre Caretaker - Monday to Friday - Gill Mansbridge 07917 284 169

Weekend Bookings - Yvonne Brewster 07423 051 317

Townhill Farm Community Centre Caretaker - Weekend Bookings - Keiron Fox 07904 054 301

Please note that the Hall is not licensed for the sale of alcohol. If you wish to have a licensed bar you must obtain a Temporary Event Notice (TEN). The Licensing Laws must be obeyed and last orders called 15 minutes before the end of the licensing hours to enable the bar to close promptly on time.

**FOR BOOKINGS AND FURTHER INFORMATION** please telephone 02380 462371 between 8.30 am - 1.00 pm Monday to Friday.

**CAR PARKING** The car park in front of the facility is for the users of the Centre. The car parks at The Parish Centre, The Youthouse and The Fire Station are locked immediately after the last booking is finished. Cars left in the car park will be locked in overnight. On departure, you should consider local residents and leave as quietly as possible.

**THERE IS NO SMOKING ANYWHERE WITHIN ANY OF THE FACILITIES.**

**THANK YOU FOR YOUR CO-OPERATION**