Castle Bromwich Parish Council

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Leisure Services Committee

Chairman: Cllr. S Beechey **Vice-Chair:** Cllr. P Allen
Cllr. D Pearce, Cllr. I Roden, Cllr. S Temperton & Cllr. J Ward.

MINUTES OF LEISURE SERVICES COMMITTEE MEETING

HELD AT ARDEN HALL, WINDSOR ROOM WEDNESDAY 11TH FEBRUARY 2026

Members Present:	Cllr. S Beechey (Chair), Cllr. P Allen (Vice-Chair), Cllr. D Pearce & Cllr. S Temperton.
Guests in Attendance:	None
Public in Attendance:	One
Officers in Attendance:	Clerk & Minute Taker: Gemma Burgess Facilities Officer: Andy Giffin Community & Leisure Officer: Dylan Faultless-Hodgson

Action

L26-001 **Chairman's Welcome:** Cllr. S Beechey welcomed all to the meeting in the newly renovated Pavilion and commented on how fantastic the building looks and all the hard work of staff.

L26-002 **Apologies:** Apologies were received and noted from Cllr. J Ward & Cllr. I Roden.

L26-003 **Declarations of Interest:** None

L26-004 **Minutes:** The minutes of the previous meeting held on Wednesday 10th December 2025 were agreed as a true record by those who had been present.

L26-005 **Public Question Time:** A resident commented that the Pavilion looks fantastic and the Arden Hall forecourt fencing looks great too. The Clerk clarified what disclosable interests are for councillors. The resident also commented that, thanks to MP Liam Byrne's Funders Fair held at Arden Hall, "Pinky Promise Dementia Group SMA" was delighted to have raised £400 by being connected with Tesco Hodge Hill and having a stand there.

L26-006 **Payments:**

a. Payment run 2026-02-11 was considered.
RESOLVED: That payment run 2026-02-11 be approved. (att p5-7).

b. Budget spend of £1542 for remedial electrical work on outdoor lights and £640.39 on a new 32a supply for the glasswash in the Spencer bar, as approved by leadership delegated authority, was noted.

L26-007 **CBPC Officers Report:**

a. The report was noted (attached at pp8-9). The Facilities Officer spoke to praise his team, saying that all of them had gone above and beyond during recent months with the Pavilion Refurbishment & forecourt fencing works. Cllr. S Beechey and Cllr. P Allen spoke to praise the facilities team and thank them all for their hard work on the Pavilion renovation.

b. The Clerk gave an update on the damage caused by water ingress on November 4th and that a decision is still awaited from the insurance company. Replacement parquet flooring was compared against commercial vinyl flooring for such a high-traffic area. It was noted that a colour match for the existing parquet floor in the Spencer Hall could not be sourced.
RESOLVED: That the floor be replaced with commercial vinyl rather than wooden parquet.

c. The Clerk updated on a damp issue on the side wall of Arden Hall between the Council Office and Spencer Lounge/Dance studio. This has caused internal damage in the dance studio. A roof and damp survey has been instructed and the report is awaited. A letter from MSD Studios, asking for action on this issue and the leaking vents was noted.

L26-008 **Bar Functions:**

a. The Bar Trading Analysis reports for December 25 & January 26 were noted. (attached at pp10-11).

b. The profit report for December 25 & January 26 (excluding coffee & post-mix costs) was noted. (attached at pp12-13).

c. Supplier increases for bar purchases were noted and the recommendation on retail prices was considered.
RESOLVED: That the bar prices, as attached at pp14 be approved.

d. The wastage for December 25 & January 26 was noted as being reasonable. (attached at p15).

e. The Q3 Inventory Count was noted and the loss of £65.27 across the quarter was approved. (attached at 16-17)

f. The Q3 External Stock Check was noted. (attached at pp18-19)

L26-009 **Considered:**

a. **Damp in the Dance Studio:** The Clerk was directed to chase up warranty remedial work on the roof and progress any matters necessary following receipt of the survey. 1.

b. **Intercom System for Arden Hall:** It was noted that the current magnet lock on the rear of Arden Hall makes entry difficult and when left open causes security concerns. Two options for a door access with entry fobs, utilising the existing magnet lock were considered. The Paxton Solution was preferred and the Clerk was directed to see whether the budget is available for the works near the end of the financial year (approximately £2100). 2.

c. **Hygiene Contract:** The options for hygiene services at Arden Hall and the Pavilion were considered.

	Annual Cost (net)	Notes
Option A	£898.41	9 sanitary bins, 7 air fresheners, 11 soap dispensers, 7 toilet roll dispensers, 5 hand dryers
Option B	£785.64	8 sanitary bins
Option C	£1230.32	8 sanitary bins plus 8 bag dispensers

RESOLVED: That option A (Initial Hygiene) be instructed for hygiene services on a 36m contract. The 25-26 costs are budgeted from the AH Cleaning 4150 budget and 2026-27 from AH4165 Scheduled Inspections & Routine Maintenance.

d. **Park Closing Times 2026:** The proposed Park Closing Times for 2026 were considered, along with when the Stoneymoor Drive gate is closed. Objections from a resident were noted, but the evidence supports closing the gate earlier to tackle ASB.
RESOLVED: That the Park Closing Times 2026 be approved. (attached at p20)

e. **Mitigating Circumstances for Hirer Cancellations/Bond penalty deductions:** Three appeals were considered.
Appeal A: A hirer cancelled a party with over 4 weeks' notice due to their current financial situation, therefore they were refunded all monies paid, less the £50 non-refundable deposit. The hirer would like the deposit to be credited against a future booking.
RESOLVED: That the circumstances described are not exceptional mitigating circumstances and therefore the deposit cannot be refunded or transferred.
Appeal B: A hirer cancelled their wedding reception with over 4 weeks' notice, which had been held for nearly a year, due to injury and being unsure how they would recover over the next 3 months. A £50 non-refundable deposit had been paid, but no other hire charges. The hirer would like the deposit to be credited against a future booking.
RESOLVED: That the circumstances described are not exceptional mitigating circumstances and therefore the deposit cannot be refunded or transferred.
Appeal C: A hirer wished for their bond deduction to be reviewed, having overstayed by 1 ½ hours, breaching hire regulations due to behaviour and blocking the drive by leaving a car parked on double yellow lines. It was noted that the Clerk had capped the penalty charges at the level of bond.
RESOLVED: That, having reviewed CCTV footage, staff testimony and the Accident Book, the penalty charge deductions were appropriate.

f. **Penalty Charges:** It was noted that the Hire Regulations do not expressly mention whether transfers of the non-refundable deposit are possible, as this is seen as a cancellation and rebooking. It was also noted that the £25 penalty charge is not enough of a deterrent to hirers who intentionally overstay their hire period by a significant amount which causes operational difficulties for the Council and personal difficulties for staff.
RESOLVED: That the Hire Regulations be updated to ensure clarity:
(attached at pp21-24).
   - Exceeding hire period by up to 30 minutes = £25 penalty plus cost for additional time (rounded up to whole hour), including change of function session is after 6pm.
   - Exceeding hire period by over 30 minutes = £100 penalty plus cost for additional time (rounded up to whole hour), including change of function session is after 6pm.
   - Bookings cannot be exchanged or transferred; this will be treated as cancellation and rebooking so any deposit will be forfeited.

g. **Party in the Park:** The Working Party met on 5th February to direct officers that:
   - The area of the park used should be increased, including reviewing whether the top access gate can be used.
   - That food stalls should be accommodated inside the park.
   - A waterproof gazebo is needed for the information desk.
   - The stage should be angled towards the crowd better.
   - Pitch fees will be increased by 10% but are still low in comparison to other events.
   - More information is needed about a proposed wellness village.
   - Donkey rides or fairground rides would be a welcome addition.
   - The Pavilion Function Room will be available for the event and options to run a simple mobile bar will be investigated, including getting a TEN.
   - Walkie talkies may be purchased.

h. **Gazebo:** deferred.

i. **Bleed Kits:** The Armed Forces and Veterans Breakfast Club has presented the parish council with a bleed kit for use in the community. It is currently in the Arden Hall office but will need to be in an external cabinet. The different options

available were considered and the Clerk was direct to present lockable external cabinets (Arden Hall and Pavilion) to full council for approval.

L26-010 **Pavilion Renovation:** The Pavilion is now open for use. There are some finishing touches necessary like window coverings.

L26-011 **Castle Bromwich Sports and Cricket Club Agreement:** The agreement is due to be signed by 13th February, with both parties in agreement. The Club's bar will reopen on 20th February, subject to signed agreement.

L26-012 **Councillors' reports and items for future agendas:** none.

L26-013 **Action Log:** The following items remain outstanding:

* War Memorial bollard options	Clerk/FO – to be prioritised
* Solar buying group	Clerk
* Air Conditioning in Spencer	Clerk
* Toilets in Park/funding	SB
1. Damp survey works	Clerk
2. Intercom System for AH	Clerk

L26-014 **Date of next LSC Committee Meetings (7pm, Windsor Room):**
8th April, 10th June, 9th Sept (additional if needed), 14th Oct

This meeting ended at 8:30pm

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Signed as a true record of the business transacted
Chairman, Leisure Services Committee,
Castle Bromwich Parish Council

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Dated

Castle Bromwich Parish Council

Expenditure transactions - payments approval list **Start of year 01/04/25**

Payment Run 2026-02-11

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
4868		£2,590.00	£0.00	£2,590.00	£2,590.00	09/10/25	2603	Kings Fire & Electrical - new fire alarm panel, detectors, call points and sounders, plus adding the extra zone to cover main hall and hallways, new FP cable and rewire the complete fire alarm system	
4763		£2,000.00	£333.33	£1,666.67	£2,000.00	18/11/25	INV-0362b	Camlec - Pavilion Re-wire - RETENTION BALANCE PAYMENT	
4855		£3,710.97	£618.50	£3,092.47	£3,710.97	17/12/25	6539	British Recycled Plastic - Knee rail fencing to Frontage	
4866		£10.08	£1.68	£8.40	£10.08	18/12/25	686347	SMBC - First aid supplies	
4867		£7.34	£1.22	£6.12	£7.34	21/01/26	686349	SMBC - Cleaning materials for A/H	
4884		£733.66	£122.28	£611.38	£733.66	24/01/26	627997	Horizon Soft Drinks Ltd - Bar Order for weekend 31/1- Delivery 30/1	
4859		£93.64	£10.44	£83.20	£93.64	27/01/26	26-01T&J	T & J Widerange Snacks - Bar Purchases- Weekend of 31/01	

Signature C M Burgess

Date 5/02/2026

Signature 11/2/26.

Castle Bromwich Parish Council

Expenditure transactions - payments approval list **Start of year 01/04/25**

Payment Run 2026-02-11

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
4875		£768.47	£128.08	£640.39	£768.47	28/01/26	4088	RCHelectrical Services Ltd - Spencer Bar Glasswasher 32A Supply. To supply wire and fit 1x No. 32A single phase dedicated circuit for the existing glass washer Wire and connect a 32A single phase circuit in LSF twin and earth cable into the exiting local DB6 with a 32A RCBO. The isolator will be a 45A double pole isolator (Bar Equipment the as only budget available)	
4860		£78.44	£13.07	£65.37	£78.44	29/01/26	3418PO1544	Travis Perkins - GB EXP: Hire of Heavy Duty Breaker for one day for knee-rail fence installation at Arden Hall (net 65.37)	
4870		£84.60	£0.00	£84.60	£84.60	30/01/26	Miles 26-01AG	Monthly Paid Staff - Mileage Jan	
4871		£126.00	£21.00	£105.00	£126.00	30/01/26	4085	RCHelectrical Services Ltd - Call Out to Glass Washer in Spencer Lounge	
4140		£2,573.63	£428.94	£2,144.69	£2,573.63	01/02/26	26-02-042	Fairways Contracting Ltd - Monthly Installment Grounds Maintenance	
4869		£15.48	£0.00	£15.48	£15.48	02/02/26	Miles 26-01DF	Monthly Paid Staff - Mileage January	

Signature GB Signature

Date 11/2/26.

Castle Bromwich Parish Council

Expenditure transactions - payments approval list **Start of year 01/04/25**

Payment Run 2026-02-11

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
4885		£1,689.60	£281.60	£1,408.00	£1,689.60	02/02/26	0400	Camlec - Supply & Install - 3 x 100w led mounted below existing non working rear car park lights 1 x 20w led at gate between Arden hall and rear car park 1 x pir sensor by office door (rewired socket so less than PO) 1 x pir light on stairs	
4876		£74.03	£0.00	£74.03	£74.03	04/02/26	Miles 26-01GB	Monthly Paid Staff - Mileage Jan 10.03.25-30.0126	
Total		£14,555.94	£1,960.14	£12,595.80	£14,555.94				

73.35 73.35

GB 11/02/26

£14555.26. = £12527.60

Signature GB Signature

Date

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CBPC Officers' Report 11th February 2026

A. BOOKINGS AND HIRERS

- A nice busy run up to Christmas with a variety of events and functions.
- There has been an increase in bookings and enquiries for 2026 which is positive.
- Staff are contacting potential exercise classes to widen the programme offered to the local community.
- Since the last meeting, we have hosted a Christmas dance show, George Michael & Tina Turner tributes, blood donation session, Hirers' Christmas parties, Bee Gees Tribute for New Year's Eve, CBTG's pantomime plus 21 private functions.

B. ARDEN HALL BUILDING AND MAINTENANCE:

- Fixed leaking toilet in women's upstairs toilet.
- Birdsmouth fence erected around forecourt.
- Car park lights fixed by external contractor.
- Glasswash has had a new electrical supply.
- Water damage and damp is being investigated.

C. PAVILION

- The fire alarm system has been commissioned.
- Refurbishment of Pavilion Function Room has been completed.
- Tables and chairs have arrived and storage room for them has been renovated.

D. STAFF

- One Arden Hall member of staff is on long-term sick leave.

E. OPEN SPACES

- Tarmac repairs carried out on small holes around park pathways.
- Cut back hedges around the park and Hob Farm due to hedgerow collapse with weight of snow.

F. EVENTS

- Preparations are underway for Party in the Park on June 27th 2026.
- The Chairman's Charity Quiz is scheduled for 13th February and ticket sales are promising, but funds raised will be impacted by the rise in costs for Fish & Chip supper.
- Table top sales are still proving popular and are sold out until April.
- The New Year's Eve party was successful with requests for the Bee Gees tribute band to return in the future. The act for 2026 is currently being sourced.

Upcoming Tribute Nights

- 28th March- The Cheatles
- 18th April- Northern soul night
- 16th May- Back to the 80's night
- 13th June – Jersey Boys
- 26th September – Freddie Mercury
- 17th October – Meatloaf

G. BARS

- Sales have been boosted by Tribute Nights.
- Bar functions at children's parties are consistently making a loss so trying to encourage hirers to supply their own soft drinks.
- Alcohol duty has risen by 3.7% so retail prices are being reviewed.
- 0% spirits are being trialled.

H. YOUTH COUNCIL

- Will bring ideas for events and projects to the next meeting on 3rd March.
- The Short Film competition has been cancelled.
- The sweet stock purchased for events is now short-dated so will be sold off.

Date	Event	Room	TILL READ				ACTUAL		DISCREPANCY		Cash Banked	Room Hire Fee
			Cash	Card	Total	VAT	Cash	Card				
				-	£			0			0	
01.12.25	Wake	SL	93.95	250.50	344.45	57.41	93.95	250.50	-		93.95	£ 103.75
04.12.25	Coffee Morning	SL	33.30	6.60	39.90	6.65	33.30	6.60	-		33.30	£ -
06.12.25	Table Top Refreshments	SL	84.95	28.75	113.70	17.28	84.95	28.75	-		84.95	£ -
06.12.25	Tribute Night - Phil Collins	SH	341.00	381.95	722.95	120.49	340.35	373.95	-	8.65	340.35	£ -
08.12.25	CB Ladies Xmas Party	WR	7.45	300.15	307.60	51.27	7.45	300.15	-		7.45	£ 65.00
11.12.25	Coffee Morning	SL	29.85	11.00	40.85	6.81	29.85	11.00	-		29.85	£ -
12.12.25	Starliners Xmas Party	SH	274.20	134.75	408.95	68.16	274.15	134.75	-	0.05	274.15	£ 184.50
13.12.25	1st Birthday Party	WR	17.50	237.80	255.30	42.55	17.50	237.80	-		17.50	£ 129.00
13.12.25	Tribute Night - George Michael	SH	753.35	1,734.85	2,488.20	413.03	742.80	1,751.50		6.10	738.90	£ -
13.12.25	Childrens Christmas Party	WR	119.85	332.00	451.85	75.31	120.05	327.95	-	3.85	120.05	£ 152.00
17.12.25	Full Council Xmas Drinks	WR	-	24.80	24.80	4.13	-	24.80	-		0.00	£ -
18.12.25	Coffee Morning	SL	19.80	6.60	26.40	4.40	19.80	6.60	-		19.80	£ -
19.12.25	Family Xmas Party	SL	206.55	244.55	451.10	74.77	206.55	244.55	-		206.55	£ 130.00
31.12.25	New Years Eve	SH	914.05	1,258.10	2,172.15	545.38	907.95	1,264.10	-	0.10	907.95	£ -
	TOTALS		**2,801.85**	**4,952.40**	**7,848.20**	**1,487.64**	**2,878.65**	**4,963.00**	**-**	**6.55**	**2,874.75**	**764.25**
										-		
										-		
										-		

floats made up in safe

-	-	-	0	0	0	0		
-	-	-	0	-	-			
		-						

Date	Event	Room	TILL READ				ACTUAL		DISCREPANCY			
			Cash	Card	Total	VAT	Cash	Card		Cash Banked	Room Hire Fee	
				-	£			0		0		
08.01.26	Coffee Morning	SL	35.20	4.50	39.70	6.20	35.20	4.50	-	35.20	£	-
10.01.26	1st Birthday Party	WR	120.60	99.35	219.95	36.66	120.60	99.35	-	120.60	£	112.00
12.01.26	Wake	SH	628.15	1,184.55	1,812.70	302.11	628.15	1,194.15	9.60	628.15	£	235.00
12.01.26	Discrepancy for Wake	SH	-	9.60	9.60	-	-	-	- 9.60	0.00	£	-
15.01.26	Coffee Morning	SL	36.90	12.10	49.00	8.17	36.90	12.10	-	36.90	£	-
22.01.26	Coffee Morning	SL	36.85	12.10	48.95	8.16	36.85	12.10	-	36.85		
22.01.26	Panto - Thursday	SH	56.60	99.70	156.30	24.80	56.60	99.70	-	56.60	£	100.00
23.01.26	Wake	WR	72.05	117.85	189.90	31.65	72.05	117.85	-	72.05	£	85.00
23.01.26	Panto - Friday	SH	188.45	202.60	391.05	63.02	189.10	202.60	0.65	188.45	£	164.00
24.01.26	Panto - Saturday AM	SH	53.70	159.65	213.35	30.56	53.70	159.65	-	53.70	£	-
24.01.26	Panto - Saturday PM	SH	79.45	288.05	367.50	58.75	79.45	288.05	-	79.45	£	356.00
25.01.26	Panto - Sunday AM	SH	88.80	177.20	266.00	44.33	88.80	177.20	-	88.80	£	160.00
27.01.26	Wake	SL	89.75	263.30	353.05	58.84	89.75	263.30	-	89.75	£	95.00
29.01.26	Coffee Morning	SL	34.95	13.75	48.70	8.12	34.95	13.75	-	34.95	£	-
29.01.26	Discrepanies Nov-Dec	SL	-	-	-	-	16.65	-	-	16.65	£	-
30.01.26	CBTG Play	SL	49.70	163.75	213.45	31.82	49.70	163.75	-	49.70	£	154.00
31.01.26	Childrens 4th Birthday Party	SH	30.65	81.90	112.55	17.93	30.65	81.90	-	30.65	£	150.00
31.01.26	21st Birthday Party	SH	236.10	582.00	818.10	135.93	233.30	583.25	- 1.55	233.30	£	345.00
	TOTALS		**1,802.70**	**3,471.95**	**5,309.85**	**867.05**	**1,852.40**	**3,473.20**	**- 0.90**	**1,851.75**		**1,956.00**
									-			
									-			
									-			

-

PROFIT

Period: 01/12/2025 - 31/01/2026
Customer: All
User: All
Product: All
Cash register: All

Company: Arden Hall
Address: Water Orton Road, Birmingham

Code	Product	Quantity	Cost	Total	Profit	Margin
1	Cherry Sourz	6	1.92	11.75	9.83	83.66%
2	Smirnoff Vodka	174	76.02	362.50	286.48	79.03%
3	Bells Whiskey	41	18.42	85.42	67.00	78.43%
4	Kraken Rum	26	17.51	75.83	58.32	76.91%
5	Courvoisier	66	52.46	198.00	145.54	73.50%
6	Bacardi	106	50.14	220.83	170.70	77.30%
7	Jack Daniels	63	39.41	178.50	139.09	77.92%
8	Malibu	48	19.29	100.00	80.71	80.71%
9	Archers	25	10.20	52.08	41.88	80.41%
10	Jagermeister	33	18.09	68.75	50.66	73.68%
11	Apple Sourz	25	5.89	31.96	26.07	81.58%
12	Southern Comfort	40	19.49	83.33	63.85	76.62%
13	Baileys	8	5.73	24.00	18.27	76.11%
19	Kopparberg Strawberry & Lime	65	108.51	268.13	159.62	59.53%
20	Bulmers	36	45.10	144.00	98.90	68.68%
22	Hobgoblin	2	3.41	9.00	5.59	62.11%
23	Newcastle Brown	5	8.00	21.04	13.05	62.00%
24	Old Speckled Hen	16	22.87	65.33	42.47	65.00%
25	Coke Can	134	72.58	173.09	100.50	58.07%
26	Diet Coke	229	96.20	295.80	199.59	67.48%
27	7-Up	22	9.18	28.42	19.24	67.71%
29	Half Pint Cola	205	0.00	213.54	213.54	100.00%
30	Half Pint Lemonade	139	0.00	144.79	144.79	100.00%
33	Cordial Half Pint	18	0.00	9.00	9.00	100.00%
34	Cordial Pint	31	0.00	25.83	25.83	100.00%
36	Red Bull	13	12.04	37.92	25.88	68.25%
37	J2O Orange & Passionfruit	97	74.69	226.33	151.64	67.00%
38	Tonic	49	27.58	81.67	54.09	66.23%
39	Tonic Slimline	50	23.73	83.33	59.60	71.52%
40	Orange Juice	39	22.69	65.00	42.31	65.09%
42	Ginger Ale	3	1.77	5.00	3.23	64.60%
43	Mineral Water Still	22	9.08	22.92	13.84	60.38%
44	Carling	285.75	454.34	1,143.00	688.66	60.25%
48	*Carling Shandy Top Up	26	0.00	52.00	52.00	100.00%
49	*Half Carling Shandy Top Up	1	0.00	1.00	1.00	100.00%
50	Single Prosecco	24	64.56	139.00	74.44	53.55%
51	Single Red Wine	35	60.05	167.71	107.65	64.19%
52	Single White Wine	84	146.92	402.50	255.58	63.50%
53	Single Rose Wine	53	92.19	253.96	161.77	63.70%

Code	Product	Quantity	Cost	Total	Profit	Margin
54	Gordons	93	40.58	193.75	153.17	79.05%
55	Gordons Pink	97	46.24	202.08	155.84	77.12%
56	Violet Gin	8	4.25	24.67	20.42	82.78%
57	Blood Orange	12	5.77	25.00	19.23	76.93%
60	Tanqueray	2	1.04	4.67	3.63	77.82%
62	Tea/Coffee	318	0.00	583.00	583.00	100.00%
63	Peanuts Salted	1	0.62	1.17	0.55	46.86%
65	Bottle Red Wine	3	15.78	37.50	21.72	57.93%
66	Bottle White Wine	27	139.80	337.50	197.70	58.58%
67	Bottle Rose Wine	16	83.12	200.00	116.88	58.44%
68	Bottle Prosecco	12	78.62	180.00	101.38	56.32%
73	Doombar	24	44.66	108.00	63.34	58.65%
74	7-Up Free	20	8.39	25.83	17.44	67.52%
75	*Dash Lemonade	39	0.00	19.50	19.50	100.00%
76	*Dash Cola	124	0.00	62.00	62.00	100.00%
77	*Dash Lemonade	62	0.00	31.00	31.00	100.00%
78	*Dash Lemonade	13	0.00	6.50	6.50	100.00%
83	Kopparberg Mixed Fruit	25	41.60	103.13	61.53	59.66%
84	Kopparberg 0% All flavour	30	46.24	93.75	47.51	50.67%
85	Mineral Water Sparkling	4	2.12	4.17	2.04	49.04%
86	J2O Apple & Raspberry	69	53.28	161.00	107.72	66.91%
88	Captain Morgan	66	31.05	137.50	106.45	77.42%
89	*Cordial Splash	46	0.00	23.00	23.00	100.00%
90	*Dash Lemonade	24	0.00	12.00	12.00	100.00%
93	San Miguel 0%	16	15.97	46.67	30.69	65.77%
94	Guinness Surge Can	104	219.35	429.00	209.65	48.87%
95	Pineapple Juice	26	14.86	43.33	28.48	65.72%
97	Peroni	27	26.89	85.50	58.61	68.55%
99	Crisps Cheese & Onion GRAB	70	41.56	78.75	37.19	47.22%
101	Crisps Ready Salted GRAB	72	43.92	81.00	37.08	45.78%
102	Jug of Squash	3	0.00	6.25	6.25	100.00%
105	Tequila Rose	94	42.72	162.50	119.78	73.71%
107	Hot Chocolate	35	0.00	80.00	80.00	100.00%
109	Windsor Hot Drink	13	0.00	13.54	13.54	100.00%
112	DEFUNCT Bulmers Crushed Berry & Lime	1	1.48	4.29	2.81	65.46%
115	Disaronno Amaretto	6	2.90	15.00	12.10	80.63%
120	Poppadum Dip	49	63.21	122.50	59.29	48.40%
122	Madri	44	45.32	139.33	94.01	67.47%
123	Guinness Zero	32	52.47	101.33	48.86	48.22%
124	Absolut Raspberri	15	7.76	37.50	29.74	79.31%
125	Sambuca	22	10.56	39.58	29.02	73.32%
126	Corona	35	36.75	110.83	74.08	66.84%
127	Madri Draught	244	395.28	1,016.67	621.39	61.12%
128	Rekorderlig Wild Berries	51.5	104.31	214.58	110.27	51.39%
132	*Madri Shandy Top Up	4	0.00	10.00	10.00	100.00%

Code	Product	Quantity	Cost	Total	Profit	Margin
			3,458.54	**10,987.14**	**7,528.60**	

Castle Bromwich Parish Council
ARDEN HALL BAR MENU

DRAUGHT

		HALF PINT	PINT
CARLING including shandy	4.1% ABV	£2.40	£4.90
MADRI including shandy	4.6% ABV	£2.55	£5.10
REKORDERLIG WILD BERRIES	3.4% ABV	£2.55	£5.10
COLA / LEMONADE	4.2% ABV	£1.40	£2.80
GUINNESS SURGER	4.2% ABV	520ML CAN	£5.60

WINES

	187ML SINGLE	75CL BOTTLE
HOUSE WHITE	£6.00	£16.00
HOUSE RED	£6.00	£16.00
HOUSE ROSE	£6.00	£16.00
	200ML SINGLE	75CL BOTTLE
PROSECCO	£7.50	£18.00

GINS

GORDONS	(25ML)	37.5% Vol	£2.50
GORDONS PINK	(25ML)	37.5% Vol	£2.50
VIOLET	(25ML)	41.5% Vol	£3.70
BLOOD ORANGE	(25ML)	37.5% Vol	£2.50
BROCKMANS	(25ML)	40.0% Vol	£4.00
TANQUERAY	(25ML)	43.1% Vol	£2.80

MIXERS

COCA COLA	330ML CAN	£2.00
7-UP, DIET COKE, 7-UP LIGHT	330ML CAN	£1.80
CORDIAL	SPLASH	£0.60
CORDIAL PINT	PINT	£1.00
RED BULL	250ML CAN	£3.00
ORANGE /PINEAPPLE JUICE	200ML BOTTLE	£2.20
J20 APPLE/RASPBERRY - ORANGE/PASSION FRUIT	275ML BOTTLE	£3.00
TONIC / SLIMLINE TONIC / GINGER ALE	200ML BOTTLE	£2.20
STILL / SPARKLING WATER	330ML BOTTLE	£1.75

SUNDRIES

TEA/COFFEE	£2.20
HOT CHOCOLATE	£2.75
CRISPS - GRAB BAGS	£1.60
SALTED PEANUTS	£1.60
POPPADUM DIP	£2.70

BOTTLES

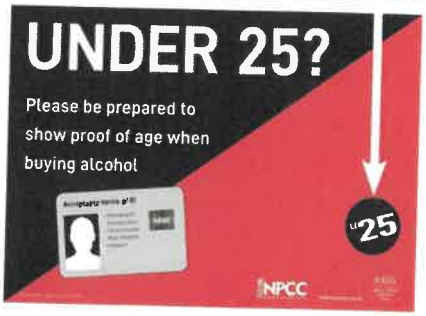
PERONI	(330ML)	4.7% Vol	£3.80
MADRI	(330ML)	4.6% Vol	£3.80
CORONA	(330ML)	4.5% Vol	£3.80
NEWCASTLE BROWN ALE	(550ML)	4.7% Vol	£5.05
HOBGOBLIN ALE (500ML)	(500ML)	5.2% Vol	£5.40
DOOM BAR (500ML)	(500ML)	4.3% Vol	£5.60
KOPPARBERG ALL FLAVOURS	(500ML)	4.0% Vol	£5.20
BULMERS CIDER	(500ML)	4.5% Vol	£4.80
OLD SPECKLED HEN	(500ML)	5.0% Vol	£4.90

SPIRITS

SMIRNOFF VODKA	(25ML)	37.5% Vol	£2.60
ABSOLUT RASPBERRI	(25ML)	38% Vol	£3.00
BELLS WHISKEY	(25ML)	40.0% Vol	£2.60
KRAKEN RUM	(25ML)	40.0% Vol	£3.60
CAPTAIN MORGAN RUM	(25ML)	35.0% Vol	£2.60
COURVOISIER	(25ML)	40.0% Vol	£3.60
BACARDI	(25ML)	37.5% Vol	£2.60
JACK DANIELS	(25ML)	40.0% Vol	£3.40
MALIBU	(25ML)	21.0% Vol	£2.60
ARCHERS	(25ML)	18.0% Vol	£2.60
JAGERMEISTER	(25ML)	35.0% Vol	£2.60
CHERRY SOURZ	(25ML)	15.0% Vol	£2.50
SOUTHERN COMFORT	(25ML)	35.0% Vol	£2.50
TEQUILA ROSE	(25ML)	15.0% Vol	£2.60
SAMBUCCA	(25ML)	38.0% Vol	£2.60
DISARONNO AMARETTO	(25ML)	28.0% Vol	£3.00
BAILEYS	(50ML)	17.0% Vol	£3.80

NON-ALCOHOLIC

CAPTAIN MORGAN SPICED RUM 0% (25ML)	0.0% Vol	£2.00
GORDONS GIN 0% (25ML)	0.0% Vol	£2.00
GUINNESS ZERO (538ML)	0.0% Vol	£4.60
SAN MIGUEL 0% (330ML)	0.0% Vol	£3.50
KOPPARBERG 0% ALL FLAVOURS (500ML)	0.0% Vol	£4.60



Designated Premises Supervisor: Dylan Faultless-Hodgson

If you look under 25, you will be asked for valid photo ID. We reserve the right to refuse service to anyone under 18, unable to provide ID, or who appears intoxicated. Abuse towards staff will not be tolerated.

LOSS AND DAMAGE BY PRODUCT

Period 01/12/2025 - 31/01/2026
User All
Product: All

Company: Arden Hall
Address: Water Orton Road, Birmingham

Code	Product	Quantity	UOM	Total before tax	Total
2	Smirnoff Vodka	1	Shot	0.42	0.51
6	Bacardi	3	Shot	1.31	1.57
8	Malibu	2	Shot	0.79	0.95
19	Kopparberg Strawberry & Lime	1	Bottle	1.67	2.00
23	Newcastle Brown	1	Bottle	1.60	1.92
44	Carling	27	Pint	42.93	51.52
50	Single Prosecco	1	Bottle	2.68	3.22
54	Gordons	1	Shot	0.45	0.54
94	Guinness Surge Can	1		2.11	2.53
99	Crisps Cheese & Onion GRAB	1		0.60	0.72
127	Madri Draught	17	Pint	27.54	33.05
128	Rekorderlig Wild Berries	11.5	Pint	23.32	27.98
				105.42	**126.50**

INVENTORY COUNT

Document number: 26-300-000001
Time: 02/01/2026 12:04:00
External document:
Created by: Gemma

Company: Arden Hall
Address: Water Orton Road, Birmingham

#	Product	UOM	Expected	Counted	Diff +	Diff -	Unit price	Total
1	0.0% Captain Morgan Alcohol Free Spiced Rum	25ml	28.000	28.000			0.36	10.08
2	0.0% Gordons Alcohol Free Gin	25ml	28.000	28.000			0.36	10.08
3	7-Up	Can	53.000	60.000	7.000		0.42	25.09
4	7-Up Free	Can	63.000	58.000		5.000	0.42	24.34
5	Absolut Raspberri	25ml	81.000	81.000			0.52	41.90
6	Apple Sourz	Shot	0.000	4.000	4.000		0.24	0.94
7	Archers	Shot	110.000	110.000			0.41	44.81
8	Bacardi	Shot	183.000	183.000			0.44	79.97
9	Baileys	50ML Srv	71.000	69.000		2.000	0.63	43.76
10	Bells Whiskey	Shot	173.000	173.000			0.45	77.57
11	Blood Orange	Shot	80.000	80.000			0.48	38.46
12	Bottle Prosecco	Bottle	30.000	25.000		5.000	6.13	153.24
13	Bottle Red Wine	Bottle	24.000	22.000		2.000	5.26	115.70
14	Bottle Rose Wine	Bottle	15.000	16.000	1.000		5.19	83.06
15	Bottle White Wine	Bottle	35.000	40.000	5.000		5.15	206.00
16	Brockmans	Shot	80.000	80.000			0.74	59.42
17	Bulmers	Bottle	31.000	31.000			1.25	38.82
18	Captain Morgan	Shot	183.000	184.000	1.000		0.43	78.72
19	Carling	Pint	173.500	143.000		30.500	1.59	227.37
20	Cherry Sourz	Shot	0.000	0.000			0.28	0.00
21	Coke Can	Can	74.000	74.000			0.54	40.11
22	Corona	bottle	43.000	45.000	2.000		1.05	47.25
23	Courvoisier	Shot	91.000	91.000			0.79	72.29
24	Crisps Cheese & Onion GRAB		17.000	17.000			0.61	10.37
25	Crisps Ready Salted GRAB		39.000	37.000		2.000	0.61	22.57
26	Crisps Salt & Vinegar GRAB		0.000	0.000			0.54	0.00
27	Diet Coke	Can	81.000	78.000		3.000	0.42	32.77
28	Disaronno Amaretto	25ml	151.000	151.000			0.48	73.11
29	Doombar	Bottle	9.000	9.000			1.86	16.75
30	Ginger Ale	Bottle	26.000	26.000			0.59	15.34
31	Gordons	Shot	134.000	131.000		3.000	0.43	55.92
32	Gordons Pink	Shot	167.000	167.000			0.48	79.74
33	Guinness Surge Can		31.000	31.000			2.11	65.26
34	Guinness Zero	538ml	7.000	7.000			1.67	11.69
35	Hobgoblin	Bottle	27.000	26.000		1.000	1.70	44.33
36	J2O Apple & Raspberry	Bottle	37.000	39.000	2.000		0.77	30.15
37	J2O Orange & Passionfruit	Bottle	22.000	19.000		3.000	0.77	14.63
38	Jack Daniels	Shot	135.000	135.000			0.59	80.20

#	Product	UOM	Expected	Counted	Diff +	Diff -	Unit price	Total
39	Jagermeister	Shot	100.000	100.000			0.55	54.78
40	Kopparberg 0% All flavour	Bottle	16.000	15.000		1.000	1.54	23.11
41	Kopparberg Mixed Fruit	Bottle	34.000	33.000		1.000	1.66	54.91
42	Kopparberg Strawberry & Lime	Bottle	39.000	39.000			1.67	65.12
43	Kraken Rum	Shot	190.000	196.000	6.000		0.66	129.69
44	Madri	bottle	49.000	50.000	1.000		1.03	51.50
45	Madri Draught	Pint	158.000	159.000	1.000		1.62	257.58
46	Mineral Water Sparkling	Bottle	26.000	27.000	1.000		0.53	14.33
47	Newcastle Brown	Bottle	29.000	29.000			1.60	46.38
48	Old Speckled Hen	Bottle	26.000	27.000	1.000		1.43	38.72
49	Orange Juice	Bottle	36.000	36.000			0.58	20.92
50	Peanuts Salted	Pack	2.000	0.000		2.000	0.62	0.00
51	Peroni	bottle	50.000	46.000		4.000	1.00	45.82
52	Pineapple Juice	bottle	16.000	18.000	2.000		0.58	10.42
53	Poppadum Dip		28.000	28.000			1.29	36.12
54	Red Bull	Can	43.000	43.000			0.93	39.83
55	Rekorderlig Wild Berries	Pint	111.000	104.000		7.000	2.03	210.86
56	Sambuca	25ml	60.000	63.000	3.000		0.48	30.24
57	San Miguel 0%		19.000	19.000			1.00	18.97
58	Single Prosecco	Bottle	71.000	74.000	3.000		2.70	199.89
59	Single Red Wine	Bottle	26.000	27.000	1.000		1.74	46.88
60	Single Rose Wine	Bottle	48.000	47.000		1.000	1.75	82.26
61	Single White Wine	Bottle	83.000	83.000			1.75	145.25
62	Smirnoff Vodka	Shot	284.000	284.000			0.43	121.15
63	Southern Comfort	Shot	127.000	135.000	8.000		0.49	66.62
64	Tanqueray	Shot	34.000	34.000			0.52	17.60
65	Tequila Rose	25ml	163.000	160.000		3.000	0.42	67.87
66	Tonic	Bottle	57.000	53.000		4.000	0.56	29.44
67	Tonic Slimline	Bottle	48.000	47.000		1.000	0.46	21.75
68	Violet Gin	Shot	40.000	40.000			0.53	21.24

Counted value	**£4,041.05**
Amount +	**£63.86**
Amount -	**-£129.13**

MAH&SON

Stocktaking & Advisory Service

Version 1

Stock Audit Report

Arden Hall
Water orton Road
Birmingham
B36 9PB

Manager *Gemma/Dylan*

Stocktake *Mark Hopkins*
Company Freelance

Stock Period gross profit & retail performance

	Liquor
Date	***02-Jan-26***
Previous Date	***29-Sep-25***
Period - Days	*95*
Sales vat exclusive	£13,335.36
Opening Stock	£3,204.40
Purchases	£6,666.43
Closing Stock	£4,636.29
Sales @Cost	£5,234.54
Gross Profit	£8,100.82
GrossProfit %	***60.75%***

	Value	*% to Sales*
Pump Clear	*£432*	*2.7%*
Wastage	*£88*	*0.5%*
Retail Resul	*£75*	*0.5%*
Stock Holdi	*84*	*Days*
Average weekly sales vat exclusive	£983	
Cash Check Surp/defic	***£0.00***	

Comments

Retail Surplus = £75.00
GP Achieved 60.75%

Arden Hall

LIQUOR GROSS PROFIT & RETAIL PERFORMANCE

Actual Gross Profit

Actual Sales Vat Incl	16002.43	
Actual Sales VAT Excl	**13335.36**	
Opening Stock	3204.40	
Purchases	6666.43	
Less Closing Stock Val	4636.29	
Sales Value @ Cost	**5234.54**	
Actual Gross Profit	**£8,101**	**60.75%**
Stock Holdi	£4,636.29	**84 Days**
Sales@Cost	£55.10	

Calculated Gross Profit

	Vat ex	Vat Incl
Gross Consumption	13705.75	16446.90
Allowances - Pump Cleaning	360.00	432.00
Wastage	73.08	87.70
Net Consumption	**13272.67**	15927.20
Less Consumed @ Cost	**5234.54**	
Calculated Gross Profit	**£8,038**	**60.56%**
Gross Profit Yield	**£62.69**	**100.31%**
Retail Result	**£75.23**	**0.47%**

Till Recorded Sales

Actual Sales	£16,002
Variance Actual to Tills	**£16,002**

LIQUOR SALES, PROFIT & STOCK ANALYSIS

DESCRIPT 02-Jan-26	Days Stock Holding	Calculate Gross Profit%	% of Sale Value to Total	% Profit Value to Total	Sales at Cost	Calculate Sales	Stock on Hand Value	Net Purchase	Ave Price per Unit Vat Incl
DRAUGHT	**37**	**54.65**	32.15%	28.57%	1,982	5,245	775	2,515	4.77
BOTTLED E	**49**	**59.87**	19.94%	19.41%	1,088	3,253	556	1,012	4.47
SNACKS &	**60**	**29.98**	1.09%	0.53%	104	178	66	120	1.19
DRAUGHT	**248**	**73.28**	3.48%	4.14%	126	567	329	175	0.90
MINERALS	**75**	**66.53**	9.01%	9.75%	410	1,470	323	451	1.93
SPIRITS	**231**	**76.15**	19.29%	23.88%	625	3,146	1,522	1,123	2.51
FORTIFIED	**0**	**0.00**	0.00%	0.00%	0	0	0	0	
TABLE WIN	**113**	**56.04**	15.04%	13.71%	899	2,454	1,065	1,271	6.89
TOTAL	**84**	**61.50**	**100%**	**100%**	**£5,235**	**£16,314**	**£4,636**	**£6,666**	**£3.28**

Castle Bromwich Parish Council

Arden Hall, Water Orton Road,
Castle Bromwich, Solihull, B36 9PB
0121 747 6503 counciloffice@castlebromwichpc.gov.uk
0121 747 7150 ardenhall@castlebromwichpc.gov.uk
www.castlebromwichpc.gov.uk

Terms and Conditions of Hire

Arden Hall, Pavilion and Playing Fields (Revised 11.02.2026)

1. Hire Charges

The Hirer will pay the non-refundable deposit for the Hire Charges that is currently in force at the time of booking. Payment of the non-refundable deposit is seen as acceptance of these terms and conditions. The balance of the Hire Charge plus a refundable Hire Bond, will be required to be paid eight weeks prior to the date of the function. Failure to do so will result in cancellation and loss of deposit without notification.

2. Cancellations

Hirer: All cancellations must be confirmed in writing. If you cancel your booking with more than four weeks' notice, you will lose your deposit but additional Hire Charges will be refunded. If less than four weeks' notice is given, there will be no refund of the Hire Charge. The Hire Bond will be refunded in full in all cases of cancellation. You may apply to the Council in writing (through the Clerk) for special consideration if you believe there are exceptional circumstances for mitigation. Bookings cannot be exchanged or transferred; this will be treated as cancellation and rebooking so any deposit will be forfeited.
Council: In the event that the premises become a) unfit for the use intended by the Hirer or b) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of similar disasters, the Hirer shall be entitled to a refund of any fees already paid but the Council shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.
Insurance: The Hirer may wish to consider taking out their own insurance to cover these and other eventualities.

3. Hire Bond

The Hirer will indemnify Castle Bromwich Parish Council for any loss, injury or damage to property, persons or belongings. A refundable £200 Hire Bond will be required (or £50 for certain mid-week, low-risk functions). This Bond will be returned in part or total under the following conditions:

i) The premises must be vacated in the same condition as at the start of the hire. The cost of any damage, any additional cleaning or other unforeseen costs incurred during the hire will be deducted from the Hire Bond. Should any damage etc be in excess of £200 then the Hirer will be liable to compensate the Parish Council in addition to the Hire Bond of £200.

ii) The Council will inform the Hirer of any breach of Hire Regulations.
Breaches of Hire Regulations are:
   a) Bringing in own alcohol - £25 Penalty charge plus £5 per bottle
   b) Additional cleaning - £25 Penalty charge plus £25 per hour
   c) Leaving waste that cannot be easily disposed of on the premises (e.g. helium canisters) - £50
   d) Damage - £25 plus cost of repair and materials
   e) Exceeding hire period
      i. Up to 30 minutes = £25 penalty plus cost for additional time (rounded up to whole hour), including change of function session if after 6pm.
      ii. Over 30 minutes = £100 penalty plus cost for additional time (rounded up to whole hour), including change of function session if after 6pm.
   f) Breaching other Hire Regulations – Minimum £25 (this includes excessive noise in the car park or causing disturbance to our neighbours.)

iii) The Hire Bond will be forfeited if persistent violation of the Hire Regulations occurs. If a public order offence or any other criminal offence is committed then Council staff will call the police and terminate the function.

iv) Commercial Hirers (Those who hire the facilities in order to make a profit) will need to provide written evidence of £2million Public Liability Insurance. Public liability cover will also be required for high-risk activities. A risk assessment covering all activities should also be submitted.

4. Liaison with Council staff

i) The Hirer/Nominated Representative must be the person to meet Council Staff at the beginning of the hire period and they must be present throughout the Hire period.
ii) Any issues during the hire time can be raised with any member of staff on duty.
iii) The Hirer/Nominated Representative will be responsible for all their guests & their behaviour. Children should be supervised throughout the building and grounds.

5. Hire Periods

The Hire Periods as stated on the Booking Form shall be **strictly adhered to.** Additional hours should be booked to cover any preparation and clean up. The facilities will be set up ready for your arrival if instructions have been left with 14-days' notice. You are able to move tables and chairs to suit your event but fire exits must be kept clear at all times. No entry to "staff only" areas is permitted for your health and safety, please ask if you require additional furniture. All guests and equipment must be off the premises by the end of your hire period. Your hire period is the time stated on your booking confirmation. If your booking times say 6pm till 11.30pm, you can get into the building at 6pm and you must have cleared up and left the building by 11.30pm. The Hirer is responsible for the clearing away of any food and decorations. Please separate your food waste into the labelled containers. Black bags can be left in the kitchen areas for staff members to dispose of. **Please remember to be respectful and quiet when leaving as we are in a residential area**. It is the Hirers' responsibility to ensure that all 3rd parties, such as catering, bouncy castles, DJs and venue dressers are aware of and adhere to these rules. You must ensure that you have booked sufficient time for your 3rd party set up. The Hirer retains responsibility for 3rd parties they have engaged.

6. Refusal of Hire

Castle Bromwich Parish Council reserves the right to refuse any Hire without assigning a reason. The Hirer must be the name on the booking form. Events for occasions other than what is agreed on the booking form will be terminated. If your event has a bar please advise guests to bring ID as it may be requested by bar staff.

7. Regular Hirers

i) Invoices will be sent at the end of the month and are payable within 30 days. Persistent non-payment will result in the need for sessions to be paid in advance.
ii) Regular hirers do not need to pay a bond but will be charged any penalties or damage on their normal invoice.
iii) Sessions cancelled with less than 4 weeks' notice will be charged.
iv) Chargeable storage is available and can be arranged through the Arden Hall front desk. Any changes require four weeks' notice.
v) We will happily advertise your sessions – please speak to Council staff with your requirements.
vi) It is your responsibility to inform the Arden Hall front desk of any activity which is to be covered by a music licence. Fees may be payable to cover this.
vii) Regular hirers are subject to the same breach penalties as all other hirers.
viii) All bookings should include a minimum of 15 minutes set up and close down period. Entry is only to be at the start of the booking time and exit must be at the end.
ix) Regular hirers may request that vehicles be left unattended, for example when going on trips. At least 14 days' notice with a list of vehicle registrations is required and the decision given will depend on anticipated demand on that day. If your trip is delayed after the closing time which has been specified, there will be no access to your vehicles until the next morning. We politely request that disabled parking spaces are left available for hall users.

8. Sub-letting

i) The Hirer must not sub-let. The penalty for doing so is a £500 penalty charge and one month's hire suspension.
ii) Castle Bromwich Parish Council reserves the right to separately hire any other parts of buildings at the same time.

9. Occupancy

Hirers will be informed as to the maximum capacity of the specific room hired at the time of booking. The maximum capacity must not be exceeded; any attempt to do so will result in termination of the function as in breach of Health and Safety Regulations/Fire Regulations/Licensing Regulations.

Please note that the maximum capacity for regulations may be different to the maximum comfortable occupancy of a room, depending on your layout of tables/chairs.

10. Licenses & Bars

i) Castle Bromwich Parish Council holds a Premises Licence for Arden Hall which covers Plays (indoors), Live Music (indoors), Recorded Music (indoors), Performance of Dance (indoors), Activity like music/dance (indoors), Facility for making music (indoors), Facilities for dancing (indoors), Facility like music/dance (indoors), Supply of Alcohol by retail (for consumption on the premises).
ii) Music Licence fees and other licences are the responsibility of the Hirer.
iii) There are no hireable bar facilities in the Pavilion.
iv) You may not bring your own alcohol into any building unless you have agreed corkage in advance.
v) If you have requested a bar facility, all beverages, including tea & coffee and other soft drinks must be purchased though the bar.
vi) If there is no bar facility, you may bring any non-alcoholic drinks onto the premises.
vii) The Windsor Room bar carries a range of stock but there is no draught.

11. Property:

i) Items left in any of Castle Bromwich Parish Council's facilities are entirely at the owners' risk. Castle Bromwich Parish Council accepts **NO** responsibility for the safe custody of any article or property nor for any loss or damage however caused.
ii) Regular hirers may only leave property in designated and charged storage areas.
iii) Please ensure that any 3rd parties are aware that equipment (such as bouncy castles, DJ equipment, chair coverings, balloon arches or photobooths) must be removed from the facility before the end of your hire period.

12. Electrical Appliances, Equipment and Fittings: It is the Hirers' responsibility to ensure that all electrical appliances brought onto the premises are in good working order. It is the responsibility of the hirer to make any 3rd party such as a caterer or entertainer aware of this regulation.

13. Decorations: Decorations are only allowed on black gloss, mirrored or glass surfaces with Blu Tac. Free standing decorations are welcome. Nothing must be stuck to walls or with any other adhesive as any damage will result in deductions from the Hire bond. Confetti is not permitted but party poppers/streamers are acceptable if cleared away.

14. Smoking and vaping: Smoking and vaping are not allowed inside buildings. Please be considerate to our neighbours when using designated outdoor areas and use the cigarette bins available. All doors must remain shut and should not be propped open for re-entry. Please also remember to keep noise to a minimum when outdoors. Any guest behaving in a loud or antisocial manner will be asked to leave the premises.

15. Posters: We will happily display posters up to A4 size on our noticeboards for any event held at our facilities a week before (subject to availability). We may accommodate larger posters, banners or before that time if possible.

16. Entertainment:

i) You must inform us of any 3rd party entertainment you will be having and submit their Public Liability Insurance.
ii) Permission may be given, on written request, for a pitch in the car park for a food van. Electric hook-up is not supplied.
iii) Where an outdoor bouncy castle has been permitted, electric hook-up is not supplied therefore they will need a generator.
iv) Activities should be confined within the buildings and not cause a noise disturbance to local residents i.e. amplified music, drumming etc
v) Doors and windows must be kept closed where there is amplified music.
vi) Adult entertainment of an erotic nature is NOT allowed on any of the Council's property or land.

17. Parking, Exits & Access:

i) Car parks are provided for users of the facilities at their own risk. Vehicles should not be left overnight or if you leave the facilities. (In exceptional circumstance, such as breakdown or illness, you are required to leave your registration and contact details with Arden Hall [0121 747 7150 ardenhall@castlebromwichpc.gov.uk]).
ii) All vehicles, except emergency vehicles, are prohibited from (un)loading/parking on the front forecourt.
iii) The Council reserves the right to lock the gates to the site at any time if there are security concerns.
iv) The gates will be locked when the park and facilities are closed. There is no provision to access the site outside of these times.
v) Vehicle access to the playing fields is FORBIDDEN except for the emergency services. In specific circumstances, and upon the payment of a damage bond of £1000, permission may be granted.
vi) Hirers are asked to remind guests to use the Car Parking facilities available and not to park on the double yellow lines at the front of the building, the driveway or block local residents' driveways and roads.
vii) Hirers are reminded that car park users should be as quiet and considerate as they can, due to being in a residential area. If visitors of your function make excessive noise such as engine revving, loud music or shouting in the car park, the Council reserves the right to terminate your function and will make a penalty deduction from your bond.
viii) Please only park in disabled bays if you are a blue badge user.
ix) Areas marked "staff only" must be respected. This is for your own Health & Safety.
x) No access to the stage is permitted for visitors to functions. Permission should be requested in advance for performers, DJs etc.

18. Prohibited Items:

The following are excluded from admission to the building:

i) Animals** except assistant dogs.
ii) Articles of an inflammable nature including bottled gas.
iii) Explosive materials.
iv) Steam, Gas or any other engine.
v) Alcohol**, drugs, weapons or other illegal or prohibited substances.
vi) Fireworks are not permitted on any Council property/land unless permission has been granted in writing 14 days in advance.

**unless express permission has been granted in writing 14 days in advance.

19. Other Matters

i) Castle Bromwich Parish Council reserves the right to amend the Hire Regulations without notice.
ii) Hirers should be aware that Council staff have the authority to terminate a function during the Hire period following persistent abuse of any of the above regulations or where there is a risk to staff, the public or property. No refund of hire charges will be given if your function is terminated.
iii) The hirer is responsible for the supervision of children during the hire period. They should not be left to play outside of in communal areas.

iv) Anti-social behaviour will not be tolerated in any circumstances and will be investigated.

v) **The Parish Council will press for prosecution against anyone who assaults or abuses any members of its Staff.**