Castle Bromwich Parish Council

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Terms and Conditions of Hire

Arden Hall, Pavilion and Playing Fields (Revised 10.06.2026)

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. Discounts (does not apply to committee rooms, bar packages, bonds or storage/bespoke items)

Resident: The Hirer must be the person responsible for making arrangements, payments and organising the function (including being present for the whole duration). If they live within the parish boundary (and can evidence this with a Council Tax bill) they will receive a 20% discount. This discount cannot be shared with other friends and family not residing at your address. Bookings made by deception will be cancelled and you will lose your deposit. This resident discount only applies to private functions, residents making bookings on behalf of a business will be subject to those terms.

Regular Business Hirer: Regular business hirers are defined as those that priority book 38+ weeks a year and are entitled to a 10% discount.

Charity/Non-Profit & Community Hirers: These hirers will also benefit from a 20% discount. Some form of evidence will be required such as charity or CIC registration, but less formal evidence that your organisation is non-profit making (i.e. sports clubs) may also be acceptable. This discount will also apply to those serving the community in local government, emergency services, schools etc

3. 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.

4. 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.

5. 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.

6. 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.

7. 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.

8. 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.

9. 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.

10. 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.

11. 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.
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.

12. 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.

13. 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.

14. 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.

15. 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.

16. 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.

17. 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.

18. 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.

19. 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.

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20. 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.**