

LANGWITH BASSETT COMMUNITY HALL - CONDITIONS OF HIRE

1. Hirer's Responsibilities

- 1.1. The Hirer must be over 18 years of age at the time of application and may be required to provide evidence of age.
- 1.2. It is the Hirer's responsibility to ensure the health and safety of all guests and must undertake to comply with the actions identified in the Risk Assessment for the Hall, displayed in the Hall's entrance.
- 1.3. It is the responsibility of the Hirer to ensure that the 'Conditions of Hire' for all the Community Hall rooms are understood and adhered to by all persons using the 'Hall' during their hire period. The Hirer shall be responsible for the fabric and contents: their care, safety from damage: and the behaviour of all persons using the Hall. The Hirer shall make good or pay for all damage (including accidental damage) to the Hall or to the fixtures, fittings or contents and for the loss of contents.
- 1.4. Any person who hires the Hall and whose activities involve children or young people will be required to operate a recognised Child Protection Policy. Keeping children safe is everyone's responsibility so organisations and professionals who work with children are required to ensure that their policies and practices reflect this responsibility and are based on the Home Office Code of Practice and comply with The Children Act of 1989.
- 1.5. The Hirer shall ensure that any electrical appliances brought by them to the Hall and used there shall be safe, in good working order and used in a safe manner in accordance with the Electricity at Work Regulations, 1989.
- 1.6. Outside caterers must hold a Basic Food Hygiene Certificate and their own Public Liability Insurance, the Hirer is responsible for ensuring that they do so.

2. Venue Opening Times

- 2.1. The venue is available to hire from 8am to 10pm seven days a week. The time booked must include sufficient time for event set-up and clean-up. The venue must be vacated at the time the event was booked until.
- 2.2. On Friday, Saturday and Sunday the minimum booking period is 4 hours.
- 2.3. When booking to 10pm, the event, including music, must cease by 9.30pm

3. Capacity

- 3.1. The hirer agrees to not exceed the maximum number of people permitted; 60 seated, 80 standing.

4. Alcohol

- 4.1. The Community Hall does not have a licence for the sale of alcohol, so any alcohol consumed must be provided free of charge.
- 4.2. Any guest causing nuisance or being abusive to the Hall Manager, any Committee Members or local residents will not be tolerated.

5. Noise

- 5.1. Professional sound/music/disco systems are not permitted. Music and noise must be kept down to a reasonable level. This also applies to users of the garden area and to the car park during arrival and departure. All noise and music must cease by 9.30pm.
- 5.2. If a complaint is received and/or guests ignore a request from the Hall Manager or a Committee Member to reduce volume levels, the management hold the right to cease the event immediately.

6. Payment and Cancellation

6.1. Private Events

- 6.1.1. The standard hire rate is £12.50 per hour.
- 6.1.2. There is a minimum hire charge of £50 (4-hour booking period) on Friday, Saturday and Sunday.
- 6.1.3. Full payment is required by bank transfer to confirm and secure your booking.
- 6.1.4. If full payment is not received at least 8 weeks before the booked date, the booking may be cancelled and access to the Hall may be denied.
- 6.1.5. An admin charge of £10 is made for any CHANGE to an invoiced booking, for example a change of date or time.
- 6.1.6. A full refund, less a £10 admin charge, will be given for any CANCELLED booking, if over 4 weeks' notice is given.
- 6.1.7. A 50% refund will be given for any CANCELLED booking, if less than 4 weeks' notice is given.
- 6.1.8. A refund will NOT be given for any CANCELLED booking, if less than 48 hours' notice is given.

6.2. Regular Hirer

- 6.2.1. A regular hirer is defined as a person who hires the Hall on a frequent basis.
- 6.2.2. The regular hire rate is £10 per hour.
- 6.2.3. The time slots for a regular hirer who books the Hall weekly or monthly will be reserved for them several months in advance.
- 6.2.4. At the beginning of a preceding month, prior to invoicing, the hirer must inform the Hall of any changes to their regular schedule.
- 6.2.5. Invoices will be issued half-way through the preceding month and must be paid in advance of the first hire.
- 6.2.6. An admin charge of £10 may be made for any CHANGE to or CANCELLATION of an invoiced booking, for example a change of date or time, or a postponement of booking to following month.

6.3. Weddings

- 6.3.1. There is a standard fixed hire rate a wedding party. The fee is for exclusive use of the Hall from 6pm the day before to noon the day after the wedding.
- 6.3.2. A £200 deposit is required by bank transfer to confirm and secure the booking. Full payment must be made 8 weeks before the booked date.
- 6.3.3. If full payment is not received 8 weeks in advance of the wedding date, the wedding hire may be cancelled and access to the Hall may be denied.
- 6.3.4. An admin charge of £10 is made for any CHANGE to an invoiced booking, for example a change of date or time.
- 6.3.5. A full refund, less a £10 admin charge, will be given for any CANCELLED wedding party if over 8 weeks' notice is given.
- 6.3.6. A £200 cancellation fee will be retained for any CANCELLED wedding party if less than 8 weeks' notice is given.
- 6.3.7. A refund will NOT be given for any CANCELLED wedding party, if less than 48 hours' notice is given.

6.4. Bond Payment

- 6.4.1. There is a refundable bond payable for parties/weddings with music, or alcohol, or over 40 people, or if the Hall is booked until 10pm. The bond is payable at least 48 hours before the booking.
- 6.4.2. Portions of the bond may be retained if any of the following occur:
 - The Hall is not vacated within 15min of booked time; £25 retained for each hour or part thereof.
 - The venue, including the garden, is not left clean or rubbish has been left on site; £25 retained.
 - Complaints are received regarding the noise created by the event: £25 minimum retained, up to 100% of bond retained subject to an investigation by the Committee.
 - Any complaint of abusive behaviour is received, or abusive behaviour is directed at or witnessed by the Hall Manager or Committee Member. Personal abuse will not be tolerated: £25 minimum retained, up to 100% of bond retained subject to an investigation by the Committee.
 - Any damage is done to the venue or its contents; £25 minimum retained, up to 100% of bond retained subject to cost of repair/replacement.
- 6.4.3. Bonds will be refunded within 14 days, once the venue has been checked to ensure that the Hall has been cleared, cleaned, no damage has occurred and that no noise or behaviour complaints have been received.

7. Furniture & Equipment

- 7.1. Hirers are asked to leave all chairs and tables as they were found. This includes replacing articles taken from the storerooms and cupboards.
- 7.2. Dado rails are provided for the attachment of party banners, balloons and the like. This is to preserve the paintwork. Do not attached anything directly to walls or ceilings.
- 7.3. Balloons and confetti are NOT allowed in the Venue grounds. Balloons must not be allowed to escape into the roof space of the Hall. All confetti must be cleared away; a hand-held vacuum is provided.
- 7.4. No naked flames, including candles are allowed in the Hall. Separate permission is required for BBQs in the garden.
- 7.5. All breakages are to be reported. It would be appreciated if faults, e.g. light bulbs, could be reported by email.
- 7.6. Hirers must ensure that all lights are turned off before leaving. A special check is to be made of storerooms, kitchen and toilets. An additional check must also be made in the kitchen to see that all taps and all electrical equipment, apart

from the fridge, are turned off.

8. Cleaning

- 8.1. The main hall, kitchen, toilets and outside spaces must be left clean and tidy. If the kitchen is used, it is the responsibility of Hirer to see that it is swept and washed after use and all worktop surfaces wiped clean. Cleaning materials are provided.
- 8.2. General rubbish is to be placed in a black plastic bag and deposited in the black bin in the car park. If your event generates more than one plastic bag full of rubbish, then you are requested to take this home when you leave.
- 8.3. Any recyclable items should be placed in the burgundy-coloured bin in the car park, but not in bin bags.
- 8.4. Large items or those not suitable for recycling/putting in general waste, eg. gas canisters, must be taken away.
- 8.5. Hirers are advised to consider booking time for cleaning and tidying the morning after an event.

9. Windows & Doors

- 9.1. Hirers must be certain that all windows and doors (other than the main entrance) are securely shut and locked before leaving.

10. Use of Fridge

- 10.1. Dairy products, vegetables and meat on the premises must be stored in compliance with the Food Temperature Regulations. Please ensure all items are removed from the fridges before leaving the building.

11. Use of Cooker and Microwave

- 11.1. The electricity to cooker should be turned off after use. The main switch is on the wall above the cooker.
- 11.2. The Microwave should, likewise, be switched off at the wall socket after use.

12. Smoking

- 12.1. Smoking is prohibited throughout the Hall.
- 12.2. No illegal drugs may be brought into the Hall.

13. Location and Use of Fire Equipment for Hirer

- 13.1. Please familiarise yourself with the position and use of the fire equipment and the Fire Evacuation Procedure which can be found in the Entrance Lobby by the main door and in the Hall information folder, and to the Fire Safety Procedure Policy below.

14. Parking

- 14.1. Cars are parked at owner's risk. Any vehicles left in the car park overnight must be removed before 9am the next morning or, by special agreement with the management committee.
- 14.2. There are no bay markings nor any pedestrian walkways. Please observe a 5mph speed limit in the car park and take care, especially when reversing or when children or elderly people are around

15. Accidents and Dangerous Occurrence

- 15.1. The Hirer must report all accidents involving injury to the public to the Hall's Management Committee as soon as possible and complete the relevant section in the Community Hall's accident log (Please see the sheet in the back of the Hall information folder).

16. Indemnity

- 16.1. The Hirer shall indemnify and keep indemnified each member of the Hall Management Committee and the Hall employees, volunteers, agents and invitees against the cost of repair of any damage and all claims, losses, damages and costs in respect of damage or loss of property or injury to persons arising from the use of the Hall.
- 16.2. The Hirer is urged to take out adequate insurance to ensure the Hirer and members of the Hirer's organisation or invitees against the Hirer's liability under the above paragraph.
- 16.3. The Hall Management Committee is insured against any claims arising out of its own negligence

17. Cancellation by Venue

- 17.1. The Community Hall Management Committee reserves the right to cancel a hiring by written notice if:
The Hall being required for use as a Polling Station.
The Management Committee reasonably considers that the hire will lead to a breach of licensing conditions or unlawful activities will take place.
The Hall becoming unfit for the use intended by the Hirer.
An emergency requiring the use of the Hall as a shelter for victims of a catastrophe such as flooding, snowstorm, fire, explosion.
Total heating failure, kitchen failure or major flood.

- 17.2. In any such case the Hirer shall be entitled to a refund of any monies already paid but the Hall Management Committee shall not be liable to the Hirer for any direct or indirect loss or damages whatsoever.

18. Rights

- 18.1. The Hiring Agreement constitutes permission only to use the Hall as agreed and confers no tenancy or other right of occupation on the Hirer.
- 18.2. Hirers are required to acknowledge that they have read these terms and conditions on the booking form before submitting their payment for the hire.

LANGWITH BASSETT COMMUNITY HALL - Fire Safety Procedure Policy

User groups and hirers should make themselves fully aware of the fire procedures and the use of equipment, as provided in written instructions. The submitted booking form is confirmation of the above, this will be held by the Hall Management Committee.

User groups and hirers who are responsible for the sessions/meeting/events held at the Hall must identify a named Responsible Person present who must ensure that they have a list of all persons attending.

In the event of an evacuation of the Hall, the Responsible Person for that session/meeting/event will take the record of attendees to the assembly point and assist with the evacuation of the building.

Duties of the nominated Responsible Person:

- Ensure that the alarm has been sounded.
- Confirm that the fire brigade has been called.
- If possible, locate the person raising the alarm and determine the extent of the fire.
- Ensure that all user groups, hirers and regular users are aware of the emergency.
- Ensure that everyone leaves the building immediately and in an orderly fashion and ensure that the doors are closed once everyone has left the building.
- Ensure that no persons enter the building during the emergency

Procedure:

- Proceed to the assembly point and check that all personnel are accounted for.
- On arrival of the fire brigade the Responsible Person will make himself known to the fire officer in charge and pass on any relevant information such as if anyone is not accounted for.
- All user groups, hirers and regular users must ensure that they are familiar with the alternative means of escape in case of fire by walking the routes from the area in which they are working/using.
- User groups, hirers and regular users should familiarise themselves with the designated assembly point and all the fire exits in the Hall.

Any person suspecting or discovering a fire should:

- Raise the alarm by breaking the glass of the nearest fire alarm call point.
- Dial 999 – ask for the Fire Brigade.
- Leave the Hall by the nearest available exit route.
- DO exit quickly and calmly by the nearest exit route.
- DO go directly to open air.
- DO close the door on the way out.
- DO NOT stop to collect personal belongings.

Any person hearing a continuously sounding fire alarm must:

- Leave the Hall by the nearest available exit route.
- Go directly to the assembly point in the car park.
- The Responsible Person should ensure that all persons have left the building.
- Never re-enter the Hall until instructed to do by the Fire Officer.

Evacuation procedures for disabled and wheelchair users:

- On hearing the fire alarm, the Responsible Person will ensure that anyone who is physically disabled, mentally impaired, vulnerable or in a wheelchair, evacuate the Hall by the nearest available exit and is assisted, if necessary, to the assembly point.

Evacuation procedures for deaf, hearing impaired or blind, visually impaired persons:

- Visual signs are situated throughout the Hall.
- Deaf or hearing-impaired persons should advise other Hall users if they are likely to be in an isolated or quiet area in order that they may be notified in the event of a fire alarm being raised.
- Blind and visually impaired persons should, with their nominated assistant, agree a procedure for evacuation in the event of a fire alarm being raised.