

Terms and conditions – September 2018



- 1 The hirer must be over 18 years of age, and is responsible for ensuring that all staff, voluntary helpers and any third parties (eg musicians, caterers) engaged by the hirer are familiar with the terms and conditions of hire.
- 2 The hirer guarantees that these terms and conditions will be adhered to at all times during the hire period.
- 3 The hirer should ensure he/she is familiar with the emergency exits and assembly point. He/she is responsible for ensuring that all attending are aware of emergency exits and exit the building promptly if required. The fire exit doors are to be used **only** in the event of an emergency. Fire appliances and escape routes must not be obstructed in any way at any time. Smoke machines must not be used as they set off the fire alarm.
- 4 First aid equipment must be accessible at all times. The First Aid Box is kept on a hook on the left hand wall of the kitchen. Any accident must be recorded in the Accident Book which is kept in the rack next to the first aid box.
- 5 There is an alarm in the toilet for people with disabilities. This is activated by pulling the red cord. It can be de-activated by pressing the button by the inside of the door. The vacant/engaged indicator can be moved to the vacant position to gain access.
- 6 The hirer is responsible for:
 - a ensuring that his/her group has a child protection policy and procedures and/or a policy for the protection of vulnerable adults where this is appropriate; the policy to be made available to the Hall Management Committee if requested;
 - b supervising the behaviour of those using the premises;
 - c care and safety of all contents;
 - d any claims, losses, damages and costs made against or incurred by the Hall Management Committee as a result of the use of the premises or as a result of any nuisance caused to any third party;
 - e ensuring that none of the Hall's audio-visual equipment is used without written permission of a member of the Hall Executive Group;
 - f ensuring that no changes are made to any equipment in the Hall;
 - g ensuring that access to and egress from the car park remain unobstructed at all times and the marked turning areas are respected;

- h ensuring that noise in the car park is kept to a minimum to avoid causing nuisance to our neighbours.
- 7 The hirer shall:
- a not sub-let the premises;
 - b not allow the premises to be used for any unlawful or unsuitable purpose;
 - c not bring into the premises anything that may endanger the premises or its occupants or render invalid the Hall's insurance policy;
 - d not allow the sale of alcoholic liquor within the premises, including the car park, except in accordance with the provisions of paragraph 20 of these terms and conditions;
 - e ensure that the volume of music and other noise within the building is at an acceptable level at all times.
- 8 All items brought into the Hall by the hirer are brought entirely at the hirer's risk and must be removed immediately on completion of the hire period. Any electrical appliances brought into and used in the building must be safe, in good working order and used in a safe manner in accordance with the Electricity at Work Regulations, 1989.
- 9 The hirer must not affix anything to the walls or doors, or remove or deface any notices that are in place.
- 10 The hirer is responsible for meeting the cost of any repair to the premises or the contents of the building if any damage is caused during the hire period, or as a result of the hiring.
- 11 In the interests of security, the entrance door is to be kept locked when not in use.
- 12 There must be no smoking and no chewing gum anywhere in the building.
- 13 Only soft balls may be used in any part of the building.
- 14 No dogs, with the exception of guide or police dogs, are permitted in any part of the building.
- 15 The hirer should note that the car park is used by other people and safe practices must be observed at all times.
- 16 No games of any kind may be played in the car park and nothing may be offered for sale in the car park.
- 17 The front lobby is not to be used for any activity.
- 18 The Hall is licensed for Music, Singing and Dancing under the Public Health Acts (Amendment Act 1890) between 8.00am and 11.00pm on Mondays to Saturdays, and between 8.00am and 10.30pm on Sundays.
- 19 The hirer must ensure that any other licences or permissions required in connection with the purpose of hire have been obtained, and these shall be provided to the Booking Secretary 21 days prior to the date of the hire.
- 20 Alcohol may be consumed within the premises (but not on Memorial Hall land outside the building). If alcohol is offered for sale, the hirer **must** obtain a licence. It is a serious offence to sell alcohol without a licence.

- 21 The Hall Management Committee requires that:
 - a attendance at events where there is an alcoholic bar is limited to persons aged 18 or over, except when each younger person is accompanied by a responsible adult;
 - b no-one under the age of 18 years is permitted to consume alcoholic drinks;
 - c the bar is supervised by a responsible person over the age of 21.
- 22 No more than 115 people are allowed in the Hall at any one time for dancing.
- 23 By prior agreement and if the hall is not already booked, bookings for parties, weddings etc. are allowed a free period of one hour before and one hour after the booking to prepare and clean up. Regular users must vacate the premises within 30 minutes of the end of their hire period. There can otherwise be no free use of the Hall and hirers who overstay their booked time will incur additional charges.
- 24 The kitchen must be used solely for the purpose of preparing food and drink. Children may enter the kitchen only if closely supervised and solely for the purpose of preparing food or drinks.
- 25 Those hiring the kitchen should bring their own tea towels and hand towels.
- 26 At the end of the hire period, the hirer is responsible for ensuring all services, including lights, are switched off, and for leaving the premises and the furniture in a clean and tidy condition. If the setting of the thermostat has been changed, it should be turned back to the setting indicated above it. The premises must be properly locked, and anything temporarily moved returned to the original positions. If these conditions are not adhered to an additional charge may be made.
- 27 All users should empty the rubbish bins in the rooms used and replace the bin liners with new ones from the second drawer in the kitchen. The green bins should be used for general rubbish but all recycling material should be taken away.
- 28 Booking agreements are subject to 28 days' notice. If the booking is cancelled by the hirer 14 days or less before the date of the hiring and a replacement booking cannot be arranged, the hirer is responsible for half the total cost of the cancelled hiring. No charge will be made if the notice of cancellation is more than 14 days.
- 29 For occasional users, a refundable deposit is required.
- 30 The Hall Management Committee reserves the right to cancel any hiring in the event of the Hall being required for use as a national or local Polling Station, or for any other significant national or local event at the discretion of the Committee. If this is necessary, 28 days' notice will be given to the hirer.
- 31 In the event of the Hall or any part thereof being unfit for the use for which it has been hired, the Hall Management Committee shall not be liable to the hirer for any resulting loss or damage whatsoever, but a full refund will be made of the hiring fee, including the deposit.
- 32 The booking of Great Haywood Memorial Hall is always at the discretion of the Hall Management Committee. The Hall Management Committee reserves the right to enter the premises during any booked session to check that the terms of the hiring conditions are being adhered to.

- 33 The Hall Management Committee retains address and telephone details of hirers solely for the purposes of Hall management and will not pass this information to third parties.
- 34 Records are kept in a locked cabinet/secure email site for the period of the hire and for up to 6 years afterwards or as required by insurers.
- 35 The Hall Management Committee reserves the right to waive or alter any of these conditions in particular cases.