

# Slaley Commemoration Hall - Terms and Conditions of Hire

*If the Hirer is in any doubt as to the meaning of the following, the Hall Secretary should be consulted.*

## 1. Standard Conditions of Hire

- a. All applications for the hire of the Hall must be made on the latest version of the Booking Form which is available from the website. This should be forwarded complete to the Hall Booking Secretary. The person who signs the application shall be considered to be the Hirer. Where an organisation is named, that organisation shall also be considered the Hirer.
- b. The Hirer of the Hall must be aged 18 years or over.
- c. Partner organisations and their rates are entirely at the discretion of the Hall Committee.
- d. All regular Hall Hirers are required to complete a booking form annually.
- e. If the Hirer wishes to cancel the booking at least 48-hours-notice is required. If the Committee is unable to obtain a replacement booking, a 50% payment will be required.
- f. The Hirer, during the period of the hiring, is responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort, and the behaviour of all persons using the premises whatever their capacity. This includes proper supervision of car-parking arrangements so as to avoid obstruction of the highway.
- g. The Hirer shall not use the premises for any purpose other than that applied for and described in the Standard Booking Form and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose. The Hirer shall not do anything or bring onto the premises anything which may endanger the same or any insurance policies in respect thereof.
- h. The Hirer will adhere strictly to the time and dates stated in the booking form.
- i. Smoking is not permitted in any part of the Hall and the responsibility of enforcement is with the Hirer.
- j. The Hirer shall have due regard for the residents of the area. With any musical events or those involving noise of any kind, the Hirer will undertake to ensure that no undue nuisance be caused.
- k. The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, Magistrates' Court or otherwise particularly regarding any event which includes public dancing, music, plays or other similar public entertainment.
- l. The Committee reserves the right to cancel the hiring. This will occur if the Hall is needed as an Emergency Response Hub or if the Hall is required for use as a Polling Station for a Parliamentary or Local Government election or by-election. The Hirer shall be entitled to a refund, or any deposit already paid.
- m. In the event of the Hall or any part thereof being rendered unfit for the use for which it has been hired the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever. The Committee does not accept liability for any accident or nuisance or damage to persons or property during the preparation of, or during the event.
- n. The conditions of use are be subject to additional, amendment and alteration and no notice of these will be required to be given by the Committee. All questions of interpretation will be at the discretion of the Committee. Charges are subject to variation at any time.
- o. The Public Entertainment Licence stipulates that the maximum number of people allowed in the Hall at any one time, including staff, is 130 people.
- p. There is a "post-box" in the kitchen cupboard where any items such as payments or notes should be left for the committee.

## 2. Safeguarding Child and Vulnerable Adults

- a. The Hirer shall ensure that any activities for children, young people and other vulnerable groups shall only be provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, the hirer shall provide a copy of their Safeguarding Policy and confirmation that relevant checks have been carried out through the Disclosure and Barring Service (DBS).

## 3. Alcohol Policy

- a. The Hirer if selling alcoholic drinks may use the Hall licences for an additional £15 fee. Alternatively, the Hirer may ask a Licensee to provide and sell alcoholic drinks at their event and use the Licensee's licence. If alcoholic drinks are given free of charge as part of the event there is no additional charge.
- b. The Hall has adopted the 'Challenge 25' policy. Hirers and bar staff should ask for ID from any person appearing to be under 25. This should be checked for authenticity and that the date of birth allows the person to purchase alcohol.
- c. A copy of the Hall Alcohol Policy is available on request.

#### 4. Internet usage

The Hall has free internet access. On signing the Booking Form, the Hirer agrees that all persons using the Hall for the duration of the hire will adhere to the Internet Use Policy. A copy is shown on the website and in the User Guide or available on request.

#### 5. Audio Visual Equipment

The Hall has Audio Visual Equipment available for use by the Hirer. On signing the Booking Form, the Hirer agrees that all persons using the Hall for the duration of the hire will adhere to the Policy on use of the Audio Visual Equipment. A copy is shown on the notice board and is available on request

#### 6. Heating

**Main Hall:** the heating for the Main Hall is controlled by the thermostat located near the store cupboard.

**New Room:** The heating for this room is from two sources: If the heating is on in the Main Hall, the radiators will also come on in this room. If the heating is NOT on in the Main Hall, then the radiators in this room are switched on at the switches adjacent to the radiators. They can be adjusted if needed by the radiator thermostats.

#### 7. Food Preparation & Kitchen Standards

- a. The basic principle of hygiene is the general 'good practice' for food preparation at the Hall and for food brought in.
- b. The kitchen must be left clean and tidy after use.
- c. An allergy statement is on the wall in the main hall. If there are any specific items being served where there is a risk of allergy, these should be highlighted.

#### 8. At the end of the hire period, the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise. The Committee request that the Hirer follows the following guidelines:

- a. Any contents temporarily removed from their usual positions must be correctly replaced, otherwise the Committee shall be at liberty to make an additional charge.
- b. Please log any maintenance issues identified in the notebook provided.
- c. Our cleaner looks after the general cleaning of the Commemoration Hall, but we do ask all Hirers to ensure that they:
  - i. Take home to launder and return any tea towels, dish cloths and table cloths you have used.
  - ii. Empty the bin beneath the central unit in the kitchen into the refuse bins in the car park.
  - iii. Wipe all table tops, and replace chairs in stacks not exceeding ten.
  - iv. Ensure all rooms are left clean and tidy.
- d. The heating thermostat in the main hall must be returned to temperature shown on the notice board. This is typically 15 degrees, but must be checked. In the meeting room the radiators must be turned off and the radiator thermostats set to "0". **Failure to do either of these will result in an automatic charge of £15.**
- e. Secure the safety of the Hall by checking that all windows are closed.
- f. The extractor fan is switched off in the kitchen
- g. Any use of the First Aid Box medicines should be recorded in the Accident Book
- h. Check that emergency exit doors are securely closed.
- i. Lights and kitchen appliances must be switched off.
- j. Finally, lock the outer door return the key to our key-holder or the Key-safe.