

ALDRETH COMMUNITY ASSOCIATION HALL HIRE TERMS AND CONDITIONS



Terms & Conditions of Hire

BOOKING: All booking are to be made using the website by persons over 18 yrs of age. The person completing the booking will be considered the Hirer. Where an organisation is named in the application the organisation will also be considered the Hirer and shall be jointly and severally liable with the person who signs this form.

KEYS : A member of the committee will attend at the start and end times of the booking to provide access and close the hall.

SUPERVISION AND RESPONSIBILITY: The Hirer will during the period of the hiring be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight and the behaviour of all persons using the premises whatever their capacity.

EXCLUSIONS: The Hirer shall not use the premises for any purposes other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way, nor do anything to bring on to the premises anything which may endanger the premises or any insurance policies connected with the premises.

PUBLIC SAFETY: The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Magistrate's Court or otherwise. The Hirer shall not cause or allow the maximum number of patrons and/or guests admitted to exceed the number specified on the application form.

CHILD PROTECTION: In the event that the hiring involves the attendance of children and young persons under the age of 18 at the premises, the Hirer confirms that there will be in place an appropriate Child Protection Procedure. The Hirer agrees to ensure that all adults present on the premises are aware of this Procedure and abide by it.

STORED EQUIPMENT: The Aldreth Community Association shall not be liable whatsoever for any stored equipment or other property brought on to or left at the Premises, and all liability for loss or damage is hereby excluded.

ALCOHOL: These are not licensed premises and no alcohol can be sold thereon without a licence from the local authority. Should the Hirer wish to bring drinks onto the premises for private and moderate consumption, written notice of this is to be provided at the time of booking. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity.

MUSIC: The Hirer undertakes to satisfy any requirements under performing rights for the performing or playing of live or recorded music. Any Hirer who intends to play music or have a live band agrees to inform Aldreth Community Association in writing at the time of booking. The Hirer undertakes to ensure that all noise is kept to a level such that neighbours of the premises are not unduly disturbed. The Hirer agrees in any event to terminate all loud noise on the premises at 10.00pm.

HEATING: The Hirer shall ensure that no unauthorised heating appliances shall be used on the Premises without the written prior consent of the Village Hall Manager. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used in any event

FOOD: The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

NOISE: The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall, if using sound amplification equipment, comply with any other licensing condition for the premises.

ANIMALS: The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the Premises, unless agreed to by Aldreth Community Association. No animals whatsoever are to enter the kitchen at any time.

EMERGENCIES: In anticipation of an emergency it is the Hirer's responsibility to ensure that they know the location of first aid kits, stopcocks, the nearest hospital and the like. The Hirer shall identify the location of the fire exits to guests/other users of the hall before any event begins. Two-able bodied adults shall be appointed by the Hirer to assist disabled people in the event of an emergency. Emergency exit signs must be switched on at all times. Fire exits shall not be not blocked or obstructed at any time both inside and outside the hall.

FIRE SAFETY: The entire premises and grounds are a No Smoking Zone. No smoking, naked flames or flammable substances or materials are allowed in the hall. No decorations are to be tied to lights, the heaters or stuck/fastened on the walls/ceiling. Fire extinguishers are provided for very small fires and persons using them must not put themselves in danger. Priority must be given to escaping from the building. The Fire Brigade shall be called to any outbreak of fire, however slight.

DAMAGE: The Hirer shall indemnify Aldreth Community Association for the cost of repair of any damage done to any part of the property including the surroundings or the contents of the building, which may occur during the period of the hiring as a result of the hiring. The Hirer shall not interfere in any way with the switchboard, electricity or gas fittings, meter fittings or fixtures on the premises. The Hirer shall ensure that any electrical appliances brought by them to the Premises whether in use or not shall

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be safe, in good working order, and if used shall be a safe manner in accordance with the Electricity at Work Regulations 1989 and not endanger, overload or damage the electricity supply, circuits, wiring, plugs, sockets, switchboards or other equipment. This includes ensuring any legally required Portable Appliance Testing is undertaken. No furniture, equipment, liquids or other materials may be brought into the premises which would be likely to damage the floor or structure by reason of weight, nature or otherwise.

INSURANCE: The Hirer acknowledges that the loss of any items left unattended is not covered by Aldreth Community Association insurance cover.

ACCESS: The Hirer shall allow any duly authorised officer of Aldreth Community Association access to the premises or any part thereof at all times during the hiring.

COMPLETION OF HIRE: At the end of hiring the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition and in a fit condition for the next use. All rubbish shall be placed in bin bags provided and removed to the refuse bin. All floors are to be swept clean and any spillages mopped using warm water and cleaner provided. All taps, lights and power points are switched off before leaving the building. The premises shall be properly locked and secured unless directed otherwise by authorised representatives of the Aldreth Community Association and any contents temporarily removed from their usual positions properly replaced. Should this not be complied with Aldreth Community Association reserves the right to make an additional charge which is to be reimbursed within 7 days of the invoice.

CANCELLATION: If the Hirer wishes to cancel the booking within 48 hours before the date of the event and Aldreth Community Association is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be in the discretion of Aldreth Community Association. Aldreth Community Association reserves the right to cancel this hiring in the event of the premises being required for use as a polling station, for a parliamentary or local government election or by-election. Even if the Hirer has a regular booking for the hire of the premises Aldreth Community Association reserves the right to renew, vary or cancel any such regular arrangements. This right will not be unreasonably enforced. In the event of the premises or any part thereof being rendered unfit for the use of which it has been hired Aldreth Community Association shall not be liable to the Hirer for any resulting loss or damage whatsoever.

RIGHTS OF THIRD PARTIES: None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.