CLAVERTON DOWN COMMUNITY HALL

Charity Commission Registration Number 304478

Terms and Conditions of Hire

The Hirer

- The Hirer shall be 25 years of age or over.
- The Hirer must be present on the premises throughout the hire period.
- The Hirer is responsible for the supervision of the premises, the fabric and the contents, their care, protection from damage, and the behaviour of all persons using the premises whatever their capacity.
- The Hirer is responsible for ensuring that all the Terms and Conditions of Hire are adhered to.
- The Hirer must ensure that the Hall is left in a suitable condition ready for the next booking.

Periods of Hire

Activities must not take place outside the booked period of hire (see General Information). Hirers must not access the hall or grounds outside their booked period of hire unless agreed in writing by the Booking Secretaries.

Payment/ Deposits

To secure your booking **the invoice must be paid within 14 days of the date on the invoice, or within 48 hours if the booking is less than 2 weeks away**. A deposit of at least £100 will be charged in addition to the booking fee. Please refer to the Booking Procedure for more information.

Insurance.

The Hall's insurance does not cover any property that hirers, their agents, their clients, or their guests may bring to or leave on the Hall premises. Hirers should be prepared to take out their own insurance if they deem it necessary.

Capacity

The maximum capacity of the hall and grounds is 150 and must not be exceeded.

The Hall Floor

The hall has a sprung wooden floor. No activity is to take place that could result in damage to or marking of the floor. This includes but is not limited to:

- Chairs must be moved using the trolley provided or by lifting. They should not be dragged across the floor.
- No stilettos or similar heels should be worn.
- No marking trainers/sports or other marking shoes should be worn.
- The use of roller boots or any other wheeled footwear is forbidden.
- The floor must not be mopped with anything other than a damp mop or cloth. It must not be soaked.

Decoration of the Hall

All decorations must be freestanding.

No decorations are to be fixed to the floor, walls or ceiling of the hall with blu-tak (or equivalent) or sticky tape or staples.

Parties
Family celebrations and parties for children up to and including primary school age, supervised by parent(s) or guardian(s), are welcome. We do not allow parties attended by unsupervised teenagers or young adults below the age of 25 or primarily aimed at that age group even when supervised.

Safeguarding
The Hirer is responsible for safeguarding the welfare of all children and vulnerable adults on the premises, ensuring that any activities for the vulnerable are provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. All reasonable steps must be taken to prevent harm, and to respond appropriately if harm does occur.

Nuisance
- Nothing that may be, or may become, a nuisance, cause of damage or unreasonable inconvenience to occupiers of neighbouring properties shall be permitted.
- If live music and/or amplification is used, the volume must at all times be controlled to avoid causing nuisance to local residents. For that reason, a professional-style disco is not permitted.
- No amplified music (or amplified voices) or musical instruments shall be played outside the hall or near open doorways.
- The sound level must be lowered at the request of any of the Trustees.

Electrical Appliances
No electrical appliances shall be brought onto the premises and used without written permission from the Booking Secretaries or another Trustee. Any such electrical items must be in good and safe working order and used in a safe manner and must have been PAT tested within the last year.

Dogs
The Hirer shall ensure that no dogs, except registered guide dogs or other registered assistance dogs, are brought into the Hall without prior permission.

Safety
- No flammable item or substance is allowed in either the Hall or the Grounds.
- Naked flames are not permitted anywhere on the premises (Hall or Grounds).
- Spillages should be wiped up immediately with a clean damp cloth or mop.
- If a step ladder is used there must be a second person to steady the ladder.

In case of Fire
- Fire exits must be kept clear at all times and not blocked by chairs/tables. The front entrance doors must be kept **unlocked** during the period of hire.
- In the event of a fire, the Hirer is responsible for making sure everyone has left the building.
- If a fire extinguisher is used this must be reported to the Booking Secretaries immediately.
- Any outbreak of fire, however slight, must be reported to the Fire Brigade.

Smoking
The whole of the premises (hall and grounds) is a non-smoking area. This includes vapes and e-cigarettes.

Alcohol
- The hall is not licensed for the sale of alcohol. Under Charity Commission rules it is forbidden to make any profit from the sale of alcohol on the premises.

- Hirers may hire a licensed bar for their event but must not themselves take any profit from the sales.
- Alcohol must not be served to any person under the age of 18 (ID must be asked for by the hirer if there is any doubt) or to anyone suspected of being drunk.

Drugs
No drugs / illegal substances may be brought onto the premises.

Disorderly Behaviour
Disorderly behaviour is not permitted either on the premises or in the immediate vicinity. The Hirer shall ensure that any person behaving in an antisocial or disorderly manner shall be asked to leave the premises.

Damage / Breakages
Any damage / breakages must be reported without delay to the Booking Secretaries.

End of Hire
We do not have a Caretaker; therefore, you must leave the Hall in a clean and tidy condition for the next Hirer. Please see End of Hire Checklist. A copy of this checklist is also displayed on the wall in the kitchen.
Please ensure that everyone leaves the hall promptly and quietly.

Rubbish
We have to pay the Council to dispose of our rubbish. To keep our costs, and therefore our hire charges down, **hirers must take away all their rubbish and recycling.** Any costs incurred by us will be recovered from the Hirer.

Right to Cancel Booking
Exceptionally, the Trustees reserve the right to cancel a booking in the event of the Hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, or for a local/national emergency. In these instances, the hirer shall be entitled to a full refund.

The Trustees reserve the right to refuse future hire of the Hall and/or make a deduction from the deposit if any of the above conditions are not adhered to.