

# CLAVERTON DOWN COMMUNITY HALL

Charity Commission Registration Number 304478

## Terms and Conditions of Hire

The nominated person hiring the Hall (The Hirer) shall be 25 years of age or over. The Hirer is responsible for ensuring that either they, or an alternative nominated person 25 years of age or over, are present on the premises throughout the hire period, and that the following Conditions of Hire are observed.

1. **Responsible Person & Duty of Care**. The Hirer will be ultimately responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage, and the behaviour of all persons using the premises whatever their capacity. No activity is to take place that could result in damage to or marking of the sprung wooden floor or the walls, particularly applying anything adhesive (e.g. sticky tape) to either surface, or subjecting the floor to any undue force. **We expect the Hall to be left as you would expect to find it.** The Hall Management Committee reserves the right to charge a deposit of £100 at the time of booking against breakages, damage, additional cleaning required or the non-clearance of large amounts of rubbish. Subject to no such incidences, the deposit will be returned in full to the Hirer within 28 days of the hire date.

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

3. **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.

4. **Periods of Hire**: Sunday to Friday      9.00 am to 11.00 pm  
Saturday                                      9.00 am to 11.30 pm

All activities are to cease at the above times, followed by quiet and prompt departure from the premises. The maximum number of persons permitted is 150.

5. **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 shall be played outside the hall without prior permission.

6. **Conduct on Premises**. The Hirer is to maintain good order and decent behaviour on the premises and is to ensure that no flammable item or substance is brought into or used in the

- Hall. Naked flames are not permitted. In the interests of safety, spillages should be wiped up without delay and a step ladder used only with a steadying attendant.
7. **Fire exits**. These are signed and are push-bar operated. They are to be kept clear at all times. The front entrance doors must be kept unlocked during the period of hire.
  8. **Fire Extinguishers**. These have been approved by the Fire Authority and are checked annually by a Competent Independent Fire Consultant. From the entrance, the positions are: To the right in the entrance and at far right in the body of the Hall: general-purpose water extinguishers. On the left side of the stage by the front curtains: a dry extinguisher for electrical fires. A fire blanket and CO<sub>2</sub> extinguisher are also kept in the kitchen. Any outbreak of fire, however slight, must be reported to the Fire Brigade.
  9. **Smoking**. In line with Government legislation, the whole of the Hall is a non-smoking area. It is the responsibility of The Hirer to ensure that anyone in breach of this regulation leaves the premises immediately.
  10. **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. Private parties may hire a licensed bar for their event but must not take any profit from the sales. For social events where food is provided those attending should be asked to bring their own drinks.
  11. **Drunk and/or Disorderly Behaviour** shall not be permitted either on the premises or in the immediate vicinity. **Alcohol shall not be served to any person suspected of being drunk or of being under the age of 25 without ID.** The Hirer shall ensure that any person suspected of being drunk, disorderly, acting in a violent manner or under the influence of drugs shall leave the premises immediately. No illegal drugs/substances may be brought onto the premises.
  12. **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 effect their own insurance if they deem it necessary.
  13. **Parking**. All vehicles parked on the Hall premises are left at the owner's risk. The Hall will accept no responsibility for loss from or damage to vehicles, however caused.
  14. **Breakages**. Any breakage or complaint should be reported without delay to the Booking Secretary.
  15. **Roller Boots**. The use of roller boots and the like is forbidden, as is any activity that could damage the sprung wooden floor.
  16. **Cancellation**. Bookings cancelled with less than two weeks' notice will incur the relevant charge.
  17. **Payment**. Payment for a single event is to be made within two weeks of requesting a booking and prior to the date of the event. Payment monthly in arrears is acceptable from regular bookers, as agreed with the Booking Secretary. Payments should be made by BACS

bank transfer, or cheque made payable to Claverton Down Community Hall and sent to the Booking Secretary.

18. **Entry to Hall.** Entry to the Hall is keyless via a push button code lock on the main entrance door. **The code will be provided when your booking is paid for and approved.** You will see a blue light and hear a peep. Turn the handle clockwise and open the door. On the inside of the door there is a snib (or holdback button). To allow free access to the Hall, turn the interior handle anticlockwise and move the snib across. All you have to do **on leaving** the Hall is to **move the snib back across and close the door**. Please be careful to do this so that the Hall is left secure.

19. **End of Hire.** As you leave the Hall, please make sure that the **cooker** and wall-mounted **water boiler in the kitchen are turned off**, the **doors and windows are secured**, particularly the curtained fire doors, and the **gates onto the road closed**. Please return tables and chairs to the store room opposite the kitchen. The booking fee does not include the services of a caretaker, so **please leave the Hall as you would wish to find it**. In the unlikely event that it should occur, please report any minor damage to the Booking Secretary to avoid embarrassing the next user.

20. **Rubbish.** Under the Council's current waste collection regime, we have to pay to dispose of our rubbish. To keep our costs, and therefore our hire charges, down, **we ask that hirers take away with them any rubbish that they create, particularly anything recyclable**. We are liable for a fine if recyclables are found in our general waste and we would seek to recover this from those responsible. Please help us in this respect.

21. **Right to Cancel Booking.** Exceptionally, the Hall Management Committee reserves 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, in which case the hirer shall be entitled to a full refund.

22. **Electrical Appliances.** The hirer shall ensure that any electrical appliances brought onto the premises shall be in good and safe working order, and used in a safe manner. Any electrical appliances brought onto the premises must have been PAT tested.

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

**The Hall Management Committee reserves the right to refuse future hire of the Hall if any of the above conditions are broken.**

Dated 24<sup>th</sup> March 2024