



## **Standard Conditions of Hire – The Coddenham Centre**

These standard conditions must be made available to all hirers in electronic form and are available on the Coddenham Centre notice board. If the Hirer is in any doubt as to the meaning of any of the conditions, the Centre Manager should immediately be consulted.

### **1. Age**

The Hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of the premises are met.

### **2. Supervision**

The Hirer shall, 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 or change of any sort; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. As directed by the Centre Manager, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

### **3. Use of premises**

The Hirer shall not use the premises (including the car park) for any purpose 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 or unsuitable purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.

### **4. Insurance and indemnity**

(a) The Hirer shall be liable for:

(i) the cost of repair of any damage (including accidental and malicious damage) to any part of the premises including the curtilage thereof or the contents of the premises

(ii) all claims, losses, damages and costs made against or incurred by the Coddenham Centre management committee, their employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and

(iii) all claims, losses, damages and costs made against or incurred by the Coddenham Centre management committee, their employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer, and subject to sub-clause b) the Hirer shall indemnify and keep indemnified accordingly each member of the Coddenham Centre management committee, their employees, volunteers, agents and invitees against such liabilities

(b) The Coddenham Centre shall take out adequate insurance to insure the liabilities described in sub-clauses (a)(i) above and may, in its discretion and in the case of non commercial hirers, insure the liabilities described in sub-clauses (a) (ii) and (iii) above. The Coddenham Centre shall claim on its insurance for any liability of the Hirer hereunder but the Hirer shall indemnify and keep indemnified each member of the Coddenham Centre management committee and the Coddenham Centre employees, volunteers, agents and invitees against (a) any insurance excess incurred and (b) the difference between the amount of the liability and the monies received under the insurance policy.

(c) Where the Coddenham Centre does not insure the liabilities described in sub-clauses (a)(ii) and (iii) above, the Hirer shall take out adequate insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to the Centre Manager. Failure to produce such policy and evidence of cover will render the hiring void and enable the Centre Manager to rehire the premises to another Hirer.

The Coddenham Centre is insured against any claims arising out of its own negligence.

### **5. Gaming, betting and lotteries**

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

### **6. Premises Licence**

The Coddenham Centre has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated. Please confirm which licensable activities will take place at your event:

<b>The Hall is licensed for</b>	<b>Times for which activity is licensed Sunday - Thursday</b>	<b>Times for which activity is licensed Friday / Saturday</b>
The performance of plays	1800 - 2330	1800 - 2330
The exhibition of films	1200 - 2300	1200 - 0100
The performance of live music	1800 - 2330	1800 - 2330
The playing of recorded music	1800 - 2330	1800 - 2330
The performance of dance	1800 - 2330	1800 - 2330
Making music	1800 - 2330	1800 - 2330
Dancing	1800 - 2330	1800 - 2330
The sale of alcohol	1100 - 2300	1100 - 0100

Where a licensable activity will take place, the hirer notes that a copy of the conditions of the Premises Licence is displayed on the noticeboard and agrees to comply with all obligations therein.

In order to hold a licensable activity on the premises or on part of the premises not covered by the Premises Licence, a Temporary Event Notice (TEN) will need to be given to the licensing authority.

The Hirer shall obtain the written consent of the management committee on the booking form provided for this purpose before giving the licensing authority a TEN. Failure to do so will result in cancellation of the hiring without compensation because there is a limit on the number of TENs which can be granted annually for any premises. Lack of co-operation could affect future fundraising by the Coddenham Centre management committee and local voluntary organisations

#### 7. Numbers

The Hirer agrees not to exceed the maximum permitted number of people per room including the organisers/performers:

Main hall seated	161
Mixed (tables & dancing in main hall)	228
Dancing only in main hall	322
Closely seated in main hall	161
Foyer in addition to main hall	48
Meeting Room	15

#### 8. Music Copyright licensing

When required the Hirer will need to obtain a licence with the Performing Right Society for the performance of copyright music from Phonographic Performance Licence (PPL / PRS) and if requested provide the Centre Manager with a copy prior to confirmation of booking

#### 9. Film

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licences for film.

#### 10. Childcare Act 2006

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of the Childcare Act 2006 and the Safeguarding Vulnerable groups Act 2006 and only fit and proper persons who have passed the appropriate Criminal Records Bureau checks should have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The Hirer shall provide the Centre Manager with a copy of their DBS (Disclosure and Barring Service) check and Child Protection Policy on request.

#### 11. Public safety compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and the Coddenham Centre's Fire Risk Assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. The Hirer shall also comply with the Coddenham Centre health and safety policy.

The Fire Service shall be called to any outbreak of fire, however slight, and details shall be given to the Centre Manager.

(a) The Hirer will ensure that they are familiar with:

- The action to be taken in event of fire. This includes calling the Fire Service and evacuating the Coddenham Centre.
- The location and use of fire equipment
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of the fire
- Location of the first aid box.

(b) In advance of any activity whether regulated entertainment or not the Hirer shall check the following items:

- That all fire exits are unlocked and panic bolts in good working order.
- That all escape routes are free of obstruction and can be safely used for instant free public exit
- That any fire doors are not wedged open.
- That exit signs are illuminated.
- That there are no obvious fire hazards on the premises.
- That emergency lighting supply illuminating all exit signs and routes are turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device)

#### 12. 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, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

### **13. Drunk and disorderly behaviour and supply of illegal drugs**

The Hirer shall ensure that in order to avoid disturbing neighbours to the Coddendam Centre and avoid violent or criminal behaviour; care shall be taken to avoid excessive consumption of alcohol. No illegal drugs may be brought onto the premises. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises in accordance with the Licensing Act 2003.

### **14. Health and hygiene**

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the The Food Safety and Hygiene (England) Regulations 2013. The premises are provided with a refrigerator

### **15. Electrical appliance safety**

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided the hirer must make use of it in the interests of public safety.

### **16. Stored equipment**

The Coddendam Centre accepts no responsibility 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. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed.

The Coddendam Centre management committee may, use its discretion in any of the following circumstances:

1. Failure by the Hirer either to pay any charges in respect of stored equipment due and payable or to remove the same within 7 days after the agreed storage period has ended.
2. Failure by the Hirer to dispose of any property brought on to the premises for the purposes of the hiring. This may result in the Centre Manager disposing of any such items by sale or otherwise on such terms and conditions as it thinks fit and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

### **17. Smoking**

The Hirer shall ensure that the Hirer's invitees, comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. Any person who breaches this provision shall be asked to leave the premises. The Hirer shall ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire.

### **18. Accidents and dangerous occurrences**

Any failure of equipment belonging to the Coddendam Centre or brought in by the Hirer must be reported as soon as possible. The Hirer must report all accidents involving injury to the public to a member of the Coddendam Centre management committee as soon as possible and complete the relevant section in the Coddendam Centre accident book. Certain types of accident or injury must be reported to the Health & Safety Executive via their Incident Contact Centre on 0300 003 1747 or 0345 300 9923. The Centre Manager will give assistance as needed

### **19. Explosives and flammable substances**

The hirer shall ensure that:

1. (a) Highly flammable substances are not brought into, or used in any part of the premises and that
2. (b) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Centre Manager.
3. (c) No decorations are to be put up near light fittings or heaters.

### **20. Heating**

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the Centre Manager. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

### **21. Animals**

The Hirer shall ensure that no animals (including birds) except guide and assistance dogs are brought into the premises, other than for a special event and agreed by the Coddendam Centre. No animals whatsoever are to enter the kitchen at any time.

### **22. Fly posting**

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and shall indemnify and keep indemnified each member of the village hall's management committee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

### **23. Sale of goods**

The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

#### 24. Cancellation

**If the Hirer wishes to cancel the booking before the date of the event and the Coddenham Centre is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Coddenham Centre management committee. The Coddenham Centre reserves the right to cancel this hiring by written notice to the Hirer in the event of:**

- (a) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election.
- (b) the Centre Manager committee reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring.
- (c) the premises becoming unfit for the use intended by the Hirer.
- (d) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Coddenham Centre shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever

#### 25. End of hire

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Coddenham Centre shall be at liberty to make an additional charge.

#### 26. No alterations

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles including sellotape bluetack or similar to be attached in any way to any part of the premises without the prior written approval of the Centre Manager. Hooks are fitted to the walls from which decorations may be hung or string can be hung between the hooks.

Any alteration, fixture or fitting or attachment so approved shall at the discretion of the Centre Manager remain in the premises at the end of the hiring. It will become the property of the Coddenham Centre unless removed by the Hirer who must make good to the satisfaction of the Centre Manager any damage caused to the premises by such removal.

#### 27. Children's play equipment

If you would like to arrange for children's play equipment eg. bouncy castle, soft play equipment etc. to be used in The Coddenham Centre then please would you follow all the manufacturer's and supplier's guidance for safety. This includes but is not limited to:

- Age limit for children
- Supervision from an appropriate adult
- Appropriate footwear
- No sharp objects
- For insurance reasons we are not able to accept any liability for injuries or accidents when using equipment brought into the building or grounds

#### 28. No rights

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.