

TERMS AND CONDITIONS

This Agreement constituting the Room Hire Booking Form and these Terms and Conditions is made between the Hirer and the Venue. The parties agree that the hiring will be carried out in accordance with this Agreement.

1. Definitions and Interpretation

- 1.1. The Venue – means FULL NAME AND ADDRESS of venue
- 1.2. The Hirer – means the person or organisation as set out on the Room Hire Booking Form.
- 1.3. The Premises – means the Main Hall/ Kitchen at VENUE NAME AND ADDRESS as set out in the Room Hire Booking Form.
- 1.4. The building – means VENUE NAME AND ADDRESS
- 1.5. The Amount Due – means the amount excluding VAT that the Hirer is required to pay to the Venue as set out on the Room Hire Booking Form.
- 1.6. The Period of Hire – means the period set out on the Room Hire Booking Form

2. Maximum capacity

- 2.1. The Hirer will not exceed the maximum capacities for the Premises.
- 2.2. The maximum capacities are as follows: Sports Entertainment Main Hall XX people Public Entertainment Main Hall xx people/Kitchen xx people
- 2.3. The Hirer shall ensure that no person under 16 years of age is permitted to enter the kitchen

3. Use of Premises

3.1. The Hirer shall not use the Premises for any purpose other than that described on the Room Hire Booking Form and shall not sub-hire or use or allow the Premises to be used for: Any political rallies or demonstrations. For illegal purposes i.e. be they forbidden by law or unauthorised by official or accepted rules. For functions attended by people whose presence may cause civil unrest or division within the community. ☒ To an organisation or individual which has been banned by law. Or to do anything or bring onto the Premises anything which may endanger the same or render invalid any insurance policies in respect thereof.

3.2 The Venue reserves the right to exclude or eject from the Premises any person, and to cancel any booking where it considers: That such events may be contrary to the interest of the general public or contrary to any law or act of Parliament. Any bookings will also be subject to consideration from the police to ensure the safety of the community is assessed against the request for a venue booking. The users of the premises may do something that may cause or pose a risk of loss, damage or significant expense to the Venue or harm the reputation of the Venue. ☒ The Hirer shall ensure that no equipment, goods or other materials are left on the Premises overnight.

4. Licences

4.1. The Hirer shall be responsible for obtaining any licences and for completing any returns that may be required by the Performing Rights Society, Phonographic Performance Limited, The Copyright Licensing Agency Limited and all other similar bodies in connection with the hiring and the Hirer shall indemnify the Venue against the consequences of the Hirer's failure to do so.

4.2. Where the use of the Venue Premises Licence is permitted by the Venue, the Hirer shall ensure compliance with the conditions of the Premises Licence (Schedule 1). This may not apply to you

4.3. The Hirer shall not apply for a Temporary Event Notice without the written permission of the Venue.

4.4. The Hirer shall ensure that they have all permits, consents, licences, permissions, certificates, authorisations and approvals whether of a public or private nature which shall be required by any authority or person in respect of the event. This includes where required a licence issued by the Performing Rights Society and any copyright permission.

5. Health and Safety Compliance

5.1. The Hirer shall comply with all requests of the Venue's Safety Adviser and must supply any documents requested promptly.

5.2. The Hirer shall be responsible for the health and safety aspects of the use of the Premises during the Period of Hire. The Hirer must carry out a risk assessment for each event. A copy of the risk assessment must be supplied to the Venue at least 28 days before the first date of the Period of Hire.

5.3. The Hirer shall ensure they are familiar with the: a. fire alarm points b. fire evacuation procedures, routes, refuge point and assembly point c. location of telephone d. location of the first aid kit e. location of the accident reporting book

5.4. The Hirer shall a. ensure clear and unobstructed access and regress is maintained to all emergency exits in the Premises b. ensure fire doors in the Premises are not propped or left open at any time c. familiarise visitors with the position of fire alarm points, fire evacuation routes, fire refuge points and the fire assembly point d. appoint fire wardens who are trained in emergency procedures

5.5. The Hirer is advised to carry out a practice evacuation of the Premises to highlight any points for concern.

6. Electrical Appliance Safety

6.1. The Hirer shall ensure that any electrical appliances intended to be used by the Hirer at the Premises shall be PAT tested, and details submitted to the Venue 28 days before the booking.

7. Alterations

7.1. The Hirer must not make any alterations to the Premises or any other part of the Premises without the Venue's prior written consent.

8. Food and Drink

8.1. Where food or drink is to be supplied to the public the Hirer or caterer must hold a Basic Food Hygiene Certificate. A copy of the certificate must be supplied to the Venue at least 28 days before the first date of the Period of Hire.

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

8.3. If the Hirer wishes to use caterers on the Premises during the Period of Hire, the Hirer must ensure that the caterers comply with all health and hygiene legislation and regulations.

9. General regulations

9.1. The Hirer must ensure that no goods which are illegal, counterfeit, dangerous or deemed to be of an offensive or inappropriate nature (as determined at the absolute discretion of the Venue) are displayed or offered for sale on the Premises.

9.2. Any items deemed to be of an offensive or inappropriate nature by the Venue shall be removed from display or sale immediately on the request of the Venue.

9.3. Smoking and/or vaping is not permitted in the building. The Hirer shall ensure there is no smoking and/or vaping on the Premises.

10. Nuisance

10.1. The Hirer must not do or allow anyone attending their hiring to do anything on the Premises which is or may become a nuisance to the Venue or other hirers or to the occupiers of adjoining or neighbouring premises.

10.2. The Hirer shall be responsible for requiring any person causing such a nuisance to leave the Premises and the Building.

11. Children

11.1. The Hirer shall ensure that where an event involves activities aimed predominantly at children, and/or the activity is positively supported by the school for the attendance of children, they have appropriate child protection policies and procedures in place.

12. Charges, Confirmation and Cancellation

12.1. The booking will be confirmed upon acceptance of the booking by the Venue

12.2. The Venue reserves the right to cancel any booking for any reason. Where a booking is cancelled by the Venue, the Venue shall incur no liability to the Hirer whatsoever.

12.3. Where the booking is cancelled by the Hirer less than 28 days before the first day of the event the Amount Due must be paid in full you may wish to change this or have a sliding scale

13. End of Hire

13.1. The Hirer shall ensure that the Premises are vacated at the end of the Period of Hire.