

DULVERTON PARISH ROOMS CONDITIONS OF HIRE

For the purposes of these conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative and the term Committee shall mean the joint Trustees of the Dulverton Parish Rooms and the Event shall mean the function or purpose for which the Parish Rooms Ground Floor ('the Premises') is hired.

- 1 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 or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car-parking arrangements to avoid obstruction of the highway (Rosemary Lane and High Street).
- 2 The Hirer acknowledges that he/she is personally liable to the Committee for any damage to the Premises caused by persons attending the Event and to any third party for damage incurred or suffered whilst arriving at, attending or leaving the Event whether at the Premises or in the vicinity of the Premises.
- 3 The Hirer acknowledges that he/she is responsible for management and supervision of the Premises during the Event
- 4 The Hirer shall indemnify the committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings that may occur during the period of the hiring, as a result of the hiring or any liability incurred by the committee arising from a breach of this agreement.
- 5 Payment for the hiring of the premises or any part thereof shall be made once the booking has been accepted and before the event takes place.
- 6 If the event is a dance or private function, a deposit of £200.00 is payable and held pending an inspection of the premises as soon as is reasonably practical after the event and the funds represented by the deposit may be retained in whole or part towards any liability arising under paragraph 1.
- 7 The Hirer shall not use the premises for any purpose other than for the event 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 and shall not do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.
- 8 The Hirer shall not allow the consumption of alcoholic liquor on the Premises unless the Hirer has:
 - 8.1 At the time of booking stated that he/she wishes to supply alcohol and

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- 8.2 Made arrangements with a representative of the Committee that the Hirer wishes to supply alcohol and a representative of the Committee has agreed, in writing, to supervise the supply of alcohol or has made arrangements for such supervision.
- 8.3 A designated representative of the Committee must be present during the Event.
- 9 The Hirer shall comply with all relevant Statutes, Statutory Instruments, Bye Laws and requirements of the Local Authority relating to the Event.
- 10 The Hirer, if preparing, serving or selling food, shall observe all relevant food health and hygiene legislation and regulations.
- 11 If the Hirer wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking, the question of the payment or the repayment of the fee or a proportion shall be at the discretion of the committee.
- 12 The Hirer shall ensure that the minimum of noise is made on arrival and departure.
- 13 At the end of the hiring, the Hirer shall be responsible for leaving the premises. and surrounds 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 committee shall be at liberty to make an additional charge and for an evening hiring this shall be completed by 11.00 p.m.
- 14 If by 11.00 p.m. the hirer has not vacated the Premises he/she must clean and tidy the Premises before 10.a.m. in that morning subject to there being no other booking for that morning. In such circumstances the Committee reserve the right to make a further hire charge.
- 15 The Committee may refuse any booking without giving reason.
- 16 If the Premises or any other part of the building of which the Premises forms a part, are rendered unfit for the Event, the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.
- 17 The Committee reserves the right to rescind this hiring agreement at any time prior to the event. The Hirer shall be entitled upon such notice to reimbursement of such monies as have been paid by the Hirer to the Committee but the Committee shall not be liable to make any further payment to the Hirer.
- 18 No smoking is permitted in any part of the Premises.

CONDITIONS OF USE OF PREMISES

1. The Hirer must know and if he does not know must take instruction from the Committee on:
 - 1.1. what action to take in the event of fire. This includes calling the Fire Brigade and evacuating the hall.
 - 1.2. the location of and how to use fire equipment.
 - 1.3. where the escape routes are and the need to keep them clear
 - 1.4. how to operate the escape door fastenings
 - 1.5. the importance of any fire doors and of closing all fire doors at the time of a fire
 - 1.6. where the nearest 'phone box is if unable to use a mobile 'phone.
2. In advance of the Event, the Hirer must check the following items and ensure throughout the Event that:
 - 2.1. all fire exits are unlocked.
 - 2.2. all corridors, stairways and gangways are free of obstruction, clothing and litter and can be safely used and are immediately available for instant exit without hindrance.
 - 2.3. any fire doors are not wedged open.
 - 2.4. exit signs are illuminated and remain illuminated.
 - 2.5. there are no obvious fire hazards on the premises.
3. The Hirer shall ensure that any electrical appliances brought by him to the premises and used there shall be safe and in good working order, and used in a safe manner and has passed a Portable Appliance Test. No event involving danger to the public is permitted.
4. Real flame, explosives, smoking or the use of apparatus or other devices to produce smoke, coloured smoke or firework effects is not permitted.
5. Decorations of a combustible nature (eg polystyrene, cotton wool), portable Liquefied Propane Gas (LPG), heating appliances or other highly flammable substances are not permitted on the Premises.
6. Lasers, strobes, high-density lighting, table lights and other types of decorative lighting are not permitted without the consent of the Committee.
7. The number of people on the premises including entertainers, performers, staff and members of the public shall not exceed:
 - 7.1. For a closely seated audience – 80
 - 7.2. For dancing - 60
 - 7.3. when seating is provided at tables 40
 - 7.4. For dancing when seating is provided at tables 60
8. Wheelchairs - for fire safety purposes only suitable wheelchairs that can be exited via the fire safety doors are permitted. Mobility scooters are not permitted.

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9. The premises shall not be used for performance of plays, live music, recorded music, performance of dance, recorded music, performance of dance, facilities for making music, facilities for dancing or facilities similar to facilities for making music or facilities for dancing or the supply of alcohol except between the hours of 11.00 a.m. and 11.00 p.m. midnight Monday to Saturday.
10. The Parish Rooms does not have a Premises Licence granted by Somerset Council. Hirers are to make their own enquiries as to whether their event requires a Premises Licence.
11. All persons on duty at the Event shall have been instructed as to their essential responsibilities in the event of fire or other emergencies, including attention to disabled persons, the location and use of the firefighting equipment available, how to call the fire brigade and evacuation procedure.
12. There are parking restrictions outside in the High Street, please adhere to them as you will receive a parking fine if you park longer than stipulated on the notices. Parking immediately outside the Parish Rooms is not permitted, though the hirer may bring a vehicle up to drop off or collect, property or persons.

I have read and understood the Conditions of Hire and the Conditions of Use, for the the Parish Rooms, Dulverton

Name >

Signature >

Representing the Group >

Contact Telephone >

Contact Email Address >

Date >