



# Hazelwood Memorial Hall

## Terms and Conditions



### Terms and Conditions of Hire

#### 1. Booking Agreement

- All bookings are subject to these Terms and Conditions
  - The Hirer must be over 21 and accept responsibility for the booking
  - The person making the booking must be present during the hire period or nominate a responsible representative
  - By confirming a booking, the Hirer agrees to comply with these Terms and Conditions
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#### 2. Use of Premises

- The Premises must be used only for the agreed purpose
  - The Hirer must not exceed the agreed capacity
  - The Premises must not be used for unlawful purposes
  - No activities are permitted which may endanger the public or damage the Premises
  - No hazardous substances, highly flammable materials or unauthorised heating appliances may be brought into or used in the Premises
  - Combustible decorations must not be used without prior approval
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#### 3. Supervision

The Hirer is responsible for:

- Behaviour of all attendees
  - Protection of the Premises and contents
  - Ensuring safe use at all times
  - Ensuring children are supervised at all times
  - Ensuring children are not left unsupervised in the kitchen, toilets, storage areas, stage area or car park
  - Providing adequate adult supervision for the event
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#### 4. Health and Safety

The Hirer must:

- Familiarise themselves with fire exits and procedures
- Keep exits, corridors and access routes clear at all times
- Have access to a mobile phone in case of emergency
- Report all accidents, incidents, near misses and equipment faults as soon as possible



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- Ensure all attendees evacuate immediately in the event of fire
  - Call 999 where necessary once everyone is safely outside
  - Ensure doors and windows are closed if safe to do so in the event of fire
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### 5. Safeguarding

Where events involve children or vulnerable adults, the Hirer is responsible for appropriate safeguarding arrangements.

The Hirer must:

- Ensure activities are only provided by suitable and responsible persons
  - Take all reasonable steps to prevent harm
  - Respond appropriately to any safeguarding concerns
  - Provide copies of safeguarding policies or DBS information if requested
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### 6. Alcohol and Licensing

- Alcohol may only be supplied in accordance with licensing laws
  - The Hirer is responsible for obtaining any licences required
  - Additional supervision or security arrangements may be required for certain events
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### 7. Noise

- Noise must be kept to a reasonable level
  - Events must end by the agreed time
  - Consideration must be given to neighbouring properties when arriving and leaving
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### 8. Damage and Cleaning

- The Premises must be left clean, tidy and ready for the next hirer
  - All rubbish, food and personal belongings must be removed at the end of the booking
  - Floors must be left clean and free from food, drink spillages and rubbish
  - Particular care must be taken to protect the floor, especially as the hall is regularly used for yoga, dance and exercise classes
  - Tables and chairs must not be dragged across the floor
  - Furniture and equipment must be returned to where it was found
  - Any damage, breakages or excessive cleaning requirements must be reported
  - The Hirer may be charged for repairs, replacement or additional cleaning
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### 9. Equipment

- Only authorised equipment may be used
  - Any electrical equipment brought in must be safe, fit for purpose and PAT tested where appropriate
  - The Hirer is responsible for the safe operation of all equipment they bring into the Premises
  - Trailing cables must be positioned safely to avoid trip hazards
  - No equipment may be stored on the Premises without prior approval
  - Hall electrical, gas and heating systems must not be tampered with
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### 10. Insurance

- The Hirer is responsible for their own insurance where appropriate
  - Hirers are strongly recommended to have suitable Public Liability Insurance for their activities
  - The Charity accepts no liability for loss of or damage to personal property
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### 11. Cancellation and Changes

We understand that plans can change. As the hall is run as a charity, cancelled bookings can be difficult to re-let and may result in lost income. The following terms apply:

#### 11.1 One-off bookings

- More than 14 days' notice: full refund
- 7–14 days' notice: 50% of the booking fee payable
- Less than 7 days' notice: full fee payable

#### 11.2 Regular or block bookings

- Up to 2 dates per block may be cancelled without charge where at least 7 days' notice is given
- Additional cancellations, or those with less than 7 days' notice, will be charged at the full rate
- Where possible, bookings may be rescheduled instead of cancelled, subject to availability

#### 11.3 General conditions

- Cancellations must be made via the booking system or by email
- The Trustees will make reasonable efforts to re-let cancelled bookings and may, at their discretion, reduce or waive cancellation charges where the slot is successfully rebooked



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### 11.4 Cancellation by the Trustees

- The Trustees reserve the right to cancel bookings in exceptional circumstances
  - In such cases, any fees paid will be refunded in full
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### 12. Refusal of Hire

- The Trustees reserve the right to refuse any booking which is not consistent with the Charity's objectives
  - The Trustees reserve the right to refuse any booking where there are concerns about health and safety, safeguarding or potential damage
  - Anyone previously banned from the hall may not make a booking
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### 13. Leaving the Premises

Before leaving, the Hirer must ensure:

- All rubbish has been removed
  - Kitchen areas are clean
  - Furniture has been returned correctly
  - Floors are clean
  - Windows and doors are closed and secured
  - Lights, heating and appliances are switched off
  - Keys are returned as instructed
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### 14. Use of Inflatables

#### 14.1 Prior Approval

The use of bouncy castles or other inflatables is only permitted with prior approval from the Trustees.

The Hirer must provide in advance:

- Name and details of the supplier
- Confirmation of equipment type and size
- Method of installation

#### 14.2 Approved Suppliers

Inflatables must be supplied and installed by a competent and insured contractor.

The supplier must provide:

- Evidence of Public Liability Insurance
- Evidence of PIPA compliance or equivalent inspection scheme



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- Risk assessment and safe operating instructions

### 14.3 Setup and Supervision

- Inflatables must be set up by the supplier only
- They must be supervised at all times by responsible adults
- Maximum user numbers and age limits must be followed
- No overnight inflation or unattended use is permitted

### 14.4 Hall Restrictions

- Inflatables must fit safely within the hall without contact with ceilings, lights or beams
- Adequate clearance must be maintained on all sides
- Hard stakes or fixings into the floor are prohibited
- Only suitable indoor anchoring methods may be used

### 14.5 Electrical Safety

- Any electrical equipment such as blowers must be suitable for indoor use
- Equipment must be PAT tested where appropriate
- Cables must be positioned safely to avoid trip hazards

### 14.6 Liability

The Hirer accepts full responsibility for:

- Safe use of the inflatable
- Any injury or damage arising from its use
- Ensuring all supplier conditions are followed

The Charity accepts no liability for:

- Injury to users
- Damage caused by the inflatable or its use

### 14.7 Prohibited Use

Inflatables must not be used:

- Outdoors unless explicitly agreed
- Without suitable supervision
- If conditions make use unsafe

### 14.8 Right to Refuse

The Trustees reserve the right to:

- Refuse use of inflatables
- Require removal of unsafe or non-compliant equipment



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### 14.9 Additional Inflatable Conditions

Where inflatable equipment is proposed, the Hirer must also comply with **Inflatable Hire Conditions (Including Bouncy Castles)** published on the Hall's website, which form part of these Terms and Conditions.

Where outdoor use is proposed, this may be subject to **separate permission from the relevant landowner or managing committee**, in addition to approval from the Trustees.