

Lambourn Sports Club

12 Bockhampton Road
Lambourn, Hungerford, Berkshire, RG17 8PS

TERMS AND CONDITIONS OF HIRE

General

You must be aged 18 or over to book the Hall.

- If you are not a member you may be asked to provide a Deposit. Officers of the Lambourn Sports Club Committee may, at their discretion, vary the size of the deposit depending on the nature of the event booked.
- Any event which will be predominantly attended by children, or young adults aged below 18, must be declared at the time of booking and supervised by a nominated adult aged over 21. That adult must attend the whole of the event and will be responsible for the safety and conduct of any attendees; and for ensuring that alcohol is not supplied to, or consumed, by attendees below the age of 18. The contact details of the nominated adult must be supplied at the time of booking and will be subject to verification. The nominated adult may also be asked to provide 2 forms of personal identification to an Officer of the Lambourn sports club Committee.
- The maximum number of persons present on the premises (inside the Hall) on any one occasion should be limited to 150 for a standing event or 120 for an all seated event.
- Responsibility for the function hall premises and the keys to the premise's rests with the hirer during the agreed period for which access is granted.
- At the time of booking, you must also provide details of any equipment that you intend to bring to the Hall and/or grounds – for example: Bouncy Castles (or other inflatable play equipment), Electronic Equipment and Electrical Catering Equipment *(NB/ This list is not exhaustive)*.
- Responsibility and liability for the use and safety of any equipment brought onto the premises by the hirer rests entirely with the hirer. You or your supplier are required to have the appropriate insurance cover for such equipment to cover against any potential claims for injury or loss, as this will not be covered by the club's insurance. The hirer must be able to provide evidence of this on request. Similarly, the hirer must have any appropriate safety certificates for such equipment. For example, if any electrical equipment is being brought in by the Hirer, the equipment must be

covered by current PAT (Portable Appliance Testing) certificates. The certificates may need to be produced before equipment is brought to the Hall.

- A Committee member must give permission before any internal decorations that may contain combustible materials are used. Hirers must ensure that any allowed decorations are not placed near light fittings
- Highly flammable substances should not be brought into, or used, in any part of the premises without the express permission of a Committee Member.
- No apparatus or equipment can be left on the premises without prior agreement. Such agreement is unlikely to be forthcoming due to the extremely limited storage space available at the Hall.
- No responsibility will be accepted for loss of, or damage to, personal effects or cars and their contents left on the premises.
- No posters, decorations or advertisements may be affixed to any part of the Club house or function room without prior permission.
- All cases of deliberate damage or anti-social behaviour will be reported to the Police.
- The possession, use or supply of illegal drugs (i.e. whose production or use is prohibited by legislation) is strictly prohibited in the function room and grounds. The Police will be informed of all cases where illegal drugs are brought to Lambourn Sports Club premises or grounds.
- We have a key safe on the front of the entrance to the Hall. The keys to the Hall will be in the key safe. Once your booking has been confirmed and paid for, you will be sent the code to access the keys. You must lock the Hall and leave the keys in the key safe after your event, remembering to turn the numbers so the code is not showing. The Key code is changed regularly.
- Officers of Lambourn Sports Club Committee may, at their discretion, require hirers to provide Security Personnel to manage access to the function room and grounds during an event. The Security Personnel must be from a reputable Company recommended or accepted by Lambourn Sports Club Committee. The hirer will be responsible for all the costs incurred in the provision of such Security personnel.
- Officers of Lambourn Sports Club Committee may at their discretion require Hirers to restrict access to the Hall and grounds during an event to legitimate ticket holding attendees.

Being A Good Neighbour : Hirers are asked to ensure that they are considerate to the needs of our neighbours when they use the Hall. Do not make excessive noise when entering or leaving the Hall premises and observe the conditions of the Hall license, or your Temporary Event Notice, when playing music during an event (see the Noise Nuisance Remedial Plan below)

Noise Nuisance Remedial Plan: *The Hall license, or any Temporary Event Notice will only apply to the Hall and not to the grounds to the front the Hall. All doors and windows are to remain closed during the event. An attendant should periodically check the surrounding outside areas during events to monitor noise levels at the premises. Appropriate action should be taken to reduce noise levels if noise is clearly audible. No music should be played outside of the Hall, unless specifically permitted by the Hall License or a Temporary Event Notice. If a complaint is received it should be dealt with immediately and courteously and details of the complaint and any action taken MUST be reported to a member of Lambourn Sports Club Committee*

Cleaning

There will be no additional charge for cleaning provided all facilities are left clean, tidy and in good repair. Chairs and tables must be re-stacked and please use the trolley for moving the chairs around **and all refuse (all general waste, recyclables, bottles / glass) must be collected and placed in the appropriate containers.** In the event the Hall is left in a poor state (i.e. not clean or tidy having sustained damage to the fabric of the building or to goods provided for the use of hirers such as tables, chairs & kitchen equipment etc.) the Lambourn Sports Club Committee reserves the right to levy a charge against the hirer which it considers appropriate. ***Hirers are deemed to have agreed to make any such payment reasonably requested.***

Fire/Emergency Safety: Important Instructions

It is the hirer's responsibility to **read carefully the instructions provided** on fire/emergency safety to familiarise themselves with the appropriate procedure. The hirer must either take personal responsibility for the health and safety of people attending their event or must delegate this duty to another appropriate person attending the event.

Lambourn Sports Club accepts no responsibility for damage or injury to property or persons attending an event at Lambourn sports club and it is the hirer's responsibility to ensure there is no misuse of the facilities and that the fire exits are illuminated and kept clear for easy access.

LAMBOURN SPORTS CLUB COMMITTEE