Version. 2.1
Issued 1st January, 2026

LANGHAM HALL

CONDITIONS OF HIRE /CODE OF CONDUCT

Registered Charity No 1145654

The person hiring the hall, or their representative, is the 'responsible person' for ensuring that the use of the hall is consistent with these Conditions of Hire.

The Management Committee have absolute discretion concerning hiring of the hall and is unable to accept bookings from anyone under the age of 18 years. The Committee reserve the right to use the hall in emergencies and to take priority over regular bookings and may wish to enter the hall during lettings.

Applications for bookings must be made via the website's booking form

Resume of Main Hire Conditions

All hirers are responsible for ensuring that:

1. Following the guidance given by the Bookings Secretary and set out in the User Manual to be found on the notice board in the entrance.
2. no nuisance is caused to any other user group or the local community,
3. no music or sound system is allowed to be used outside of the main hall.
4. that all attending the building leave as soon as the event ends and leave the property as quietly as possible at all times to avoid disturbing nearby residents.
5. nobody other than those connected with the event enters the hall.
6. no hirer or their agent should enter the building whilst others are using it.
7. the premises are used respectfully and left in a tidy and clean condition.
8. children using the hall are supervised at all times no equipment is to be removed from the building in any circumstances.

On leaving the building, hirers should be last to leave and to check that:

1. All spaces are left per the pictures on the website, with tables and chairs neatly places back in the main store.
2. all rubbish is removed (placed in bin outside), including nappies and sanitary waste
3. all lights and taps are turned off.
4. all windows and shutters are securely closed and locked (key holding hirers only).
5. the intruder alarm is activated (key holding hirers only).
6. all doors - internal and external - are closed.
7. the car park is padlocked (key holding hirers only).

Alcohol

1. The premises are not licensed for the sale of alcohol and so the selling of it is prohibited
2. Any alcohol provided at social events must be served in disposable plastic glasses.
3. No alcohol may be served to anyone under the legal age

Clearing up and Cleaning

1. The whole premises, including the toilets, are to be left in a tidy and clean condition.

2. Your activity must finish and allow time for clearing up afterwards, so that you leave the building within your specified hire period. Failure to do so may result in additional time being charged.
3. Cleaning materials and equipment can be found in large store cupboard and kitchen, you will need to bring your own bleach & products.
4. Please clear up any spills or breakages and make sure kitchen and toilets are left clean and tidy, as well as the hall and small room.

Damage

In the event of any damage to the premises or any damage to or loss of any other property belonging to, or under the control of, the Management Committee, the full cost of repairing or replacing any such damage or loss shall be paid by the hirer.

Disabled Access

Ramps are situated at the entrance and emergency exit are available for the use of those with wheelchairs or those needing disabled access.

Electrical equipment

1. The hirer shall ensure that any electrical equipment brought into the hall is in good working order and used in a safe manner.
2. No additional lights or extensions from existing electric light fittings may be used without the prior consent of the Management Committee.

Equipment

1. All furniture used must be stored safely away.
2. Please do not use equipment belonging to other regular hall users.
3. No equipment may be removed from the building without the Management Committee's permission.
4. Any breakages or damage to equipment - see Damage.

Fire and Emergency Procedures

1. The hirer should take note of the Fire Regulations and Emergency Procedures displayed in the entrance, along with the Emergency contact phone number.
2. All Emergency exits should be kept clear at all times.
3. The hirer should ensure that no fire hazards are brought onto the premises.
4. If an activity causes the emergency services to be called, for example the intruder alarm being activated unnecessarily or the smoke detector going off, the responsible person will be liable to pay any charges.
5. In the event of the emergency services being called to the premises, the Bookings Secretary must be informed immediately, who will inform the Management Committee.

Gambling, betting and lotteries

The hirer shall ensure that nothing is done in contravention of the law relating to gambling, betting and lotteries. Raffles and tombolas are permitted.

Guidelines for Use of the Kitchen

1. A safe working environment to be maintained, that complies with current Food Hygiene Regulations as displayed and any other notices
2. No children should be allowed in the kitchen
3. Microwave, fridge and cooker instructions to be followed
4. No food to be left in the kitchen or fridge after use
5. The kitchen shutter to be lowered after use
6. All surfaces, sink and draining board to be wiped clean
7. All crockery, cutlery and utensils to be clean and put away after use.
8. All rubbish MUST be taken home
9. The water heater must be switched off after use
10. Breakages, damage and spills to be reported to the Bookings Secretary immediately and recordedin the incident book.
11. A repairs book is also available in the kitchen where all suggestions for repairs should be noted.

Health and Safety

1. The hirer should read the Health & Safety Policy, which is available in the folder in the kitchen.
2. Guidelines for the use of the kitchen are displayed in the kitchen and should be adhered to by all hirers.
3. All breakages, damage, accidents or incidents must be reported to the Management Committee and recorded in the book in the kitchen.
4. No more than 80 people should be in the hall at any time.

Heating

The thermostat can be set to an appropriate temperature (normally 21 degrees Celsius maximum) on entering the hall. It must be reduced to 12 degrees on departure. The thermostat is to be found to the right of the kitchen hatch in the main hall.

Hirers Bookings

All hirers agree to these Conditions of Hire when they complete their booking payment. They, or their representative, must be in attendance for the duration of the hire. The hirer is responsible for the personal belongings of themselves and those using the hall during their hire.

Persons hiring the hall must ensure that other persons are not permitted to enter the building at any time during the period booked and shall be responsible for good order and conduct during the period of hire. Sufficient stewards should be appointed to deal with any emergency and prevent breach of these conditions.

If the hirer does not have sole use of the building during their period of hire, they should have sensible regard for other hall users, especially with regard to the kitchen and toilet facilities.

The hirer should consult with the Management Committee before bringing any large equipment into the hall.

Hire fees

The hire fees and deposits payable are as approved by the Management Committee and prevailing at the time of hire.

Failure to comply with these conditions of hire may result in loss of the deposit or restriction on future bookings. Additional charges will be made and deducted from the deposit if the hall requires any cleaning after the hirer's event.

Hiring Times

Bookings can be made for any time from 9am and 10.00pm Monday to Friday, 11.00p.m. Saturday and 8.00p.m. on Sunday.

Insurance

The Trust, its servants or agents, do not accept responsibility for injury to persons or loss or damage to property arising from the use of the hall however caused.

No use shall be made of the hall, which will result in any increased risk that may deem void any insurance policy, without permission being given by the Management Committee and a special licence being arranged at the expense of the hirer.

The hall structure and the access road and car park are covered by an insurance policy taken out by Basildon Borough Council. The hall goods, equipment and those things provided by the Centre, are covered by the Langham Hall insurance, as is general Public Liability. All users, other than private hirers who are covered by the Hall insurance, are required to provide a copy of their own Public Liability Insurance certificate.

Music and Entertainment

Music, especially discos, must be kept within reasonable bounds at all times and must cease no later than 11pm. The Hall carries the relevant PRS and PPL licences.

Payment of Booking Fee

1. ll bookings are provisional until the booking fee has been received. The full hire fee should be forwarded to the Bookings Secretary at least 30 days before the date booked. The booking will be confirmed within 7/14 days of receipt.
2. The Bookings Secretary should be informed of any cancelled sessions by text / WhatsApp, followed in writing. If a cancellation is made less than a month before the date booked, then the deposit may not be returned.
3. The hirer may not use the premises for any other purpose other than that for which it was booked and may not sub-let any part of the property.
4. The hirer shall not allow the hall to be used for any unlawful purpose during the hire period.
5. Regular users will receive a written invoice at the end of each month for immediate payment.

Premises

1. No bolts, tacks, screws shall be driven into any part of the hall, nor shall any placards be fixed thereto. Blutack, adhesive tape and other similar products should not be used on walls.
2. The hirer shall not display any flags, emblems or decorations, that may be deemed unseemly or a fire risk.
3. No ball games, except table games, should be played in the hall.

4. No advertising materials, other than those agreed with the permission of the Management Team, may be displayed either inside or outside the hall.

Private Hirers

A security deposit of £50 must be paid in advance by all private hirers, with the hire charge, on hiring the venue. The deposit will not be refunded if insufficient notice (normally 1 week) of cancellation is given. The deposit is refundable at the discretion of the Committee after the premises have been checked. Keys will not be given to private hirers – hirers will be given an access code for the door, to open and lock the building

Regular hirers

Regular hirers will be invoiced in arrears on a quarterly basis. Full payment must be made within 28 days of the invoice date.

Regular hirers, on completion of their first payment and a key deposit of £25, will be given keys to the hall. Keys will remain the property of the Management Committee, must not be copied or given to others, except agents of the hirer, and must be returned upon request.

Rubbish

ALL rubbish, including nappies, **MUST** be removed by the hirer in their own black sacks. There is a large rubbish bin outside the hall with a weekly collection. No dirty nappies or other disposable items are to be left in the toilets.

Security

On leaving the premises, all shutters and doors must be securely locked and the security system set. The car park gate must be padlocked.

Intruder Alarm System

Hirers will be advised of use and relevant code for the alarm which must be set of leaving the premises.

Smoking

1. No smoking is permitted in the hall.
2. Smoke, helium balloons and bubble machines are prohibited.

Safeguarding of Children and Vulnerable People

Everyone shares a responsibility for safeguarding and promoting the welfare of children, young people and vulnerable adults, irrespective of individual's roles.

Hirers should be aware of Basildon Borough Council's 'Safeguarding and Promoting the Welfare of Children and Young People Policy 2011' (37 page document available on line for Trustees information at http://www.basildon.gov.uk/CHttpHandler.ashx?id=3878&p=0) and follow Essex Safeguarding Board SET procedures.

For information see The DoH, DfES, DCMS and Home Office publication – '*What to do if You're worried a Child is Being Abused*'.

It is the responsibility of hirers working with children or vulnerable people to ensure that, where necessary, they have appropriate Criminal Records Bureau checks.

We believe these conditions of hire are fair and reasonable but should you have any comments to make, please contact the Management Committee

Facilities at Langham Hall

Main Hall - Capacity 70 people

Small room - Capacity 12 people

Chairs - 72

Tables - 12 Large, 15 Small

Kitchen Water heater, refrigerator, sink, dishwasher, cooker, micro-wave, cutlery, glasses, crockery for up to 100 people

Toilets - Male, female, disabled and baby change

Emergency exit - Main entrance and at left back of hall, clearly signed

Shutters - are fitted to all windows and external doors

Smoke detectors - are fitted in the entrance

Fire extinguishers - are fitted in the entrance and main hall

Emergency lighting - is fitted entrance and main hall and disabled toilet

Smoking - there is a No Smoking Policy

Car Park - there is car parking on site for 50 cars.

Langham Hall Charitable Trust cannot be held responsible for the safety of persons or vehicles using the car park or access road, which is owned and insured by Basildon Borough Council