

Longridge Civic Hall.

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Longridge Civic Hall Terms & Conditions of Hire

1 Booking Arrangements

1.1 All applications to hire the Civic Hall must be made using the The Longridge Social Enterprise Company Ltd (Hereinafter called "LSEC") Booking Form.

1.2 A provisional booking may be agreed but only becomes a confirmed booking when a Booking Form has been received by LSEC; any required deposits have been paid, and LSEC has sent to the hirer a booking confirmation letter or email.

1.3 Where the hire charge is £100 or less full payment is required to be made at the time of booking. For a booking made eight weeks or more in advance a deposit of 25% of the full hire cost is required at the time of booking. The full hire charge must be paid at least one calendar month before the date of hire and is subject to the cancellation conditions set out in paragraph 3.1. Bookings made eight weeks or less of the event taking place must be paid for in full at the time of booking.

1.4 The preferred method of payment is by electronic means such as BACS payment and card payment if this becomes available. A charge of £1 will be levied for each payment made by cash or by cheque. This nominal charge is to cover the administration costs and bank charges

1.5 Payment must be received in time for funds to clear before the due date.

1.6 LSEC may require the payment of a refundable security deposit at the time of booking to be paid along-side the deposit the cost will be subject to the nature and scale of the event. This security deposit is refunded to the hirer after the event on condition that the premises are returned to a satisfactory condition and the hirer has not breached the terms and conditions of Hire agreement.

The refund will be paid directly into the hirers' bank account. Where the hirer requests the payment to be made by cheque a charge for the cheque and cost of postage will be deducted from the overall refundable amount.

1. Where a deposit has not been taken in the case of weekly bookings a charge will be levied where there has been damage, over-running of the finishing time, setting up before the time allocated or where the facility has not been returned to a satisfactory condition. Please note no food should be left on the premises.
2. LSEC reserve the right to charge a deposit for weekly bookings.

1.7 The hirer is considered to be the person who signs the Booking Form. Where a hirer is representing a company or other organisation, that company or organisation shall also be considered as a hirer and is jointly and severally liable with the person who signs the Booking Form.

1.8 The premises must be used for the purpose for which it has been hired. The hirer may not sub-let or assign any portion of the building to any other person without the agreement of LSEC at the time when the booking is made.

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- 1.9 LSEC retains the right to refuse to hire the premises to any person or body and to cancel any confirmed booking if in the opinion of LSEC, this proves to be necessary. A full refund of hire charges will be made in such cases.

2 Cost of Hire

- 2.1. Cost of Hire will be determined by the Booking Team. The cost of hire will be calculated at the time of booking. The venue is run on a cost basis and from time to time it is necessary to increase the charges to cover any increases in running costs. LSEC will notify hirers of any increase in the cost of hire and if unacceptable to the hirer the booking may be cancelled and any advanced payments already made by the hirer to LSEC will be remitted.
- 2.2. The hirer must vacate the premises upon expiry of the hire period, otherwise an extra charge for each hour or part thereof will be made.

3 Cancellation

- 3.1. If the Hirer cancels the booking before the date of hire and the Booking Team is unable to conclude a replacement booking, reimbursement of the booking fee & costs of hire shall be at the sole discretion of LSEC.

4 Insurance & Liability for Damage.

- 4.1. LSEC insures the building, its fittings, and contents therein owned by LSEC.
- 4.2. LSEC does not accept responsibility under any circumstances for damage or loss by fire, theft or any other cause, to any articles, equipment, or other belongings brought into the building, or placed outside in the environs of the building, for sale, exhibition or any other purpose.
- 4.3. LSEC shall not be liable for any loss or damage arising from cars being parked within the hall grounds.
- 4.4. The hirer shall take good care of the building and all fittings, equipment or other property therein and shall pay for any damage, including accidental damage, caused by any act or neglect of the hirer, the hirer's servants, agents and persons resorting to the building by reason of the hirer's use of the premises. (Hirer's are advised that it is in their own interests to arrange insurance to cover all such damage and risks and third party liability.)
- 4.5. The hirer is liable for, and shall indemnify LSEC, in respect of any loss, damage or injury incurred by, or done by hirer, any person or persons in their employ, any sub-contractors, or any other person or persons resorting to the building by reason of the hirer's use of the premises, except as may be due to the negligence of LSEC or its staff.

5 Public Liability & Related Issues

- 5.1. All activities during the period of hire shall be adequately supervised.
- 5.2. A hirer who intends to provide activities that require supervision by a qualified person must ensure that any such person is properly qualified, has an appropriate level of professional indemnity insurance.

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- 5.3. Where appropriate the qualified person must be able to comply with the 'Minimum Standards Of Operations – Guidelines For Coaches' prescribed by Ribble Valley Borough Council.

6. General Conditions And Health And Safety

- 6.1. If the 'Hirer ' is in any doubt as to the meaning or intent of any part of these 'Conditions of Hire' LSEC shall be consulted before hiring the venue.

The activities carried out at the venue during the period of hire shall be referred to herein as the 'Event'.

- 6.2. The 'Hirer ' must be over the age of 21 years.

The Hirer shall assume the role of the 'Responsible Person' within the context of these conditions and be present and responsible for the premises and its contents throughout the period of hire.

No activities are to take place which pose a risk to the health and safety of personnel, risk damaging the property or contents or cause annoyance to members of the public.

Nothing is to be fixed to any part of the building which could cause damage to the building unless permission has been granted in writing by the booking team first. No nail or fastenings are to be driven into the wall, floor, ceiling, partition or any part of the building.

- 6.3. All spillages must be cleaned up immediately using the cleaning equipment provided.
- 6.4. Materials and equipment must be used and stored in the correct manner and in such a way as to minimize the risk of causing an obstruction or trip hazard.
- 6.5. Avoid trailing cables where practicable but where this is unavoidable ensure they are adequately marked and covered.
- 6.6. Nothing should be placed in such a way as to obstruct a fire exit or route.
- 6.7. All fire doors and emergency exits should be checked by the hirer to ensure they know how to operate them correctly and all escape routes are free from obstructions and kept closed at all times.

6.8. To prevent noise nuisance the hirer must ensure that all doors are kept closed during the event. Failure to do this may result in complaints and loss of the Civic Hall Premises Licence, preventing its use for any further events

- 6.9. The hirer must leave the premises in a clean, wholesome and orderly state at the end of the hire period. In the event of failure to comply with this condition, the hirer shall pay to LSEC the costs incurred in cleaning and tidying the premises. Refuse must be removed by the hirer. The hire charge does not include the provision for LSEC to remove any rubbish and any rubbish left behind as a result of the event will be subject to an additional charge. LSEC reserves the right to apply additional charges for certain types of hiring as it sees fit to cover specialised cleaning and odour removal.

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- 6.10. LSEC shall not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, Government restriction or act of God, which may cause the premises to be temporarily closed, or the hiring to be interrupted or cancelled.
- 6.11. LSEC staff will control the heating of the premises, Hirers will be given instruction on how to operate heating controls where deemed appropriate by LSEC.
- 6.12. Hirers must not overload the electrical circuits in any part of the buildings.
- 6.13. Hirers are not permitted to bring electrical equipment onto the premises without seeking permission from LSEC first. Should the hirer be permitted to bring electrical equipment for use on the premises the hirer must provide proof of PAT testing.
- 6.14. Portable Electric heaters and liquefied gas appliances are not allowed on the premises.
- 6.15. Only competent persons shall be allowed to use equipment and non essential personnel in the kitchen should be minimised.
- 6.16. No Children allowed in the kitchen areas.**
- 6.17. All food and food waste to be removed at the end of the hire by the hirer.
- 6.18. All counters and any items used for the purpose of catering which the hirer has used or moved which belong to LSEC, should be thoroughly cleaned using the appropriate cleaning methods and returned to the same location ready for the next hirer.
- 6.19. As of 13th December 2014, the allergens used in foods in catering establishments must be communicated to all consumers. It is the hirers' responsibility to check that anyone providing catering services on their behalf including the hirer is compliant with this European legislation. Please do not hesitate in discussing this with LSEC if you have any question relating on how to conform to this legislation.
- 6.20. The hirer is responsible for the safe operation of their equipment which should be in safe and in good working order.
- 6.21. Highly flammable substances, flammable decorations, shall not be used without prior written agreement.
- 6.22. Decorations shall not be placed in the proximity of light fittings, heaters or other sources of heat.
- 6.23. The hirer is responsible for providing adequate staffing levels to ensure effective supervision of the function, security of the premises, and the safety of people attending the event. Children are not permitted in the kitchen, and they must be under adult supervision at all times.
- 6.24. LSEC does not undertake to provide its own staff to be onsite throughout the hire period. If present during the event, LSEC staff will provide appropriate support to hirers if difficulties arise from their use of the premises. If LSEC staff are not available to be present during the event, hirers will be given a contact telephone number at the onset of the hire period to alert a member of LSEC staff who will be able to attend the premises if necessary.

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7. The Bar and the Conditions Of Premises Licence

- 7.1 Where a licensed bar is being provided at any function it will close thirty minutes before the end of the function and no later than 11.30 p.m. Mon-Thurs & Sunday; 12.30 a.m. Fri & Sat; and 1.00 a.m. on New Year's Eve, in line with the premises licence.
- 7.2 The Civic Hall is licensed for music and dancing and in this respect the following limitations apply to the number of people who may be present at any one time:
- Main Hall 350 Seated or 250 Dancing
(Maximum attendance figure 400 inclusive of staff)
- 7.3 Under no circumstances must these limitations be exceeded
- 7.4 All the conditions of the Premises Licence must be observed and the hirer is deemed to have had notice of all such conditions by the provision of a summary of the Premises Licence available from the Civic hall upon request.
- 7.5 **Only alcohol and soft drinks purchased from the Bar can be consumed on the premises.**

8. Complaints & Dispute Resolution.

LSEC aims to always provide the Hirer with a reliable and consistent service. If the Hirer has cause to complain the matter should immediately be brought to the attention of any LSEC staff present at the event or by contacting the LSEC Duty Manager, who will make every effort to resolve the problem. If the problem is not resolved to the Hirer's satisfaction a written complaint (email acceptable) may be made after the event to LSEC and a response will be made within ten days. LSEC will strive through negotiation to achieve an appropriate and fair response to the Hirer's complaint but reserves the right to determine the matter at its absolute discretion. This does not affect the Hirer's statutory rights.

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Emergency Action Plan

Definitions

The following emergencies require rapid action and clear instructions.

- **Fire**
Putting out the fire with a fire extinguisher should only be attempted if confident it will not present any personal risk.
- **Terrorist / bomb threat**
Any suspect package must not be touched or moved in any way. It is essential to note, and pass on to the Police, any passwords or call signs given in a terrorist message.
- **Building structural failure / impact with building by external force**
Damage to the building has potential for additional risks of electric shock from damaged electrical cables and gas explosion and flooding from damaged pipes and drains.
- **Lighting failure**
- **Medical emergency**

1. Fire / Terrorism / Structural Failure

- 1.1. On:-
 - discovery of a fire
 - receiving a terrorist threat or discovery of a suspect package
 - structural failure / building collapse / damage due to impact with the building
- 1.2. Sound the Alarm.
- 1.3. Dial 999 for the emergency services.

Quote the address as;
**Longridge Civic Hall,
Calder Avenue,
Longridge,
Preston.
PR3 3HJ**
- 1.4. Direct people to the assembly point; - **Hard standing to Front of the building.**
- 1.5. Ask those evacuated whether friends, relatives and colleagues attending the event with

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them are all present or accounted for.

- 1.6. Ascertain whether anyone is injured or trapped.
- 1.7. Ensure no one re-enters the building until the Fire Service or Police give permission to do so.
- 1.8. If no LSEC member of staff is present telephone the LSEC Duty Manager to report the emergency and request further advice.

2. Lighting / Power Failure.

- 2.1. **In the event of a lighting / power failure during the hours of darkness**, the emergency lighting and exit lights will be illuminated and instructions must be given to evacuate the building through the nearest safe exit door.
- 2.2. Direct people to the assembly point:-
car park to Front of the building.
- 2.3. Ask those evacuated whether friends, relatives and colleagues attending the event with them are all present or accounted for.
- 2.4. Ascertain whether anyone is injured or trapped.
- 2.5. **If the lighting / power failure occurs during daylight**, evacuation of the building is not necessary.
- 2.6. If no LSEC member of staff is present telephone the LSEC Duty number to report the emergency and request further advice.

3. Medical Emergency

- 3.1. If a person experiences a medical crisis or is injured and requires emergency medical care
- 3.2. Dial 999 and request the Ambulance Service.
- 3.3. Seek first aid assistance.
- 3.4. Check whether anyone medically qualified is attending the event and is willing to assist.
- 3.5. Longridge Community Gym staff are trained in First Aid.
- 3.6. First aid Kit and accident book are situated in the Kitchen
- 3.7. **If there are no LSEC staff present telephone the LSEC duty manager to report the**

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emergency and request further advice.

4. Accidents

- 4.1. All accidents however minor shall be recorded in the accident book.
- 4.2. If no LSEC member of staff is present telephone the LSEC Duty number to report any incident and request further advice.