

VICTORIA JUBILEE HALL
High Street, Malpas, Cheshire, SY148NN
Charity No. 700176.

CONDITIONS OF HIRE.

The HIRER(s) of any part of the premises known as the Victoria Jubilee Hall, High Street, Malpas, must undertake to comply with the following:

Bookings are made by telephoning the booking officer, 07565528826 between the hours of 09.00a.m. – 17.00 p.m., Monday to Friday, or 24hrs by using our online booking system at <https://hallbookingonline.com/malpas>.

Cancellations will only be accepted up to 14 days before the date of booking or at the discretion of the COMMITTEE. If cancellation is within 14 days of the booked date. the COMMITTEE reserves the right to charge the full room rate.

The HIRER is responsible both morally and financially for the conduct of their guests or those attending the function. If the hire is with more than one person then they are both/all jointly responsible for upholding the terms of the Conditions of Hire.

SECURITY.

For security purposes if the event is celebrating a birthday of persons between the ages of 16 and 21 years inclusive the HIRER must engage the services of a security company to be present during the whole event to monitor attendance, behaviour etc.

The HIRER must provide written evidence of engagement of these services before the booking can be confirmed.

The HIRER must contact the booking officer as above to discuss arrangements for their booking.

The HIRER will ensure that the property is not used for wrongful or immoral purposes. They will not allow any person, act or item to cause a nuisance or cause damage or annoyance to the neighbours or those in the vicinity of the premises.

The HIRER should arrange the amount of furniture to be made available in the relevant room(s) they have booked.

In accordance with Fire Regulations no more than 160 people are allowed in the main hall and no more than 80 people are allowed in Rooms 2 and 3 combined.

The HIRER will ensure there is no damage to the property that might invalidate the premises insurance.

The HIRER is responsible for any damage to the premises during the period of hire and will be charged accordingly to cover the costs to put right any damage. Nothing must be hung or attached to the pictures in the main hall. Any damage to said pictures will result in a charge being made to the HIRER. Under no circumstances shall any form of decoration, notices, nails, screws be used on the walls, doors, woodwork, curtains etc.

The HIRER is responsible for ensuring the premises are not left unlocked and unattended at any time during the hire period.

The COMMITTEE does not hold themselves responsible for any appliances, goods or chattels left or stored on the premises at any time.

The HIRERS portable electrical appliances must have a current PAT test certificate to be eligible for use on the premises. Any cables running across the floor must be taped or covered with a cable protector.

Any items which belong to the Jubilee Hall and are used during the course of the event shall be left in a clean and tidy condition. The COMMITTEE reserves the right to charge for damage or cleaning.

Cars parked in the Jubilee Hall car park are left there at the owners risk.

If the lift is used the doors **MUST NOT BE HELD OPEN** as this will cause the lift motor to burn out incurring huge cost to repair. The COMMITTEE reserves the right to pass on any costs to the HIRER should this occur.

No unauthorised person/s shall interfere with any part of the Jubilee Hall lighting system other than to switch on and off.

No unauthorised person/s shall interfere with the Jubilee Hall heating system.

The HIRER is responsible for ensuring lights are switched off in the premises including the toilet lights at the end of the event. Should this not be done the COMMITTEE reserves the right to charge for additional lighting costs.

Animals are not allowed in the premises other than guide dogs or any other trained assistance dog accompanied by their owner. Unless prior permission is granted.

It is the HIRERS responsibility to ensure any equipment used in connection with the booking i.e. bar, bottled goods, food, decoration, left over rummage, etc. are removed from the premises no later than 8 a.m. the following day to allow the cleaner to perform their duties unless alternative arrangements have been made previously.

The HIRER is responsible for ensuring all rooms and in particular the toilets, kitchens, kitchen appliances and crockery are left in a clean and tidy condition.

The COMMITTEE reserves the right to charge the HIRER for additional costs should it be necessary. A deposit of £50.00 will be required for an event and will be returned once the premises have been inspected afterwards.

At the end of the function the HIRER must ensure that all windows are closed, cookers and hobs are switched off and all lights are switched off.

The HIRER must ensure the premises are locked and secure in accordance with the instructions given by the caretaker or bookings officer.

USE OF THE BAR.

The Jubilee Hall has a PREMISES LICENSE and anyone wishing to hold a bar at any function will be required to sign a letter authorising the sale of alcohol.

The HIRER will be asked to pay for the premises license for their event. If any alcohol is being sold at the event on the premises the HIRER **MUST** use the Victoria Jubilee Hall premises license even if the person providing the bar facilities is fully licensed. Failure to do so could involve a prosecution by the police. The license is not required if alcohol is being provided free of charge. Under no circumstances should any bar equipment, barrels, kegs or bottled goods be taken to or from the main hall or to the upstairs rooms via the main stairway. All such goods shall be taken via the lift or rear stairway accessed via the fire door entrance at the rear of building.

All empty beer/lager/wine bottles and cans etc. should not be left on or outside the building, but should be taken to a bottle bank.

OTHER USERS.

The COMMITTEE reserves the right to hire out any other part of the premises at the

same time, at their discretion. HIRERS sharing the building at the same time for different events must communicate with each other with regards to safety during the events.

FIRE SAFETY.

The HIRER must not use theatrical smoke, internal fireworks or candles on the premises.

In the event of a fire the lift **MUST NOT** be used.

The HIRER is responsible at their event for delegating to a responsible person/s the safe evacuation of attendees (including vulnerable and less able bodied).

The HIRER is responsible for raising the fire alarm and for using fire extinguishers as required in the event of a fire.

A list of attendees should be held by the HIRER to enable accounting for all in the event of an evacuation.

Jubilee Hall Malpas Fire Safety Briefing for Hirers of Facilities In the unlikely event of a fire, you will hear a loud continuous alarm, and you should leave the building immediately via the nearest emergency exit and assemble on the pavement in High Street, away from the building.

There are three emergency exits from this building, each marked with a green illuminated sign, and they are as follows:

- Through the fire exit or main entrance door from High Street.
- Through the fire exit at the rear of the building which leads to the car park. This can be accessed from the ground floor corridor or the rear first floor staircase.
- Through the fire exit from the basement which leads to the car park. This can be accessed from the basement rooms or from the rear first floor staircase.

Once gathered in the High Street, the organiser of each individual event will check to ensure that everyone is accounted for.

The HIRERS responsibilities are as follows:

Familiarise themselves with the escape routes as detailed above. Familiarise themselves with the type and location of firefighting equipment. Familiarise themselves with the means of raising the alarm in the event of a fire.

IN THE EVENT OF A FIRE: FIRE EVACUATION PROCEDURE.

In the event of a fire, it will be necessary to evacuate the Victoria Jubilee Hall quickly. The safe evacuation of all occupants of the Victoria Jubilee Hall is the responsibility of the event room HIRER.

The assembly point for all persons following an evacuation is the High Street pavement away from the building.

Any person discovering a fire should:

Sound the fire alarm, normally by means of the nearest 'break glass' call point. Leave the building by the safest and quickest route and proceed to the assembly point.

Use a mobile telephone to dial 999 and inform the Fire Service. In the event of a fire the event organiser should:

On hearing the alarm assist as far as is safe to do so with the evacuation of the building.

Requesting the attendance of the fire service by dialling, 999 is the responsibility of the HIRERS.

A mobile phone will have to be used as there is no landline within the building and the fire alarm system is not connected to a monitoring station or the fire service.

Our top priority is to get people out of the building and out of danger. Gather everyone at the assembly point and conduct a roll call to ensure that everyone is accounted for. You should have counted the number of persons present at the beginning of your event. Assist as necessary in keeping entrances to buildings clear and preventing re-entry.

Only allow re-entry when instructed to do so by the Fire Officer from the Fire Services. Report the evacuation to a member of the Victoria Jubilee Hall Management Committee as soon as possible.

Turning the alarm off should be left to authorised persons only, either Emergency responders or members of the Victoria Jubilee Hall management team

Fire extinguishers.

A suitable number and type of fire extinguishers are on site, either wall mounted or on stands. Information identifying the type, and how to use it, is provided on or beside the extinguisher.

They should be used only if it is safe to do so.

The contact numbers for the Victoria Jubilee Hall Management Committee in an Emergency are 07592510627.and 07565528826.

DISCLAIMER

HIRERS are responsible for the safety of the hall in event of an emergency including the safe evacuation of all those attending the event including disabled persons.

HIRERS Must have a register of guests/clients, so that everyone can be accounted for in the event of an emergency.

HIRERS are responsible for all Risk Assessments in relation to their event.

Signature(s)

Date