



Market Deeping Coronation Hall

STANDARD TERMS AND CONDITIONS OF HIRE

1. BOOKING

The Hall may be booked on completion and acceptance of the booking form and the payment of a booking deposit. The booking will be held for 7 days from the confirmation email being sent, if the deposit is not received, the booking will be cancelled. The Hall Committee reserves the right to decline bookings.

2. SUPERVISION

The Hirer is responsible for the supervision of the premises during the period of hire and must ensure that the hall is not used for any unlawful purpose. The hirer is not allowed to sub-hire the Hall under any circumstances.

3. PAYMENT

All occasional hirers will be required to secure their booking with a non-refundable deposit of £10. Payment reminders will not be sent.

An additional security deposit of £50, will also be required for certain bookings, usually by Private Users. The security deposit is payable together with the balance of the booking hire fee, no later than, 7 days prior to the commencement of the hire. The deposit is to cover possible damage, additional cleaning costs or removal costs of waste material, following the hire. Security deposits will be refunded provided; no damage occurs or additional costs are incurred; and subject to terms outlined in condition 7. Payment reminders will not be sent.

- a) Regular User bookings will be invoiced calendar monthly in arrears. Other users will be invoiced at time of booking.
- b) Payment by bank transfer is our preferred method, however in exceptional circumstances cheques will be accepted and subject to clearance. Cash payments are not accepted.

4. FEES

Fees are subject to annual review and may be changed by the Committee, without notice.

Private Users - private individuals (e.g. for celebrations), 'Commercial' users (e.g. fairs), other hirers using the hall on an irregular / one-off basis, will attract the standard hourly weekday and weekend rate.

Regular Users - private individuals, 'commercial' users (e.g. classes), other hirers using the hall on a regular, usually, weekly basis, may at Committee discretion, attract a reduced hourly weekday and weekend rate.

5. CANCELLATION

The Committee reserve the right to refuse, terminate or cancel any booking, for any reason whatsoever, without being bound to give any reason. The Committee shall not, as a result of this right, incur any liability to the Hirer for breach of contract, or be held liable for any resulting loss incurred by the hirer, either directly or indirectly, for such refusal, termination or cancellation.

In the event of any cancellation by the Committee, the Hirer shall be entitled to a refund of any security deposit and hire fee, already paid.

If the hirer wishes to cancel a booking, 7 days written notice prior to the date of the event is required. Cancellations received less than 7 days before the event, or cancellations made retrospectively, will be liable for the full hire charge. Retrospective cancellation, refer to situations where the booking is cancelled, after the event date has passed.

6. DAMAGE

The Hirer shall indemnify the Committee on demand, for the cost of repairing or making good any loss or damage (fair wear and tear excepted to the building and /or contents, arising from or incidental to the period of hire.

7. PERIOD OF HIRE, ROOM SET UP & CLEAR AWAY

If the hire includes the use of the chairs & tables, it will be the Hirers responsibility to move these into position and return them to storage, after use.

If the hire includes the use of the Kitchen, it will be the Hirers responsibility to ensure all glassware, crockery and cutlery, is washed and returned to the correct place after use. Any appliances, such as oven, microwave or fridge that is used, must be left in an empty, clean condition, ready for the next hirer.

Set up/clear away of 15 minutes before and 15 mins after the hire period, will be allowed for each Private User booking, free of charge, however, where this will be insufficient time, the Hirer should ensure that additional setting up and clearing away time, is allowed for on the booking form. The Hirer must ensure that the Hall is vacated punctually, at the end of the hire period. Bookings may only go beyond 11pm, with the specific written permission of the Hall Committee.

An additional charge for exceeding the period of hire, at £5 per 15-minute period, or part thereof, will be deducted from any returnable security deposit, as stated in condition 3b).

8. NOISE & NUISANCE

As the Hall operates in a residential area, we are conscious of the needs of our neighbours. Please respect their interests and avoid any annoyance or invasion of their privacy. **BOOKINGS INVOLVING PROFESSIONAL DISCOS WILL NOT BE ACCEPTED.** Failure to comply with this requirement could result in the Premises Licence being withdrawn.

The Hirer is responsible for ensuring that annoyance is not caused, including that by excessive noise. The fire doors **MUST NOT** be propped open and music **must cease by 11.00pm** on Saturday and **by 10:30pm** on Sunday.

In the event of a breach of this condition, the Committee reserve the right to terminate the hire

immediately, without compensation.

9. INSURANCES

The Hall is insured under a Village Halls Policy. The policy covers Buildings, Landlords fittings fixtures and decorations, Public Liability and Employers Liability.

Public Liability cover extends **ONLY** to non-profit making organisations.

Any organisation using the Hall for Commercial purposes MUST have their own Public Liability cover.

10. LICENCE / TEMPORARY EVENT NOTICE

The Coronation Hall is an unlicensed premises, and a Temporary Event Notice will be required if the Hirer's event will involve any of the following licensable activities:

- selling alcohol
- providing entertainment, such as live music, dancing or indoor sporting events

The Hirer must state, on the booking form, whether or not alcoholic drinks will be made available for purchase during the period of hire. The obtaining of a Temporary Event Notice is the responsibility of the Hirer and must be available for inspection by members of the Hall Committee during the event.

The use of the Hall, for dancing and music, is restricted to the hours of Noon until 10.30pm on Sunday. The Hall Committee currently hold a Performing Rights Society licence to permit the playing of music.

11. HEALTH & HYGIENE

The Hirer shall, if preparing, serving, or selling food, observe all relevant foods health & hygiene legislation & regulations. In particular, dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature regulations.

The Hall does not have a suitable location for barbeques and "Hog Roasts" etc. All food for consumption on the premises must be prepared in the kitchen provided or brought onto the premises ready prepared.

12. ELECTRICAL APPLIANCE SAFETY

The Hirer shall ensure that any electrical appliance brought in by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations.

13. FIRE

Fire Appliances are situated in the following places:

- (a) Kitchen –Multi-purpose Dry Powder extinguisher.
- (b) Kitchen - Fire blanket for smothering flames.
- (c) Hall – two Foam extinguishers for non-electrical fires.

The fire doors are for use in an emergency only. They must not be propped open as this contravenes the

Fire Arrangements.

Conformance with the Fire Arrangements, as displayed in the Hall, is the responsibility of the Hirer.

14. FIRST AID KIT

A First Aid kit is situated in the servery area. The contents are for First Aid Use only. Any items used must be recorded in the Record Book enclosed with the Kit. Any accident must be recorded in the Accident Book.

The Hirer should seek to ensure that at least one person in attendance is competent to give first aid.

15. CAR PARKING

The Hirer is responsible for supervising car parking arrangements to ensure that the Highway is not obstructed.

16. SMOKING

The Hall is a designated "No Smoking" area. Visitors who wish to smoke are requested to use the area in front of the entrance door and afterwards to extinguish their materials in the receptacle provided.

17. ANIMALS

Dogs (other than registered assistance dogs) are not normally permitted in the hall.

Permission may, however, be granted for approved dog training activities and prior agreement must be sought from the Management Committee before booking. The Hall has a Dog Class Policy which would need to be complied with, in addition to the Standard Conditions of Hire.

If permission is granted, it will be for an initial 6 week trial basis. During the trial, either party may terminate the agreement by giving 7 days' notice. If the hirer wishes to continue using the Hall after the trial period has expired, the agreement shall continue in accordance with the terms and conditions detailed herein and within the Dog Class Policy.

By signing the hire agreement, the hirer confirms they have read, understood, and agree to comply with, both these terms and conditions and those stated in our Dog Class Policy.

16. COMPLETION OF HIRE PERIOD

At the end of the function, the Hirer is responsible for ensuring that the Hall is left in a clean and tidy condition. All rubbish should be removed from the premises, otherwise hirer's will be charged removal costs – please refer to para 3(b) above.

17. BREACH OF CONDITIONS

The Committee reserves the right to terminate the hire, in the event of any breach of the terms and conditions.

18. CHANGES TO TERMS AND CONDITIONS

The Committee reserves the right to amend these Terms and Conditions without notice.