

# Nutfield Memorial Hall

## CONDITIONS OF LETTING

- **The Management**” shall mean the **Trustees** or their representative. **“The Hirer”** shall mean any person or organisation using the Hall with the permission of the Management. **“The Hall”** shall mean the **Memorial Hall** being hired.
- The Hirer who signs the contract shall be 21 years of age or over.
- Smoking is prohibited in any part of the Hall.
- The number of people attending any function shall not exceed 120 standing (60 seated) within the Hall.
- Teenage parties will not normally be allowed to take place at the Hall.
- CCTV is used in the Hall for the purposes of safe practice and property vigilance. Access to the CCTV and its recordings is password controlled and can only be accessed by the Trustees.
- Re Safeguarding children, young people and adults at risk **the Hirer** must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, the Committee must be provided with a copy of the HIRER’S Safeguarding Policy and evidence that the HIRER has carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.
- The Hall does not have an entertainment premises licence. When the Hirer wishes to supply/sell alcohol at a function in the Hall, in accordance with the Licencing Act 2003, the Hirer must apply to Tandridge District Council and the Police for a Temporary Event Notice (**TEN**) to sell/supply alcohol. Once Tandridge District Council have approved a TEN, the Hirer must show a copy to the Booking Secretary and at the time of the event must display the TEN in the Hall on the board provided during the period of hire and ensure that a responsible adult is on the premises throughout the period of the hire to supervise the function.
- The Hall is used for a multiplicity of purposes. The Hirer shall check with the Booking Secretary that the floor surface is suitable for the purpose required. Bouncy Castles are not permitted due to height restrictions. The Management accepts no responsibility for any accident or incident arising there from. Under no circumstances shall adhesive tape be stuck on the floor, as this is likely to damage the floor surface. No fixings shall be made to the walls or light fittings, this includes the use of any kind of adhesive material. On a point of safety spillage of any liquid must be cleared up immediately. Under no circumstances may people wearing studded or spiked boots walk in any other area apart from the changing room areas.
- Parties do not necessarily have exclusive use of the hall and its entire domain including the car park. At weekends sports clubs are allowed to use the changing rooms. The connecting door will be locked during this period.

- The Hirer will be issued with either an access control card and PIN number or (in the case of some regular users), with keys, for each event. These are to be returned on time and as instructed by the Booking Secretary.
- The Hirer is responsible for the safe keeping of the Hall, its fixtures and contents, and for the heating and electrical installations throughout the period of hire. Any damage, breakage or missing items shall be reported to the Management and made good by the Hirer.
- The Hall shall not be left unattended during a hire.
- The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat in the Hall shall be refrigerated and stored in compliance with the Food Temperature Regulations. The kitchen is provided with a refrigerator. The Hall does not constitute a 'Food Business Operator' per se and therefore does not provide full safety documentation based on Hazard Analysis and Critical Control Points (HACCP). However, we acknowledge our responsibility in terms of maintaining and servicing the Hall kitchen so that food may be handled or processed in a safe and hygienic manner. All food must be removed at the end of the hiring period.
- The Hirer is responsible for putting out furniture and any other equipment, and replacing it afterwards in the store room.
- No notices or displays may be fixed to the walls or light fittings. All advertising material relating to the Hirer's activity, whether in the Hall or displayed around the Village, shall be removed within 24 hours of the end of the booking.
- The Hirer shall ensure that no unauthorised electrical appliances of any type shall be used in the Hall without the consent of the Management. There is only single-phase electricity available in the Hall. Portable Liquefied Propane Gas (LPG) may not be used under any circumstances.
- The use of any smoke/vapor emitting device, including, but not limited to, 'dry ice', indoor fireworks etc. is strictly forbidden. All and any costs incurred through alarm activation, fire service attendance, unforeseen consequential loss and remedial works resulting from the use of such devices, contrary to this prohibition, will be chargeable to the hirer.
- From July 2022 We no longer permit those hiring the Hall to:
  - watch or record programmes as they're being shown on TV, on any channel
  - watch or stream programmes live on an online TV service (such as ITV Hub, All 4, YouTube, Amazon Prime Video, Now TV, Sky Go, etc.
  - download or watch any BBC programmes on BBC iPlayer.
- The Hall shall be left clean and tidy to the satisfaction of the Management, and all decorations removed immediately after the period of hire. Cleaning materials shall be provided by the Hirer and all kitchen equipment (including any china and cutlery used) shall be left clean ready for the next Hirer. Please leave the Hall in the condition you would expect to find it.
- The Hirer may not use any form of cooking appliance or barbecue other than those installed for indoor or outdoor food preparation without the consent of the Management.
- The toilet facilities and changing rooms shall be left clean and tidy.

- All rubbish must be removed at the end of the hire.
- At the end of the period of hire, the Hirer shall switch off all appliances, close and lock all windows, lock all the external doors and generally secure the Hall before returning the access card / keys as arranged to the Booking Secretary.
- The Hirer shall observe local authority bye-laws and regulations. No illegal or immoral activity may be carried out.
- The Car park is not owned by Nutfield Memorial Hall and parking availability cannot be guaranteed, particularly when the grounds are also being used for sporting events.
- The Hirer shall ensure that all those attending the function are made aware of the means of escape in the event of a fire.
- The Hirer shall ensure that no nuisance or annoyance is caused to the owners or occupiers of adjoining or neighbouring properties, either by themselves or any persons visiting the Hall in connection with the Hirer's use of the Hall. When leaving the hall late at night please consider the local residents and leave quietly.
- The Management is not responsible for any injury to persons using the Hall, or loss or damage to stored equipment or other property brought into the Hall or adjacent parking area.
- All accidents, diseases and dangerous incidents occurring in the Hall shall be reported to the Booking Secretary, within 24 hours, who will make a record of the incident. Where the law so requires, the Hirer shall report the accident to Tandridge District Council, Environmental Health Department, within the prescribed time limit.
- The subletting of the Hall by a Hirer is prohibited.
- Management reserves the right to cancel any booking of the Hall if the activity being carried out is deemed to be inappropriate by the Management without prejudice.
- Any contravention of the Conditions of Letting will annul the Hirer's hiring rights without compensation.
- A confirmed booking is only deemed to be binding when the deposit and fee have been received in full.
- The deposit will only be returned upon verification by the Management that all the above conditions have been observed and complied with. We reserve the right to retain all or part of the deposit if the deposit if the terms & conditions are not adhered to.

**Bookings cancelled by the hiring party within one month of the starting date of the hire are subject to a cancellation fee according to circumstances as follows:  
 one month = loss of deposit; 2 weeks = 25% of the hire fee plus deposit; one week = 50% of the hire fee plus deposit.**

## **NUTFIELD MEMORIAL HALL**

Please follow these simple instructions for using the hall and help to keep it running smoothly for everyone:

<b>Light switches</b>	All lighting in areas apart from the main hall are on sensors and will automatically switch off about 15 minutes of inactivity
<b>Cooker</b>	The instructions for operating the oven are displayed beside the cooker. The Cooker shall be left clean.
<b>Kitchen</b>	The kitchen shall be left clean and tidy as you would like to find it. Some cleaning materials can be found in the broom cupboard in the kitchen. All breakages shall be reported to the Booking Secretary
<b>Shutters</b>	For Fire Safety, all external shutters must be in the open position during hire and for security reasons all shutters shall be locked shut at the end of the hire
<b>Rubbish</b>	All rubbish must be removed from the premises at the end of the hire.
<b>Hall floor</b>	Please clean the floor with the special-action mop which is stored in the second cupboard in the main hall. Do not wash the floor. Any spills can be cleaned up with a damp mop that is kept in the cupboard or changing room.
<b>Tables</b>	Tables should be stored flat in the store. Do not drag any furniture across the floor
<b>Chairs</b>	All folding chairs should be stacked in store after use. Do not drag any chairs across the floor.
<b>Decorations</b>	Nothing may be attached to the walls or light fittings. This includes posters and any decorations. Do not use Blu-Tack or drawing pins.
<b>Audio Visual and Sound equipment</b>	This equipment may only be used by agreement in advance by the Management and only after suitable training has occurred.
<b>Appliances</b>	No unauthorised electrical appliances of any type shall be used in the Hall without the consent of the Management. There is only single phase electricity available in the Hall

We reserve the right to retain part or all your deposit if the above conditions are not complied with.

**PLEASE HAVE A FINAL CHECK BEFORE YOU LEAVE TO ENSURE THAT THE HALL IS CLEAN, TIDY AND SECURED, AND THAT ALL LIGHTS ARE TURNED OFF AND RUBBISH REMOVED. THE HIRER IS ALSO RESPONSIBLE FOR SEEING THAT EVERYONE LEAVES QUIETLY. FAILURE TO DO THIS COULD RESULT IN THE RETENTION OF YOUR DEPOSIT**

## Special Conditions of Hire during COVID-19

**Note: These conditions are supplemental to, not a replacement for, the Hall's ordinary conditions of hire. Whilst restrictions are currently relaxed, we retain the right to alter these at short notice to comply with the most up-to-date government advice and we urge you to continue to act responsibly.**

### SC1:

You, the HIRER, will be responsible for ensuring those attending your activity or event comply with any [COVID- 19 Secure Guidelines](#) while entering and occupying the hall, in particular using the hand sanitiser supplied when entering the hall and leaving the hall and wearing facemasks, if appropriate.

### SC2:

You the HIRER undertake to comply with the actions identified in the hall's risk assessment, a copy of which is on the website and displayed in the Memorial Hall.

### SC3:

You, the HIRER will be responsible as appropriate for cleaning kitchen facilities, any equipment, wash basins and toilets and all surfaces used during your period of hire, using either the products supplied or your own ordinary domestic products.

### SC4:

You the HIRER will make sure that everyone likely to attend your activity or event understands that they should not do so if they or anyone in their household has had COVID-19 symptoms in the last 48 hours.

### SC5:

You the HIRER will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

SC6: You are requested to keep a record of the date and time the activity started and the name and contact telephone number or email of all those who attend your event

July 2022