

PATTISHALL PARISH HALL AND PLAYING FIELD

SECURITY AND SAFETY INSTRUCTIONS FOR HIRERS

You are responsible for the safety and security of the Hall and the people using it during the period of your hire. You are also responsible for leaving the Hall in a secure and safe condition at the end of your hire period. Please check the list below and ensure that you have covered all the points to ensure that you have fulfilled your responsibility.

- On Arrival:** Ensure all users are aware of the Fire Exits.
- On Departure:** Check that the rooms are tidy with no rubbish left behind.
Check that the tables and chairs are replaced against the walls.
Check that all heating and cooking appliances are turned off.
Check that the Fire Exits are properly closed.
Check that all inside lights are switched off.
Lock the outside door. Evening bookings – also lock the car park gate.
Return the keys to the Bookings Officer.

STANDARD CONDITIONS OF HIRE

1. **THE HIRER** will be responsible for supervision of the premises and the fabric and contents, and the behaviour of all persons using the premises, and will supervise the car park and ensure that the highway is not obstructed.
2. **THE HIRER** shall not sub-let or use the premises for any unlawful purposes or in any unlawful way, nor do anything, or bring onto the premises anything, which may endanger the same or any insurance policies relating to the Hall.
3. **THE HIRER** shall be responsible for obtaining licences that may be needed for selling intoxicating liquor, and for the observance of the same, and of all other regulations appertaining to the premises stipulated by the Fire Authority, the Local Authority, the Local Magistrates Court or otherwise.
4. **THE HIRER** shall reimburse the Committee for the cost of repair of any damage caused by persons under his supervision or his guests, done to any part of the property, including the surroundings within the playing field area, or contents of the buildings on the playing field, which may occur during the period of the hiring or as a result of the hiring.
- 5.a **The use of helium filled balloons is prohibited** in the large hall and **THE HIRER** shall reimburse the Committee for the cost of removing any such balloons from the Hall including the cost of hiring any equipment to remove them, and for the cost of repair of any damage done to the fans or other parts of the building by such balloons. **No ball games** are allowed in either Hall, also **no go-karts, or animals**, with the exception of guide dogs.
- 5.b. **The use of smoke machines is prohibited.** It sets off the fire alarm.
6. **If THE HIRER** wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking, the question of payment of the fee shall be at the discretion of the Committee.
7. **At the end** of the hiring, **THE HIRER** is responsible for leaving the premises and surrounds in a clean and tidy condition, and for removing all rubbish from the premises, for ensuring the premises are properly locked and secured, and for ensuring that all contents are stored back in their correct positions.
8. **THE COMMITTEE** reserve the right to cancel any hiring at any time.
9. **In the event** of the Hall being rendered unfit for the use for which it has been hired the **COMMITTEE** shall not be liable to the **HIRER** for any resulting loss or damage whatsoever.
10. **THE HIRER** will not allow the following numbers of persons attending the premises to exceed
 - a. Large Hall - 150
 - b. Small Hall - 50