

THE RED HALL – CONDITIONS OF HIRE



**IF YOU HAVE ANY QUERIES REGARDING THESE CONDITIONS, PLEASE CONTACT THE TRUST
MANAGER TELEPHONE 01778 422387**

1. The hirer will, throughout the hire period, be responsible for the supervision and care of the premises, the fabric and contents and for the safety and good behaviour of all persons attending the premises. The hirer must be at least twenty-one years of age.
2. Please note that **SMOKING IS NOT PERMITTED** in any part of The Red Hall. The hirer is responsible for clearing away all rubbish from inside and outside the building, including cigarette ends. (See clauses 11 and 12).
3. Please **DO NOT STICK** posters, notices etc. to any wall.
4. Bourne United Charities will not accept bookings for the Red Hall where the intended use involves religious, spiritual, or paranormal activities.
5. The hirer shall not sub-let any part of the premises or allow them to be used for any unlawful purpose or for any lewd, obscene or indecent performance or allow any indecent posters, advertisement, film, photograph or programme to be displayed or shown therein.
6. The hirer shall not allow any article to be brought to the premises which may endanger the premises or persons attending.
7. The hirer shall be responsible for obtaining a Licence as may be required for the consumption or sale of intoxicating liquor and shall not permit drunkenness or other disorderly conduct to occur.
8. The hirer shall be responsible for obtaining a Performing Rights Society Licence (PRS) for their event if required.
9. The hirer shall comply with all the conditions and regulations made, in respect of the premises and the event being held, by the Fire Authority, the Local Authority and the Magistrates Court, particularly where dancing, music or similar entertainment or stage plays are involved.
10. The hire is limited to the room(s) booked, together with the Ladies' and Gentlemen's toilets situated on the ground floor.
11. The hirer is required to pay a booking deposit of £25 within fourteen days of making a booking. The deposit of £25 is non-refundable. The hirer will be invoiced prior to the function date (net of booking deposit). The hiring will incur an additional refundable deposit of £100 to safeguard against any damage (see clause 11). This deposit will be added to the final invoice. The invoice must be paid in full at least five working days prior to the date of hire. If payment has not been made, access to the premises may be refused.
12. The hirer shall be financially responsible for making good any damage caused to the building or its contents during the period of hire, or for any extra cleaning required. A refundable deposit of £100 in addition to the hiring fee is payable. If damage is caused or excess cleaning is required, the full deposit will be forfeit. If the damage is in excess of £100, the hirer shall pay the additional cost within fourteen days of receipt of the notice of damage. **NB: THE VENUE HOST**

IS NOT RESPONSIBLE FOR THE REMOVAL OF RUBBISH. IF ANY RUBBISH IS LEFT AT THE END OF THE PERIOD OF HIRE, THE FULL DEPOSIT WILL BE FORFEIT.

- 13.** The premises must be vacated by **MIDNIGHT**, ensuring the removal of equipment, the dispersal of guests, the sweeping of rooms and the **REMOVAL OF ALL RUBBISH FROM BOTH INSIDE AND OUTSIDE THE PREMISES**. This effectively means that the function should end no later than 11:30pm. **IF THIS IS NOT ADHERED TO THE WHOLE SECURITY DEPOSIT WILL BE FORFEIT.**
- 14.** The premises are not available for hire for 18th or 21st birthday parties or for any other young person's party above 10 years old..
- 15.** The Trustees disclaim any responsibility for injury sustained by any person attending the premises, or for the loss or damage to any equipment or other property brought into the premises as a result of the hire.
- 16.** The hirer shall ensure that nothing is done on, or in relation to, the premises in contravention of the law relating to gaming betting or lotteries.

17. Public Safety Compliance:

a) Supervision

The hirer (or authorised representative) must not be under twenty-one years of age and shall be in charge of and in attendance at the premises throughout the period of hire. He/she shall not be engaged on any duties (other than as a steward) which would prevent him/her from exercising general supervision.

A minimum of two persons (including the person in charge) neither of whom is under twenty-one years of age, will be on duty as marshals/responsible person/s at the premises throughout the period of hire. Both persons must have read the fire evacuation procedure.

The hirer acknowledges they fully understand the following matters:

The action to be taken in the event of a fire.

The location and use of fire equipment.

Escape routes and the need to keep them clear.

Fire assembly point.

Emergency Contact number for BUC Representative.

b) Capacity

The number of people on the premises **must not exceed 100 at any time.**

c) Means of Escape

All means of escape in the premises must be kept free from obstruction at all times.

The emergency lighting supply illuminating all exit signs and routes will automatically switch on in the event of a power failure.

d) Outbreaks of Fire

The Fire Service must be called to any outbreak of fire, however slight, and the details thereof must be given to the caretaker.

e) Dangerous Performances

Performances involving danger to those attending the premises are forbidden.

f) Explosives and Flammable Substances

Highly flammable substances must not be brought into or used in any part of the premises. (e.g. smoke machines) No internal decorations of a combustible nature (e.g. candles, polystyrene) shall be used.

g) Heating

No unauthorised portable heating appliances shall be used on the premises.

h) First Aid

First Aid kits are located in the kitchen and bar on the first floor.

Please note that no first aider will be present from Bourne United Charities.

i) Electrical Items

Under the electricity at work regulations, if you wish to use your own electrical equipment it must have been tested by an approved or suitably qualified person within the last 12 months prior to booking.

j) Accidents and Dangerous Occurrences

The hirer must report all accidents involving injury to the public to a member of Bourne United Charities staff as soon as possible.