THE
ROBINSON
INSTITUTE
GLAISDALE VILLAGE HALL

TERMS & CONDITIONS OF HIRE

(Revision 7: Issued: 5th May 2026)

Hirers of the Robinson Institute are required to abide by the following conditions of use:

Use of Premises:

- **Responsible Person: The Hirer, or their nominated deputy, is held fully responsible for the use of the Robinson Institute**, and any activity taking place within its confines, during the duration of the hire period. They are also responsible for the safety and conduct of all persons within the confines of the Institute, during the hire period
- **Smoking & Vaping**: Smoking and vaping are strictly prohibited anywhere within the Robinson Institute and its grounds
- **Occupancy:** The maximum occupancy of the premises, at any one time, is 176 persons
- **Minors:** Persons under 18 years old are to be supervised by a responsible adult
- **Access:** The Main Door Key is located in the External Key Safe adjacent to main front doors. The code for the key safe will be provided with the booking confirmation email
- **Emergency Evacuation:** In the event of an emergency, the Emergency Evacuation procedure is to be followed. A copy of the procedure is located in the Blue Information Folder (located the kitchen drawer) and on the Hall Notice Board, which the Hirer, or their nominated deputy, should familiarise themselves with upon commencement of any Hire.
- **Rear Emergency Exit Door**: The emergency access door, located in the Back Room, is to be unlocked during occupation of the Hall (turn buckle latch)
- **Institute Cottage:** Located the rear west side of the Institute, is a private residence and access is required by the tenants at all times; do not block the driveway or gates
- **Cooking Facilities:** Instructions on the use of the cooking facilities can be found in the Blue Information Folder, located in the kitchen drawer.
- **Media Devices:** The use of equipment to stream TV broadcasts is not permitted, except for handheld, battery operated devices, which must be covered by the user's own TV license
- **Electrical Equipment:** All electrical appliances within the Institute have been subjected to an annual Portable Appliance Test (PAT). For everyone's safety, we recommend that all hirers bringing electrical devices into the Institute, have them PAT tested, and they must be maintained in a safe condition.
- **Mechanical Equipment:** Any mechanical equipment brought into the Institute must be in a safe and serviceable condition
- **Liability:** The Robinson Institute does not accept any liability for loss, damage or injury caused by any equipment not owned by the Robinson Institute. All persons entering the Robinson Institute do so at their own risk
- **Damages:** All damages and breakages must be reported and paid for in full

- **Noise: Please respect our neighbours and keep noise to a minimum. Doors are to be kept closed, as much as possible. Complaints of rowdy or anti-social behaviour will be reported to the Police.**

Safeguarding Children, Young People, and Adults at Risk:

- Users 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 hirer must provide a copy of their Safeguarding Policy and evidence that they have 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 to any member of the Board of Trustees

Consumption of Alcohol Licensing Act 2005

- A Personal Licence Holder, or his nominated representative, must be present if alcohol is being supplied and sold
- Alcohol is not to be provided to, nor consumed by, anyone who is under 18 years of age. In accordance with the Institute's Age Verification Policy, a Refusal Log is to be maintained (located in kitchen draw)
- Alcohol is not to be consumed outside the building
- Drinking glasses and glass bottles are not to be taken outside the building
- Main Entrance Door to be monitored by a responsible adult at all times, to ensure alcohol is not taken outside, and prevent entry of uninvited guests or non-ticket holders
- The bar must close 30 minutes before the finishing time stated on the booking form

Playing of Music:

The institute holds a PRS license which covers the hall as a venue for the playing of music by any user. However, event organisers are required to obtain their own appropriate PPL license if they intend to play music, with the exception of private domestic events. These are events that are not open to the public and have no entry charge.
Further information is available: https://pplprs.co.uk/get-themusiclicence/

Fire Alarm:

In the event of a fire, the Fire Alarm will sound:

- The building is to be evacuated immediately, and all occupants are to gather at the Fire Assembly Point, located in the car park in front of the Robinson Institute.
- Emergency Services are to be contacted immediately by telephoning 999 or 112
- The Hirer is to assume control and ensure that all occupants of the Institute are calmly evacuated, via the nearest fire exit, to the designated Fire Assembly Point. A head count is to be taken to ensure that all occupants have left the building.
- If present, a Trustee is to take charge of the situation

After Use:

For the avoidance of doubt, it is the sole responsibility of the Hirer to clean the Hall immediately after use (or next day by explicit prior agreement with the Hall Booking Secretary)

- Cleaning equipment, such as brushes, mops and buckets, and the hoover are located in the ramp area Cleaning Cupboard and the Back Room. Kitchen cleaning products are located in kitchen cupboards
- Tables and chairs are to be wiped down before returning to storage in the Back Room

- All floors are to be brushed and/or hoovered and mopped as necessary
- All waste bins are to be emptied into relevant external refuse bins
- Toilet areas are to be cleaned, and waste bins emptied

Kitchen if Used:

- Outside Caterers must hold appropriate Food Safety qualifications and Public Liability insurance, and be able to produce such certificates if required
- All food waste to be removed from the Institute
- All used crockery and cutlery to be washed, dried, and put away in correct locations
- Kitchen work surfaces to be wiped down and sanitised
- All sinks and drainers to be thoroughly cleaned and wiped down (Hand Wash Sink plug to be left fitted in plug hole)
- Dishwasher (if used) to be left empty and in a clean condition
- Hot water immersion heater (for hot water tap supply) to turned off if used (located on internal wall)
- Kitchen Oven to be turned off at wall isolator switch, all gas burners to be turned off
- Wall mounted Hot Water Boiler (located above sink) to be left on
- Fridge Freezer and Fridge to be left clean and empty, and left on
- Microwave to be cleaned and left unplugged
- Floor to be swept and thoroughly mopped
- Used Tea Towels and Table Clothes are to be laundered and returned as soon as possible
- Kitchen equipment, cooking utensils, crockery, cutlery, glassware and cooking pots, etc, are not to be removed from the kitchen

On Leaving the Hall

- Premises are to be vacated no later than the time stipulated on the Booking Form (it is recommended that events finish at least 15 to 30 minutes before this time)
- Curtains to be opened and windows closed
- Rear Emergency Exit Door to be locked (turn buckle latch)
- Heating thermostat to be left at 10 degrees (15^{o} during winter months)
- All lights and fans to be turned off
- Main Door to be locked, and key returned to key box, which is to be locked
- **Excessive Noise:** Consider nearby residents when using the Institute and keep noise to a minimum. External doors are not to be propped or hooked open. On vacating the premises at the end of an event guests are asked to leave quietly.

Additional Charges:

Should the Trustees deem that the Hall has been left in an unacceptable condition, additional charges may be levied against the Hirer

Should you have any queries please contact the Booking Secretary:
Paul Ewen on 07983 102737