

ROPSLEY HALL

STANDARD TERMS AND CONDITIONS OF HIRE

Key Points

The Hirer of the hall shall:

1. Ensure there is no smoking or vaping in the hall building.
2. Ensure the maximum capacity for each function room is not exceeded.
3. Ensure participants wear non-marking shoes for sporting activities.
4. Ensure no sticky substances, nails, pins etc. are used on the walls, ceilings, and floors. Nothing to be attached to the roller blind mechanisms.
5. Be responsible for the safety and security of the parts of the building hired, or the whole building if the sole hirer and appoint a person to have responsibility for contacting the emergency services if required.
6. If required, be responsible for obtaining any licenses needed and for compliance with those licenses.
7. Keep noise to a minimum and comply with closing times.
8. Be responsible for ensuring that all legislation relating to participating children and vulnerable adults involved in their booking is complied with at all times and that such people are supervised at all times.
9. If preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations.
10. Ensure that for public and commercial events attended by in excess of 100 persons, 2 stewards (designated persons to act in an emergency) are present whilst the premises are occupied.
11. Ensure steward(s) are familiar with procedures to be followed in case of an emergency.
12. Report any accidents involving injury to the public and/or failure of equipment.
13. Be aware of the relevant policies of Ropsley Hall.
14. Follow the End of Hire Exit Checklist.

Additionally, Hirers of the playing field with or without the changing rooms shall:

1. Ensure foul and/or abusive language is not used by players and spectators.
2. As far as is practicable, to minimise bringing mud into the changing rooms and entrance area.
3. Ensure appropriate segregation of the users of the changing rooms e.g. between sexes, between adults and children and between teams.

Ropsley Hall:

1. Reserves the right to refuse or cancel any booking.
2. Reserves the right to seek a damages deposit which will be refunded if no damage occurs and/or excessive cleaning is not required
3. Reserves the right to terminate long term hire agreements if the Hirer does not comply with the Standard Terms and Conditions of Hire, and/or the relevant policies of Ropsley Hall.
4. Shall display fire or other emergency procedures.

Full Terms and Conditions are available on request