: MEMORIAL HALL :
SLYNE WITH HEST

SLYNE WITH HEST MEMORIAL HALL (SHMH)

Registered Charity No. 1086566

MEMORIAL HALL TERMS & CONDITIONS OF HIRE

PREMISES LICENCE No. LAPLWA0409

For the purpose of these conditions, the **HIRER** shall mean an individual hirer or, where the hirer is an organisation, the authorised representative. If the Hirer is in any doubt as to the meaning of the undermentioned conditions the Designated Premises Supervisor (DPS), Mrs D Brookes, should be consulted immediately.

1. The **HIRER** shall comply with all conditions and regulations made in respect of the premises by the Licensing Authority, Fire Authority or otherwise and ensure that no activity is carried out which might contravene the Premises Licence. The number of people on the premises including organisers shall not exceed one hundred and fifty (150). Make a note of the names and numbers in case of evacuation

2. The **HIRER** will, during the period of the hiring, be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage, however slight, or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.

3. The **HIRER** shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor to do anything or bring on to the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission. No Smoking or vaping on or in the curtilage of the premises. No naked flames, e.g. candles (smoke detectors in all areas of the building).

4. The **HIRER** shall ensure that the sale of alcohol on the premises during the period of hire is under the supervision of a Personal Licence Holder as agreed with the DPS.
   The person must be named on the booking application Alcohol shall not be sold to or consumed by any persons under the age of eighteen (18) years while on these premises. The **HIRER** shall, in compliance with licensing regulations, NOT promote any activity that will lead to the excessive consumption of alcohol

5. The **HIRER** shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

6. It is the **HIRER'S** responsibility to comply with all Equal Opportunities and Safeguarding legislation

7. The **HIRER** shall ensure that any activities for children and vulnerable adults comply with the relevant laws and regulations and it is the Hirer's responsibility to guard and protect these persons in accordance with all Codes of Practice currently in being. Full supervision of under 18s and vulnerable adults must be in place.
   A list of at least three responsible adults must to be included in the booking application

8. Use of a bouncy castle and the like is at the **HIRER'S** risk and the **Hirer** should ensure that the provider is fully insured and check insurance policy details. Full supervision must be in place at all times. Every care must be taken to protect the hall floor. Full safety measures must be in place to protect users.

9. While the Committee endeavours to ensure that the hall and equipment are kept in good order, it is the **HIRER'S** responsibility to carry out a risk assessment appropriate to the activity of the organisation or group for which the hall is being hired and to report any concerns at once to the DPS.

10. The **HIRER** shall ensure that all electrical appliances or equipment brought on to the premises are fully PAT tested and comply with safety regulations currently in force and the date of testing is displayed.

11. The **HIRER** shall ensure that all safe working practice guidance and procedures are fully adhered to when using ladders or any other equipment. If there is any doubt the DPS should be consulted.

12. The **HIRER** shall ensure that the Fire & Rescue Service is called to any outbreak of fire, however slight; written details thereof shall be given to the DPS as soon as possible thereafter.

13. The **HIRER** shall, if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations and take note of food allergens advice

14. The **HIRER** shall ensure that there is no anti-social behaviour and minimum noise is made on arrival and departure so as not to cause any annoyance or offence to neighbouring residents.

15. The **HIRER** shall ensure that no dogs except assistance dogs are brought into the hall unless by the express permission of the committee.

16. At the end of the hiring period, the **HIRER** shall be responsible for leaving the premises and surrounds in a clean and tidy condition with all excess rubbish taken away, and any contents temporarily removed from their usual position properly replaced -do not block the access to the store room-, doors properly locked and secured unless directed otherwise. To ensure compliance with the above conditions, the Committee reserves the right to make a refundable surcharge in addition to the booking fee. Non-compliance may result in an additional charge being imposed.

17. The **HIRER** shall indemnify SHMH for the cost of repair of any damage to any part of the property including the curtilage thereof or the contents of the buildings that may occur during the period of hiring, as a result of the hiring.

18. If the **HIRER** wishes to cancel the booking before the date of the event and the SHMH is unable to conclude a replacement booking, the question of the payment or repayment of the fee shall be at the discretion of SHMH.

19. **SHMH** reserves the right to cancel a hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election or any other statutory purpose or emergency.

20. **THE EVENT** of the hall or any part thereof being rendered unfit for the use for which it has been hired, SHMH shall not be liable to the **HIRER** for any resulting loss or damage whatsoever.

21. **SHMH** reserves the right to refuse a booking without notice or to cancel this hiring agreement at any time either before or during the term of the agreement upon seven days notice in writing to the hirer.

NOTE The hire of the hall **DOES NOT** include use of any outside space -unless by special agreement

GENERAL OPENING HOURS OF THE PREMISES*

Monday - Thursday	from 09:00 to midnight
Friday - Saturday	from 09:00 to 01:00 am.
Sunday	from 09:00 to 23:00

*These are subject to variation depending on the Licensable Activity and should be checked with the DPS

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FIRE AND SAFETY PRECAUTIONS

The name of the fire safety officer (or person who will take charge in an emergency) must be on the booking form

At the beginning of each session

The HIRER/FIRE AND SAFETY OFFICER shall check the number of people in the building

- That all the panic bolts on doors are in good working order and fire doors can be unlocked -except when Preschool is in the small hall (in an emergency these doors automatically release)
- That all fire exits are **free of obstruction** and can be safely used.
- That any fire doors are **not wedged open**
- That all exits are illuminated
- Check security -see notice in hall
- Also during use that no smoking or vaping takes place in the hall or in the curtilage of the premises

Any problems must be reported to the Designated Premises Supervisor

FIRE EVACUATION PROCEDURE

1. **Leave the building quickly by the nearest exit and assemble by the notice on the field or on the car park** (if it is safe to do so) or on the recreation field opposite. **Check register**
2. **Fire and Safety Officer to telephone the Fire & Rescue Service (999) immediately (Post Code LA2 6JB)**
3. **Fire and Safety Officer(s) check whole building including upstairs** –if it is safe to do so**.**
4. **DO NOT re-enter the building unless permitted by the Fire & Rescue Service.**

SAFE OCCUPANCY LIMITS

Small hall:	**maximum**	**40 persons**
Mawson room:	**maximum**	**35 persons**
Main Hall: theatre-style seating:	**maximum**	**100 seats (120 persons)**
tables & chairs in any formation	**maximum**	**100 persons**
Main hall no tables or chairs	**maximum**	**150 persons**
Whole premises	**maximum**	**150 persons**