

Terms and Conditions of Hire

Sibbertoft Reading Room, Berkeley Street, Sibbertoft, LE16 9UF
Registered Charity No: 304245

The Reading Room Committee informs hirers that by signing an agreement to use the Reading Room they are entering into a contract to abide by the conditions of use provided below. **If you are in any doubt as to the meaning of any of the conditions, you must seek clarification from us without delay.**

1.0 Supervision

You must be over the age of 18 to hire the Reading Room. During the period of hiring, you are responsible for:

- i. Supervision of the premises, the fabric and the contents
- ii. Care of the premises, safety from damage however slight or change of any sort. You must make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.
- iii. 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.

2.0 Use of Premises

You must not use the premises for any purpose other than that described in the Agreement. You must not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way, nor do anything or bring on to the premises anything that may endanger the premises or render invalid any insurance policies covering the premises.

3.0 Insurance and Indemnity

You are liable for:

- i. The cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including its curtilage and its contents.
- ii. All claims, losses, damages and cost made against or incurred by us, our employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of your use of the premises (including the storage of equipment).

You must indemnify us against:

- iii. Any insurance excess incurred
- iv. The difference between the amount of the liability and the monies we receive under the insurance policy.
- v. Third party or commercial users that are not insured by sub-clauses 3.0(i) and 3.0(ii) are required to ensure they have adequate insurance and public liability cover. Evidence of this must be provided to the booking secretary.

We are insured against any claims arising out of our own negligence.

4.0 Licensed Entertainments and Hazardous activities

- i. If you wish to carry out a licensable activity in our unlicensed premises you are responsible for obtaining a Temporary Event Notice (TEN). Failure to do

so could result in a fine. For information see the local government website or enquire with the booking secretary or chair. - Apply in good time as the application takes 10 days to approve. Please provide a copy of the TEN to the booking secretary prior to the event.

- ii. Hazardous activities such as the use of Bouncy Castles and practicing of martial arts are excluded from our insurance policy. You must obtain your own insurance cover and provide us with a copy of the certificate. Supervision must be provided at all times by an adult (over 18 years). If you are unsure about what constitutes a hazardous activity, but think it may affect your booking, please ask.

5.0 Gaming, betting and lotteries

You must ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

6.0 Music

You must have our written permission for performance of live music and the playing of recorded music under Deregulation Act 2015. This Agreement confers that permission. Music, whether recorded or live, must stop at 11pm.

7.0 Film

You must have our written permission to show a film under Deregulation Act 2015 (section 76). You must restrict children from viewing age-restrictive films classified according to the recommendations of the British Board of Film Classification. You must ensure that you have the appropriate copyright licenses for film. The Agreement confers the required permission on you.

8.0 Safeguarding Children, young people and vulnerable adults

You must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006, Child Protection Act 1989 and 2004 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). Please familiarise yourself with our Safeguarding Policy that can be found on our website www.sibbertoftreadingroom.co.uk and in a folder in the Reading Room kitchen.

9.0 Public Safety Compliance

You must comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and our fire risk assessment or otherwise. Children must be supervised at all times. You must also comply with our Health and Safety Policy that can be found on our website www.sibbertoftreadingroom.co.uk and in a folder in the Reading Room kitchen.

You must call the Fire Service to any outbreak of fire, however slight, and give details to the Booking Secretary or Chair.

You must acknowledge that you will familiarise yourself in the following matters:

- i. The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
- ii. Location of firefighting equipment throughout the hall.
- iii. Escape routes and the need to keep them clear and inform the audience of these.
- iv. Appreciation of the importance of any fire doors and of closing all fire doors at the time of the fire.
- v. Location of first aid box is under the sink, near the fridge freezer in the kitchen.

In advance of any activity whether regulated entertainment or not you must check the following items:

- vi. That all fire exits are unlocked
- vii. That all escape routes are free of obstruction and can be safely used for instant free public exit.
- viii. That any fire doors are not wedged open, except for the kitchen door, which is fitted with an automatic shutting mechanism.
- ix. That there are no fire hazards on the premises.

10.0 Noise

You must ensure the minimum of noise is made on arrival and departure, particularly late at night. You must, if using amplification equipment, make use of any noise limitation devices provided at the premises and comply with any other licensing condition for the premises. Music, whether recorded or live, must stop at 11pm.

11.0 Drunk and Disorderly Behaviour and Supply of Illegal Drugs

You must ensure that, in order to avoid disturbing the neighbours of the hall and avoid violent or criminal behaviour, no one attending the event consumes excessive amounts of alcohol.

Drunk and disorderly behaviour is not permitted either on the premises or in its immediate vicinity. It is your responsibility to ask any person suspected of being excessively drunk, under the influence of drugs or who is behaving in a violent or disorderly way to leave the premises in accordance with the Licensing Act 2003.

12.0 Smoking

You must comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. No smoking is permitted on the premises or grounds outside belonging to the premises.

13.0 Food, Health and Hygiene

You must, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular: dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator and thermometer.

14.0 Electrical Appliance Safety

You must ensure that any electrical appliances brought by you to the premises and used there are safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided you must make use of it in the interests of public safety. The fuse box can be found high up on the wall to the left of the entrance.

15.0 Stored Equipment

We accept no responsibility for any stored equipment or other property brought onto or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring.

If not removed within two weeks of the hire period we may, at our discretion, dispose of any items brought on the premises, and charge you any costs we incur in storing and selling or otherwise disposing of the same.

16.0 Accidents and Dangerous Occurrences

You must report to us as soon as possible any failure of our equipment or equipment brought in by you. You must report all accidents involving injury to the public to us as soon as possible and complete the relevant section in our accident book, which can be found in the green folder under the sink next to the fridge. You must report to the online incident contact centre on the Health and Safety Executive website any accidents resulting the following: the death of any person; non-fatal accidents requiring hospital treatment; and dangerous occurrences. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

17.0 Explosive and Inflammable Substances

You must ensure that flammable substances are not brought into or used in any part of the premises.

18.0 Heating

You must ensure that no unauthorised heating appliances are used on the premises when open to the public without our consent. You must not use portable liquefied propane gas (LPG) heating appliances.

19.0 Equal Opportunities

Sibbertoft Reading Room Committee (SRRC) has an Equal Opportunities Policy which must be read and adhered to. The policy can be found on our website www.sibbertoftreadingroom.co.uk and in a folder in the Reading room kitchen.

20.0 Cancellations

We reserve the right to cancel this Agreement by giving written notice in the event that:

- i. The premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election.

- ii. We consider that your activities will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or,
- iii. Unlawful or unsuitable activities will take place at the premises as a result of this hiring.
- iv. The premises become unfit for your intended use.
- v. An emergency requiring the premises as shelter for the victims for flooding, snowstorm, fire, explosions or those at risk of these or similar.

In any such place you will be entitled to a refund of any deposit already paid, but we will not be liable to you for any resulting direct or indirect loss or damages whatsoever.

Useful Information

Chair:	Matilda Holmes 07568133827
Booking secretary:	Beata 07759826239
WiFi	Wifi is available to all hirers, the password can be found on the board next to the entrance.
Maximum capacity:	60 people
Animals:	Well behaved dogs under control are welcome at the Reading Room, owners have full responsibility, and any mess must be cleared up.
GDPR:	We will keep your data for 30 days following the hire period after which it will be deleted.
Heating:	The heating is on a timer, if you require a boost, there are booster switches for 1hr/2hrs/4hrs. These can be found on the wall on the left of the hall, near the window. However, if you have specific heating requirements please let us know ahead of time.
Facilities/ inventory	A list of facilities and a complete inventory of the kitchen is available on the website.