

Terms and Conditions For Hire of Hawkesbury Hospital Hall

GENERAL

- 1 These regulations apply to the letting of all, or part of Hawkesbury Hospital Hall, which is the responsibility of Village Hall Management Committee.
- 2 You must apply for a letting on the form we provide. By signing the application form, you will be personally responsible for ensuring that the letting fee/charge is paid and that the Terms and Conditions are complied with.
- 3 The premises/grounds may only be used by the group on whose behalf the application is made.
- 4 Your letting will be provisional until approved by the Booking Secretary. If it is not confirmed for any reason, you will be given that reason.
- 5 On behalf of the Parish Hall Management Committee, the Booking Secretary may impose special conditions on a letting, or authorise other people to do so. This may include requirements as to fire precautions, security of persons or premises, the exclusion or admission of any person, animal or item of equipment, or arranging insurance.
- 6 A holding charge of £25 is requested with every booking and should be submitted with the completed booking form. This will be set against any damage or additional work resulting from unreasonable behaviour, outstanding debt or late cancellation of booking.
- 7 The Committee reserves the right to entry for itself or its agent at all times.
- 8 The hirer shall be held responsible for the effective supervision of the arrangements and people present during the period of hire.
- 9 The hirer shall be responsible for the security of the building during the hire period and at the **end** of the letting.

CHARGES AND REFUNDS

- 10 The balance of the booking fee is payable at the time of the event, and by the method required by the Booking Secretary on the approval form.
- 11 The Committee reserves the right to cancel future bookings where charges remain unpaid 14 days after the due date.
- 12 The Committee retains the discretion to refund in special circumstances. In normal circumstances, the Committee does not undertake to refund any charge on cancellation of a booking by the hirer.

CARE OF PREMISES

- 13 You must ensure that there is a responsible adult present and able to supervise at all times during the letting. In the event of any function organised by or for persons under 18 years of age the booking must be made by and will be the responsibility of the responsible adult.
- 14 You must pay the Committee the cost of any damage to property resulting from a letting. You must clear away any rubbish and leave the premises and/or grounds in the condition in which they were found. You must sign the log, located in the foyer, to confirm that checks have been performed to ensure that the building is secure when you leave. You will be responsible for reimbursing the Committee for any additional costs incurred in cleaning the premises or clearing the grounds after a letting.
- 15 You may not use furniture, equipment or stock on the premises without the approval of the Booking Secretary. Where decoration or additional fixtures are required, you may use only surface fixings that cause no damage to the premises.

- 16 You may not add to or alter the electrical and mechanical installations of the premises or install any specialist equipment such as public address systems, except with the approval of the Booking Secretary. Any specialist equipment that is used should only be connected to circuits protected by Residual Circuit Devices [RCDs].
- 17 All furniture, apparatus and appliances to be used in connection with the letting must be delivered and set up prior to the letting time.
- 18 Any special request with regard to tables, chairs, etc. should be made known in advance. Please note that it will not always be possible to comply with such requests.
- 19 At functions taking place in the late evening the hirer is responsible for ensuring security of access to the building.

EMERGENCY PROCEDURES

- 20 The Committee does not provide first aid medical facilities for hirers, nor does it guarantee access to the public telephone system for calling assistance during lettings. You should make your own arrangements.

CONDITIONS OF PREMISES

- 21 Whilst the Committee is unable to guarantee the fitness, suitability or conditions of the premises or grounds at the commencement of the letting, every effort will be made to see that they are in a reasonable state.

INSURANCE

- 22 It is the responsibility of the hirer to effect whatever insurance he/she considers is required to cover his/her liabilities and those of the group. It must be understood that the Committee does not accept liability for, or provide an indemnity to, an individual or organisation. Insurance cover for equipment left at the premises is the responsibility of the hirer.

LEGAL REQUIREMENTS

- 23 The hirer shall comply with the legal requirements concerning consumption of intoxicating liquor, music, signing and dancing licences or any other permission required, always providing that no such application shall be made without prior approval of the Committee.
- 24 The hirer shall comply with Section 12 of the Children and Young Persons Act 1933, that is to say where any play or entertainment is at which the majority of persons attending are children, then if the number exceeds 100, it shall be the duty of the hirer to station and keep stationed wherever necessary a sufficient number of adult attendants, properly instructed as to their duties, to prevent more children or other persons being admitted while entering and leaving the building and to take all other reasonable precautions for the safety of the children.
- 25 The hirer will to best of his/her endeavours ensure that the requirements of Race Relations Act 1976 and the Disability Discrimination Act 1995 (in particular the need to promote good relations between persons of different racial groups) be observed at all times throughout the letting.
- 26 The hirer is specifically forbidden to use, or allow the use of the hired premises or grounds for any illegal or immoral purposes and shall not carry on any activity so as to cause nuisance or annoyance to other users of the premises or neighbouring or adjoining premises.

COMPLIANCE WITH REGULATIONS

- 27 Failure by the hirer to comply with any or all of the foregoing regulations, whether intentionally or not, may be deemed by the Committee to be just cause for the immediate cancellation of any letting or series of lettings.