

## TILSTON WAR MEMORIAL HALL

### Conditions of hire

The Hirer of any part of the premises named above must undertake to comply with the following conditions of this hire agreement.

The Hirer is responsible for the supervision of the premises and for reporting to the Booking Secretary any damage caused to the premises, furniture or fittings and will be charged accordingly.

The Hirer is responsible for any costs arising from accidental and malicious loss or damage arising out of negligence to any part of the premises including hall contents, the WiFi service and outside areas.

Officers of the Hall Management committee shall have the full right of access to any part of the premises at any time.

#### **Use of Premises**

To comply with fire regulations the maximum number of people allowed in the hall is:

Theatre style – 180.

Dancing – 150.

Seated at tables – 120.

Combining seating at tables with dancing – 100.

Other than Assistance Dogs, animals are not allowed on the premises except by prior arrangement with the Management Committee.

No unauthorised person is allowed to interfere with or alter any part of the hall heating, lighting or sound systems.

The Hirer will ensure that no activities are in contravention of the laws relating to gaming, betting or lotteries.

The Hirer shall advise the Booking secretary in writing the proposed use of the hall to ensure it complies with current legislation and licences held.

#### **Health & Hygiene**

Smoking in the building is not permitted.

All food must be removed from the refrigerators and freezers at the end of the period of hire.

#### **Electrical Appliance Safety**

Our small appliances and heaters are PAT tested annually. If the hirer brings in their own equipment this should be in good working order and used in a safe manner. All trailing cables should be taped to the floor to eliminate trip hazards.

#### **Fire regulations (refer to the plan of exits displayed in the main hall)**

Hirers should familiarise all users with fire exits and ensure corridors and exits are not obstructed or doors wedged open. The Fire Brigade must be called to any outbreak of fire and details must be passed on to the Hall Management Committee as soon as possible.

No artificial smoke generators may be used in the hall.

#### **Accidents and Dangerous Occurrences**

The Hirer must report all accidents to the Management committee as soon as possible if involving injury to any member of the public, and complete the relevant section in the Hall's accident book located in the kitchen.

#### **Safeguarding children, young people and adults at risk**

You must ensure 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 Care Act 2014 and any subsequent legislation. Where relevant and 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). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported

#### **Consumption of alcohol**

Alcohol should not be sold unless the necessary licensing is in place and conditions of licensing must be adhered to at all times.

**Drugs and illegal substances**

It is the responsibility of the hirer to ensure that no illegal drugs or substances are brought on to the Hall premises.

**Cancellations**

The Hall Committee reserve the right to cancel any hiring in the event of:

- a) The premises being required for use as a Polling Station
- b) The Government or local authority advises that the Hall be closed on grounds of public health or emergency
- c) The premises becoming unfit for the use intended by the Hirer or essential maintenance being required
- d) The committee suspect unlawful or unsuitable activities will take place as a result of the hiring

The full hire charge will usually be payable if the hirer does not give more than 7 full days' notice of cancellation of a booking

**Loss of Keys**

Loss of a key to the Hall requires the Committee to change the locks to comply with insurance requirements. A charge of £50 will be levied for each lost key or each key not returned to the Booking Secretary when requested.

**Noise**

The Hirer shall ensure that the minimum amount of noise is made on arrival and departure, particularly late at night. The Hirer shall, if using sound amplification equipment, make sure all doors and windows are closed to keep noise from disturbing neighbours.

**Stored equipment**

Equipment may not be stored on the premises without prior permission.

The Hall accepts 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.

**No Alterations**

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the approval of the Hall Committee. Any alteration, fixture of fitting or attachment so approved shall be removed at the end of the hiring.

**Car Parking**

Vehicles are parked in the Hall car park at owners' risk including contents of the vehicle.

Hirers are asked to ensure that vehicles are not parked on any private property or causing an obstruction to local residents.

**End of Hire**

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition with any contents temporarily removed from their usual positions to be properly replaced. Additional charges may be levied if the hall is not left in a clean and tidy condition.

Cleaning implements are stored in a pine cupboard in the main entrance hall.

All lights must be turned off and all doors properly locked and secured.

Please check all taps in kitchen and toilets are turned off.

All electrical appliances must be switched off including cooker, plate warmer, microwave and dishwasher. Refrigerators must be left switched on.

Rubbish must be sorted and placed in the appropriate recycling bins which are located outside the kitchen.

We would appreciate bulk refuse being taken home with you.