

## Terms and conditions Hiring Agreement for the Sheviock Memorial Hall

Definition - For the purposes of conditions, the **HIRER** shall mean an individual or a named authorised representative of an organisation taking responsibility for the hire.

### Conditions of hire

- BY signing the agreement, the **Hirer** takes responsibility for the supervision of the named activity and the care of the premises. They will be responsible for the safety and behaviour of any persons using the premises associated with their event. They will also be required to ensure that vehicles do not cause any obstruction of the highway.
- The **Hirer** will be responsible for the reimbursement of costs for damage to any furniture or contents/structure of the building
- The **Hirer** will be responsible for the supervision of children on the premises and in the garden area. Any event for children aged under 8 yrs must comply with the provision of The Children's Act 1989 and any persons leading the activity should have a current DBS certificate to ensure they are 'fit and proper' allowing them access to children.
- The **Hirer** will be responsible for the arrival and quiet departure of any person ( respecting local neighbours)
- The hall must be vacated by 24.00hrs and any music should have ceased at 23.30 hrs
- The hall should be cleared at the end of the event unless prior agreement with the hall committee. Any items left in the hall either during the day or over night is the responsibility of the hirer not the committee.
- The premises must only be allowed to be used for the purpose as stated in the hire agreement and must not be sub-let
- The **Hirer** will be responsible to obtain any additional licences as needed such as a Temporary Entertainment Notice. All laws in relation to Gaming, Betting and Lotteries must not be contravened.
- Food preparation, serving and selling must comply with the Food Safety Act and Food Hygiene Regulations
- All recycling should be removed from the premises unless agreed with the Hall Committee and the kitchen bin bag should be tied and placed in the outside wheelie bin
- Crockery and cutlery in the kitchen may be used at all times. The cutlery and crockery in the lounge room may only be used with permission from the committee.
- The kitchen, lounge room, main hall, toilets and sports hall including tables, chairs, fixtures and surfaces should be left in a thoroughly clean state after the event ( to the satisfaction of the hall committee)
- Permission and guidance must be given for the use of the audio equipment and the **Hirer** will take responsibility for its use
- The **Hirer** must ensure that any dogs are controlled and on the lead at all time for events in the hall and grounds, any dog mess must be cleaned immediately and taken away from the hall for disposal. On no occasion do animals go into the kitchen. There is no exercising of animals within the outside grounds.
- **The Management Committee** reserves the right to cease this Hiring in the event of the hall being required for the use as a polling station for Parliament or Local Government Elections or a By Election, in which case the **HIRER** shall be entitled to a refund of any deposit or rental paid.
- In the event of the hall or any part thereof being rendered unfit during the use for which it was hired, the committee shall not be liable to the hirer for any resulting loss or damage whatsoever

### Fire and safety precautions

- All electrical appliances brought onto the premises must be in a safe and good working order
- All fire exits, extinguishers and signs must be clear and visible to all users at any event
- In the event of a fire please call the Fire Service. The postcode for the hall is PL11 3DG
- If a fire starts, please evacuate the building, the muster point is at the lower end of the car park. If it is safe to do so please attempt to contain the fire using one of the extinguishers located at either end of the corridor, in the sports hall, in the Kennedy room or kitchen. Personal safety is paramount and should the fire not extinguish please leave the building and join the other person at the muster point
- If safe to do so, on leaving the building please close windows and unlocked doors