

## LYDGATE COMMUNITY ASSOCIATION



### LYDGATE PARISH HALL

#### Hirers' Agreement

(Incorporating Conditions of Hire / Safety Procedures & Application Forms)

#### 1. Use of the Parish Hall

Use of the Hall is subject to the following rules and standard conditions.

#### 2. Equal Opportunities

The Hall shall be open to all regardless of race, gender, sexual orientation, age, disability, religious or political beliefs or marital status.

#### 3. Applying to Use the Hall.

- a) Application for use of the Hall shall be made to the Booking Secretary in writing or via the website.
- b) The right to refuse any application for the use of the Hall facilities is reserved by the Committee.
- c) All arrangements for the use of the Hall's facilities are subject to the Committee reserving the right to cancel bookings when the premises are rendered unfit for the intended use.
- d) Affiliated groups of the Community shall normally have priority use of the facilities but all arrangements to hire facilities made with outside bodies will be honoured except as provided for in (c) above or specific Village/Church events such as Christmas Light Switch On, Lydgate Band Concert, Harvest Supper as examples.
- e) When applying for use of the Hall please state whether the kitchen facilities are required.
- f) The hirer should be satisfied before signing the Agreement, that the premises are suitable for the function. No claim may afterwards be made on the grounds of unsuitability.
- g) The hirer shall permit the committee or authorised officers to enter the Hall at all times and remain on the premises.
- h) Nothing shall be done on, or in relation to the premises that is in contravention of the current legislation relating to betting, gaming and lotteries. All persons responsible for functions held in the Hall premises shall ensure that the requirements of the relevant legislation are strictly observed.
- i) No subletting or charging is allowed

#### 4. Access

In the case of one-off events, a Key Holder will unlock for you on the day of hiring. Arrangements will be made for securing the premises at the end of the event and the return of the key. The Booking Secretary will make individual access arrangements with established/regular users.

## **5. Charges/Fees/Deposits**

Charges will be advised to the hirer at the time of booking, in accordance with the scale of charges/fees/deposits annually agreed by the Committee. For one off events, a deposit of £75 is required to safeguard the Hall against damage, inadequate cleaning or any additional cost resulting from the hire. You will be advised if a deposit is required at the time of booking. Deposits less any deductions will be refunded to the hirer within 28 days of the end of the hire period. Monies may be deducted if the hirer fails to comply with these Conditions of Hire resulting in damage to the building or surrounds, or its contents. All charges include heating and lighting.

## **6. Cancellation Policy**

**For one off events.** Once the Booking Form has been completed and the deposit paid, the Hall will not be hired out to any other user. The balance (hire cost) will be due at least 28 days before the event or at the time of booking if less than 28 days. The security deposit will be held until after the event and returned providing no damage or extra cleaning is required and the Hall has been left in a clean and tidy condition. Cancellations should be in good time. In the event of a late cancellation by the hirer prior to the dates of the event a cancellation charge will be levied, this cancellation charge will be at the discretion of the Committee and be dependant on whether a replacement booking can be secured and the circumstances of the cancellation. A late cancellation shall be one deemed to be within 4 weeks of the date of the event. Any bookings cancelled within 48 hours of any event, will be charged the full amount.

**For regular user groups.** If the regular Hirer does not require the Hall for a booked session, the fee will be charged, and no refund will be made unless 7 clear days' notice of the cancellation has been given.

Please note fees are still payable for Groups which hire the Hall even if no one attended that session.

## **7. Hours of Opening**

The Hall facilities are normally available for use between the hours of 9.00 and 22.30. In exceptional cases these hours may be extended on application to the Committee.

## **8. Condition of Premises**

All hirers should leave the premises and surrounds in a clean and tidy condition, (leave it, as you find it). If this is not the case, an extra cleaning charge may be incurred and recovered from any deposit. We do provide basic cleaning equipment and materials, which can be found in the kitchen. The equipment is there for general use, but hirers should provide their own materials and not rely on the LCA.

**We ask that adhesive tape/blue tac is not used to put up decorations as when it is removed it invariably damages the paintwork.**

## **9. Maximum Capacity**

The Hall has a maximum capacity of 100 (these figures include helpers and performers) and on no account shall these figures be exceeded.

## **10. Safety/Security Requirements**

Nothing shall be done to endanger the users of the building and the policies of insurances relating to it and its contents. In particular:

- a) Obstructions must not be placed in the gangways/corridors or exits, nor in front of the emergency exits which must be immediately available for free public access. No equipment or resources to be placed on the tops of cupboards.
- c) Firefighting equipment shall be kept in its proper place and only used for its intended purpose.
- d) The fire brigade shall be called to any outbreak of fire.
- e) Performances involving danger to the public shall not be given.
- f) Highly flammable substances shall not be brought into or used in any part of the building.
- g) No unauthorised heating appliances shall be used on the premises.
- h) First Aid Boxes shall be readily available to all users of the premises and are in the kitchen, the Small Hall and the Main Hall. It is the responsibility of the hirer to ensure that the person administering First Aid is professionally trained. Any accidents should be recorded in the Accident Book, which is next to the First Aid Box in the Main Hall.
- i) All electrical equipment brought onto the premises shall comply with the current Electricity at Work Regulations .e.g. PAT
- j) Smoking of any sort is not allowed in the building.
- k) Please do not leave the Hall unattended at any time. At the end of the hiring period please ensure all windows and doors, especially the fire doors are securely closed and locked.
- l) No internal decorations of a combustible nature (e.g. Polystyrene,) will be used without prior permission.

### **Supervision**

The hirer or person or their representative in charge of the activity shall not be under 18 years of age at the time of booking and shall be on the premises for the entire period of the hire or duration of the activity. When the premises or any part of them are used for the purpose of public entertainment there shall be a minimum of two persons, neither of whom shall be less than 18 years of age on duty.

### **12. Licenses**

The Hirer should ensure that relevant licenses for any activity are in place before the event and the Booking Secretary notified of the license number. Hirers will only be permitted to bring alcohol on the premises with the agreement of the committee. If such an event is planned, then the organisers will have to satisfy the panel that the arrangements are adequate to ensure all current regulations governing the type of event proposed are complied with and are capable of being enforced. The panel will decide on the suitability of the event and come to a decision as to whether it can go ahead.

### **13. Storage**

- a) The permission of the Management Committee must be obtained before goods or equipment are left or stored in the Hall. If the hirer needs storage for equipment to be used for their event the Management Committee will need to decide whether that is possible. Nothing should be left in the Hall without prior permission. Where permission is given, stored resources must be kept safely and tidily within the area provided by the committee. The LCA will not accept responsibility, where stored equipment causes

damage or is damaged.

- b) The hirer is responsible for arranging chairs and tables as needed and for returning them to storage when finished.

#### **14. Catering**

The LCA operates a food safety policy in accordance with current government or local council legislation. In all cases when the kitchen is hired and the organisation intends to carry out their own cooking or serving of cooked food one named person is to act as the catering supervisor for the function and take full responsibility for the cleanliness of the kitchen and its equipment and the proper storage, cooking and serving of the food. The kitchen provides an oven, a hob, water boiler, glasses, crockery, and cutlery. All other equipment, including cleaning materials, is to be provided by the hirer. Both before and after use, the kitchen and resident equipment are to be thoroughly cleaned. When the event ends all the equipment is to be replaced in its rightful storage cabinet. No food or drink is to be left in the kitchen (including the fridge). The organisers are responsible for the provision of cleaning materials and equipment, (although the LCA does provide some basics, which are to be found in the kitchen). Food prepared off premises and consumed within the Hall, is the sole responsibility of the individual or organisation providing that product. The oven, hob and immersion heater must be turned off at the end of the event.

#### **15. Loss of Property**

The Management Committee cannot accept responsibility for damage to or loss or theft of Hall Users property and effects.

#### **16. Nuisance**

- a) Litter shall not be left within the premises or in the grounds
- b) Except in the case of guide or hearing dogs, it is at the committees' discretion on a booking by booking basis whether or not dogs shall be admitted in to the Hall.
- c) Hirers are responsible for ensuring that the noise level of their functions is not such as to interfere with other activities within the building nor to cause inconvenience for the occupiers of nearby houses and property.
- d) Strictly no music after 23.00 hrs.

#### **18. Insurance/Indemnity**

Commercial Hirers will need insurance. Any hirer who hires to make profits are responsible for the possible consequences of any hiring, i.e. the cost of repair for damage to the building, surrounds, or its contents, personal injury as a result of the events during the period of hire. The hirer should produce a current Insurance Certificate or premium receipt.

#### **19. Juvenile's**

Young persons under 18 years of age should **always** have adult supervision. A minimum of one adult to every ten young persons is required.

**LYDGATE COMMUNITY ASSOCIATION**

**APPLICATION TO HIRE LYDGATE PARISH HALL (for a one- off event)**

Chairperson: Jennifer Greenwood
Contact Details: <a href="mailto:info@lydgateparishhall.org.uk">info@lydgateparishhall.org.uk</a> Tel 01457877935 Mobile 07885047901
Booking Secretary: Kath Kershaw
Contact Details: <a href="mailto:booking@lydgateparishhall.org.uk">booking@lydgateparishhall.org.uk</a> Tel 01457875354 Mobile 07933993740
Full name of Hirer/organisation: _____
Address including post code:- _____
_____
Contact Number:- _____
Email address:- _____

Date Required: -
Time from: - <span style="float: right;">Time to: -</span>
Purpose of Hire: -

Total Fee:
Deposit Required on reservation: -
For cancellations please refer to the cancellation policy.

**THE HIRE CHARGE WILL BE PAYABLE 28 DAYS PRIOR TO THE DATE OF BOOKING OR AT THE TIME OF BOOKING IF LESS THAN 28 DAYS.**

Signed:- Hirer \_\_\_\_\_

Date:- \_\_\_\_\_

Signed:- (For the LCA):- \_\_\_\_\_

Date:- \_\_\_\_\_

**We are delighted that you have chosen to use our venue. A Hirer's agreement is attached outlining issues that we hope will ensure that your event goes well.**

**HELPING TO KEEP OUR COMMUNITY HALL FOR THE WHOLE COMMUNITY**

## CONDITIONS OF HIRE/SAFETY PROCEDURES

### **Hire Tariffs:**

CASUAL (one-off) EVENTS	£15 to £20 per hour depending on type and timing of event. Returnable deposit £75
UNIFORMED GROUPS/VILLAGE ACTIVITIES	£10 per hour
ADULT ACTIVITY GROUPS	£11 per hour

1. No more than a maximum of 100 people are allowed in the Hall at any one time.
2. There is no telephone in the Hall. A mobile telephone is always required for emergencies.
3. At no times should fire exits be blocked or obstructed. The Hirer is responsible for familiarising themselves with the Fire Safety Notices and Exit Procedure.
4. It is important that all users respect local residents with regard to noise levels and parking. Strictly no music after 23.00.
5. A License Number must be given to the Booking Secretary, where appropriate. Please ensure there is no underage drinking. Alcohol must not be consumed outside the premises.
6. Fireworks are not allowed.
7. No confetti, inside or outside the Hall.
8. All damages and breakages should be reported immediately to the **Emergency contact, Frank Boocock, 01457873985, mobile 0757089948**. These will be paid for by the Hirer.
9. No adhesive tape, Blu Tac or similar, to be applied to the walls.
10. It is the Hirer' responsibility to ensure that all electrical equipment brought on to the premises complies with current safety standards. i.e. PAT tested
11. The Hirer is responsible for ensuring adequate Public Liability Insurance for all activities.
12. The Hall is a non-smoking building.

### **END OF EVENT CHECK LIST**

- **The Hall should be left thoroughly tidied and clean, including the toilets.**
- **All rubbish is to be put in the outside bins, including recycling.**
- **All tables should be wiped, and chairs and tables returned to their original position.**
- **All party decorations to be removed**
- **All lighting and any electrical appliances to be switched off**
- **Secure all windows and doors, including fire doors.**

### **FIRE EVACUATION PROCEDURE**

- **Fire doors MUST be unbolted before your event begins**
- **If possible, do a head count of occupants before the events begins.**
- **Make sure all occupants are aware of the evacuation procedure before you start your event.**
- **Be aware of where fire safety equipment is within the building.**
- **In case of fire call 999. Deploy fire extinguishers if appropriate and safe to do so.**
- **Should there be a fire, ring the bell /blow whistle and identify the safest point of exit.**
- **Evacuate the building in an orderly manner, assembling outside the White Hart.**
- **DO NOT ATTEMPT TO COLLECT PERSONAL EFFECTS.**
- **Complete a head count/roll call.**
- **Wait for the Fire Service to Arrive. Do not attempt to go back into the building.**