



## **TERMS AND CONDITIONS – PORT SUNLIGHT VILLAGE TRUST VENUE HIRE**

Terms and conditions highlighted below are intended to help ensure that hirer and visitors of all Port Sunlight Village Trust-operated buildings and sites are able to have a safe and enjoyable event. If there is a need for clarification or are any concerns or suggestions, please notify a representative or Port Sunlight Village Trust. The Hirer ensures that he/she/they have an understanding and acceptance of the venue conditions for the time being in force.

### **Care of the Building and Site**

- 1) The Hirer will, during the period of hiring, be responsible for the supervision of the premises, the fabric and contents, their care, safety from damage however slight, or change of any sort and the behaviour of all persons using the premises in whatever capacity, including proper supervision of car parking arrangements to avoid obstruction of the access road. This includes the set up and take down of the event road closure and liaison with residential property on site to ensure minimal obstruction to access.
- 2) The Hirer must not drive any bolts, tacks, screws or similar objects into any part of the building.
- 3) No banners, posters or flyers should be attached to the walls or fabric of the building either inside or out without prior permission and approval.
- 4) The Hirer will ensure all cones, barriers and signage is locked away after hire. A charge will be issued to cover the costs of replacement if any items are missing.
- 5) At the end of hiring the Hirer shall be responsible for leaving the premises and surroundings in a clean and tidy condition, properly locked and secured and any contents temporarily removed from their positions properly replaced. The external waste bin must be used only for non-recyclable waste arising from the hire for example consumables waste such as coffee cups. Waste exceeding the bin provided must be taken by the Hirer to dispose of, please ensure all waste is in sealed plastic bags. All recyclable materials such as large cardboard boxes and crates from vendors must be removed by the Hirer. Failure to comply with this condition will result in a deduction being made from the deposit to cover the cost of disposal.
- 6) The Hirer will be responsible for ensuring that all lights, heaters and water taps are turned off and that all doors are shut prior to leaving the premises. A charge will be issued for any failure to comply with this condition.

- 7) Where relevant, the Hirer will collect the keys for the building one day prior to the event from Port Sunlight Village Trust Museum, the keys must be returned at the end of the event before 4pm.
- 8) You must, immediately after the event, remove all property that you or any person attending your event brings into the building. We may remove or store any property left behind.
- 9) The Owner will not be responsible for any damage to, theft or removal.
- 10) Hirer and visitors are prohibited from using naked flames or heaters in the building.
- 11) The Hirer shall not:
  - a. Sub-hire or use the premises for any purpose other than that described in the hiring agreement
  - b. Use the premises for any unlawful purpose or in any unlawful way, nor do anything or bring anything onto the premises which may endanger the same or render invalid any insurance policies in respect thereof.

### **Documentation**

The Hirer must submit a copy of their Public Liability insurance and risk assessment for the event at least 2 weeks prior to the commencement of booking. The event cannot commence without the submission of these documents.

The Hirer must also ensure to comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, Local Magistrates Court or otherwise, particularly in connection with any event which includes provision of alcohol (licensing must be secured), live music, public dancing or other similar entertainment. Proof of submission of relevant licensing and applications must be provided for example Temporary Event Notices.

### **Equipment**

The Hirer shall ensure that no electrical appliances shall be used on the premises without prior permission and that any electrical equipment brought to the premises shall be safe and in good working order and used in a safe manner.

### **Food and Drink**

The Owner should be notified at the time of booking, of any catering that will be taking place at the venue. If preparing, or serving food, or for the hire of outside caterers, the Hirer should ensure that all relevant food, health and hygiene regulations are observed. All food is to be removed at the end of the hire period by the Hirer.

### **Alcohol and Licensing**

An alcohol license **must** be obtained where it is to be served, or for sale. Notification for the requirement of this license must be made to Owner a period of 14 days prior to the event.

The Hirer shall ensure that users:

- Do not contravene the law relating to gaming, betting and lotteries
- Comply with all conditions and regulations required by the relevant licensing and entertainment acts

### **Smoking**

We operate a **no smoking** policy in all venues and sites and it is the responsibility of the Hirer to ensure that the outside area and entrance to the building are cleared of any rubbish left by smokers using those areas during the event. The use or supply of drugs is strictly prohibited.

### **Hazards and Fire Prevention**

The Hirer is responsible for making visitors aware of emergency evacuation routes and procedure in the event of a fire. No obstructions should be placed in corridors or exits. The building is not equipped with fire extinguishers, if the Hirer must acknowledge this in their risk assessment, if they wish to bring their own fire extinguisher on site all operators must be trained using them.

Lighting of candles and/or using naked flame is not permitted anywhere in the building. Additionally heaters must not be used in the building.

The use of dry ice and fog machines are not permitted anywhere in the building.

### **Noise / Nuisance**

The Hirer shall ensure that noise levels are kept to a minimum on arrival and departure to alleviate disruption to local residence. Throughout the duration of hire the Hirer shall ensure that noise levels are kept within those determined by Environmental Health for any entertainment they hire for their event at the premises. At the end of the hiring, the Hirer shall be responsible for ensuring that all guests leave the premises respectfully.

For the purpose of this agreement no performers, DJ's or amplified music is to be allowed outside the premises to avoid disruption to the residence located on site location. Performers, DJs or amplified music should be an appropriate volume level for the event, and with consideration given to nearby residents and venues.

### **Child Protection**

The Hirer is responsible for ensuring that any activities that include children comply with the provisions of the Children's Act 1989 and all subsequent legislation and that only fit proper persons are responsible for the children and that there are appropriate numbers to supervise the children.

### **Fire Aid**

The Hirer is advised that minimal fire aid items are available in all buildings for use if necessary. The Hirer is responsible for the provision of any other first aid facilities they deem necessary.

The Hirer must report all accidents involving injuring to the public to an authorised representative of Port Sunlight Village Trust as soon as possible.

**Loss of Earnings**

Port Sunlight Village Trust do not accept liability for consequential loss of earnings or any other loss whatsoever arising from the hire, use or cancellation of bookings (s). Refunds are at the discretion of Port Sunlight Village Trust.