

Ubley Parish Hall Conditions of Hire

Definitions

For the purposes of this agreement and the conditions of hire, the term “Hirer” shall mean an individual hirer or, where the “Hirer” is an organisation, that organisation. “Premises” means those parts of the Parish Hall stated on the Booking form being those subject to this hire agreement. “Booking” means the contract between the Hirer and Ubley Parish Hall Management Committee as detailed and on the terms of this agreement (“the Booking Form” of which these conditions form part). “Period” means the time or times reserved under these conditions and “the Function” means that described and authorised by the Booking. If the Hirer is in any doubt as to the meaning of any of the conditions, the Booking Secretary should immediately be consulted.

Hiring agreement

In consideration of the Hire Fee detailed on the Booking Form, the Ubley Parish Hall Management Committee agrees to permit the Hirer to use the Premises for the Function and for the Period(s) described in the booking form. All details inserted in the booking form are part of this Agreement. This Hiring Agreement includes these Conditions set out below.

Standard Hire Terms

The non-refundable booking deposit for Casual bookings will be deducted from the final invoice providing the Hall is left in a satisfactory condition. An additional charge of £90.00 shall be levied if the Hirer does not wish to clean the Hall after the function, or if not cleaned to the satisfaction of the Hall Management Committee.

Contract bookings shall be for monthly periods with charges being invoiced quarterly in arrears. A minimum two week's notification shall be provided by the Hirer for the cancellation of any particular session within a monthly period; failure to do so will require the payment by the Hirer of a full monthly charge.

Conditions of Hire

1. General conditions

- The Hirer must not be a person under 18 years of age.
- Hirers are to assess their own risks of their activities and comply with the hall's safety rules
- The Hall must be vacated by 11.45pm Monday – Thursday, 00.30 Friday and Saturday, 22.30pm Sunday for compliance with the requirements of the Premises Licence.
- Noise shall be kept to a minimum on arrival and departure, particularly late at night and early in the morning.
- Ubley Parish Hall is a non-smoking and non-vaping venue and the use of naked flames is not permissible.

- Ubley Parish Hall does not permit sparklers or fireworks (indoors or outdoors)
- Glasses are not permitted outside and shall not be taken outside to the car park or garden area.
- Children are not permitted in the kitchens or bar.

2. Fire and emergency procedures

Hirers shall:

- Familiarise themselves with the layout of the Premises, with particular note to Designated Fire Doors. And ensuring access to all exit doors is maintained throughout the duration of the function. When the heaters are in use, the ventilation fans must be used.
- Ensure Emergency Exit signs are illuminated (switches located in Kitchen).
- Take all reasonable action to safeguard persons in the event of a fire and notify the fire and rescue services.

3. Use and safe custody of Hall property and contents

All damages will be charged to the Hirer. The Hirer shall be responsible for:

- Setting out and putting away tables, chairs etc. Trolleys must be used. Do not drag equipment across wooden floors.
 - Stack burgundy chairs 9 high.
 - Ensure chairs and tables are returned to the store in the correct position.
- Ensuring the projector screen is not removed from wall.
- Ensuring no hard ball sports are played.

The Hirer accepts that the movement of heavy equipment, such as stage, chairs or tables and the use of ladders to undertake any maintenance or decoration in the hall may be undertaken at their own risk.

4. Special licences or insurance

The Hirer shall be responsible for:

- Obtaining any special licences for events (e.g. gambling, betting or lotteries) not covered by the Premises Licence.
- Obtaining any special insurance for sporting activities or equipment (e.g. children's bouncy castle).
- Ensuring that the Parish Hall holds relevant licences under Performing Right Society (PRS) and the Phonographic Performance Licence (PPL) or, where appropriate, the hirer holds a licence.
- Ensuring children are restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licences for film.

The Hall Management Committee bears no responsibility for any liability arising from the use of equipment brought onto the Premises by the Hirer.

5. Leaving the premises in a clean and tidy condition

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Village Hall shall be at liberty to make an additional charge which may be deducted from the deposit. This includes:

- Ensuring the hall floor is swept after use.
- Ensuring any spillage is mopped with damp mop only, no bleach or detergents or spirits should be used on the wooden floors.
- Ensuring that all lights, gas heaters and water taps are turned off; windows and doors are securely locked and keys returned after the function.
- Notifying the ubleyhallbookings@gmail.com of any accidents, (please complete the accident book, see Hall folder which can be found in the kitchen).
- Notifying ubleyhallbookings@gmail.com of any damage or loss and paying all resultant costs.
- Ensuring that no chalk or talc is used on the Hall floor.
- Discouraging the wearing of shoes with less than ½ inch diameter heels.
- Ensuring no fixings are made with any type of sticky tape, staples, drawing pins or nails etc to the floor, woodwork or plastered surfaces. The use of 'Blu-Tack' is permitted on wood surfaces.

6. Public Functions

For compliance with the requirements of the Premises Licence the Hirer shall nominate persons over 21 years of age who shall be identified as 'Attendants' and who shall remain on the Premises at all times during the function. Two Attendants are required for functions with up to 100 people and one additional Attendant is required for functions with up to 200 people. Such Attendants shall be familiar with the emergency equipment and evacuation procedures. All Attendants must be identifiable as such.

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator but not a thermometer.

7. Sale or Provision of Alcohol

Ubley Parish Hall is a licensed premises. Please contact the Bookings Team on ubleyhallbookings@gmail.com if you wish for the Hall Bar to be open at your event.

- The bar is voluntarily managed and operated by Members of Ubley Parish Hall Management Committee, assisted by volunteers from the local community.
- A member of the Bar Team may contact you prior to your event to discuss your requirements.
- The Bar is opened on the assumption that there will be reasonable sales.
- The hirer should not bring in any other drinks, alcoholic or otherwise, unless agreed with the Committee before the event. If the hirer does provide additional free drinks, the Management Committee reserves the right to levy an additional charge of £60 to the hall hiring charges.
- If the hirer would like to make use of the Hall's alcohol licence for their own alcohol sales prior agreement must be sought and an additional fee may be levied.
- If a request has been made for special or extra stock and it is not sold, you may be requested to

cover the cost of that stock if it has a short 'sell-by' or 'use-by' date.

8. Cancellation

The Parish Hall reserves the right to cancel hiring by written notice to the Hirer in the event of:

- (a) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by - election.
- (b) the Parish Hall Management Committee reasonably considers that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring.
- (c) the premises becoming unfit for the use intended by the Hirer.
- (d) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Parish Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

Particular sessions in contract bookings may be subject to rearrangement in order for the Hall to accommodate special events or functions which may arise. A minimum two week's notification of such events or functions shall be provided.