

## **Terms and Conditions of Hire (Version 01/09/2023)**

### **1 Applications and Payment for Hire**

- 1.1 Application for Hire of the Hall for a party where alcohol will be consumed must be made by individuals over the age of 25. Applications for hire of the Hall must be made using the appropriate form with all the necessary information supplied. The period of hire should include any times when access is required to set up and take down equipment or arrange furniture etc. The Hall will be responsible for setting up and taking down equipment. Use of the Hall is subject to confirmation of the hire from the Hall Committee and adherence to all these conditions plus any additional terms that the Hall Committee may impose to take account of the special nature of certain hires.
- 1.2 The Hall Committee reserves the right for a member of the Committee to attend during a hire to check confirmation of the booking and compliance with the conditions of let. Hirers must ensure that the named individual on the application form or a nominee notification in advance to the Hall Committee is present throughout the hire period.
- 1.3 A deposit should be made where appropriate when confirmation of the hire has been received. Full payment will normally be required 14 days before the hire takes place. Failure to make payment on time may result in cancellation of the booking and will normally result in future applications being declined. Bookings made within 14 days of the required date require immediate payment. Block bookings will be invoiced for that block at the time that the booking form is received. Block booking payments should be made no later than 14 days of the first session occurring. Bookings will be taken and invoiced in one hour units ie 1.5 hours will be booked and invoiced as 2 hours. For example a booking taken for 11.00-12.30 will be invoiced for 11.00-13.00.
- 1.4 Bookings may be cancelled up to 14 days prior to the event without penalty. Bookings cancelled less than 14 days before the event will normally incur a charge of 50% of the hire cost. Bookings that have not been cancelled, even though the event does not take place, will normally result in the full hire cost being levied. Further bookings will not be accepted until all outstanding payments have been received.
- 1.5 The Hall Committee will endeavour to ensure that the Hall is ready for use but will not accept any responsibility for any breakdown, leakage or damage that cannot be repaired in reasonable time before or during a hire. In such an event, and if the Hire is not responsible in any way for the disruption, any money paid by the Hirer will be refunded.
- 1.6 The Hall Committee reserves the right to refuse any application for use and to cancel a booking at any time but will only do so when it is considered necessary. In the event of cancellation, the Hall Committee will refund any monies previously paid by the Hirer.

1.7 In the event of inclement weather of any kind, the Hall Committee is not responsible for any damage to persons or property whatsoever, and however caused, should the Hirer decide to continue with the planned use of the Hall.

## 2 Statutory Requirements

2.1 Anyone hiring the Hall is responsible for checking any statutory duties pertaining to the event or activity they are organizing and must comply with any such statutory duties, for example in relation to licensing, food hygiene and child protection. Hirers should be aware that there is no smoking in the building at any time. Hirers should be aware that the hall must be vacated by 1am after any evening event.

## 3 Insurance

3.1 The Hall Committee holds public liability insurance which covers the Committee's activities including hire of the Hall. Organisations hiring the Hall for events or activities may require their own legal liability insurances. Such organisations must be prepared to provide a copy of the insurance certificates if/when requested by the Committee/Booking Administrator.

## 4 Security of the Building

4.1 Hirers are responsible for receiving and returning keys as directed. Hirers must ensure that all doors and windows are secure before leaving the premises. The cost of making good any damage or loss that occurs as a result of hirers failing to secure the premises will normally be re-charged.

## 5 Supervision and Conduct of Users

5.1 The Hirer will be responsible for the conduct of all users during their periods of hire. This will include providing appropriate and adequate supervision. Failure to ensure proper supervision or complaints about the conduct of users may result in further applications being refused.

## 6 Equipment

6.1 There is no charge for Hall equipment used as part of a Hall hire. Approval from the Hall Committee must be sought for the use of any additional equipment brought in by the Hirer for the periods of hire. Please note bouncy castles and inflatable equipment are permitted with the Hirer's own insurance and certified operator at their own risk.

6.2 The Hirer must seek advance permission from the Hall Committee to leave/store items in the Hall and if such items are damaged or stolen, the Hall Committee will not accept responsibility. Items left for storage should be labelled with the name of the Hirer and collected within two weeks from the date of the event.

## 7 Damage

7.1 Any damage to the premises or to fittings, furniture and equipment arising during a period of hire must be notified to the Hall Committee immediately. Hirers will normally be held responsible for meeting the cost of repairing damage or replacing items that cannot be repaired.

## 8 Cleaning

8.1 The Hall Committee will ensure that the Hall is in a clean and tidy condition prior to a period of hire. Hirers should ensure that the Hall is left in a clean and tidy condition after their use including the removal of any rubbish that cannot be contained in the receptacles outside the Hall. Any additional cleaning, which the Hall Committee has to arrange as a result of the premises not being left clean and tidy, will be charged to the Hirer, plus the cost of any materials or equipment that have to be used. If the cleaning needs to be done by a cleaning company, the charges will be passed on to the Hirer at a rate of £20 per hour.

8.2 Bins – all rubbish must be placed in bins provided according to designation ie glass, plastic etc. Any rubbish which cannot be disposed of in a designated bin must be taken away and disposed of elsewhere. Rubbish must not be left outside the designated bin whether that be inside the Hall or outside the Hall.

## 9 Emergencies

9.1 In the event of an emergency, Hirers should notify the emergency services immediately and contact the Hall Committee as soon as possible (Morven Muirden 07719256132).

## 10 Health and Safety

10.1 At the beginning of each and every session, procedures in case of fire must be communicated to everybody in the Hall. Information should include locations of fire exits and fire extinguishers and the need to keep fire exits clear at all times.

10.2 Visitors must observe the “No Entry” signs for their own safety.

10.3 No open flames are allowed at the Hall, other than birthday cake candles. Tealights, taper and cylinder candles will set off the fire alarms as well as constitute a fire hazard.

10.4 The number of users must not exceed any limit imposed by the Hall Committee for particular hires and must never exceed the limit set by the Fire master which is 120 in a close seating arrangement. Recommended limit for a party with tables ie ceilidh/country/ballroom dancing is set to 90.

10.5 Emergency exits must be kept clear at all times and access to safety equipment such as fire extinguishers must be maintained.

## 11 Payment

11.1 Payment should be made by BACs to Virgin Money Sort Code 82 65 11, Account Number 40023012 Aor by cheque made payable to Clatt Hall Committee.