

## EDINGTON PARISH HALL COMMITTEE

### STANDARD CONDITIONS OF HIRE

For the purpose of these conditions, the term HIRER shall mean the individual hirer or the nominated person who will be present throughout the hiring.

- 1. Supervision:** The HIRER will, during the period of hiring, be responsible for the supervision of the premises, contents, all aspects of the Health and Safety regulations and ensuring that Safeguarding policy is followed. The HIRER is responsible for the FULL cost of repair or replacement of any damage (including accidental damage) done during or as a result of the period of hire.
- 2. Use of Premises:** The HIRER shall not use the premises for any purpose other than that described in the hire agreement and shall not sub hire or use the premises or allow the premises to be used in any unlawful purpose or in any unlawful way, nor do anything or bring onto the premises anything that may endanger the same or render invalid any insurance policies in respect thereof. No alterations or additions may be made to the premises or its fixtures and fittings without the prior written approval of the Hall Committee.
- 3. Public Safety Compliances** The HIRER will comply with all conditions and regulations made in respect of the Fire Authority, Local Authority and the Local Magistrates Court or otherwise, particularly in connection with any event which includes public dancing or music or similar entertainment including plays.  
Any HIRER or user of the Hall where Children and/or Vulnerable Adults are involved must have appropriate policies/procedures in place and must ensure that these are observed when using the Hall. Such groups are not to be left unsupervised. The Safeguarding Policy must be followed at all times  
The HIRER shall ensure that any activities for children comply with the provisions of the current Children's Act and that only fit and proper persons have access to the children. **No children under 8 years should be allowed in the kitchen.**
- 4. Car Parking:** The HIRER is responsible for the proper supervision of car parking arrangements, so as to avoid obstruction of the highway and local properties. Vehicles should be parked in the Parish Hall Car Park.
- 5. No Smoking Policy:** The HIRER will ensure that the NO SMOKING POLICY of the Hall be adhered to at all times as per Government. Legislation. The No Smoking Policy of the Hall includes the use of electronic cigarettes.
- 6. Licences:** The HIRER is responsible for obtaining such licences as may be needed, whether for the sale or supply of intoxicating liquor or from the Phonographic Performance Ltd or for any such other activity which may require a license and for the observance of the same.
- 7. The Law and Health and Safety:** The HIRER will ensure that nothing is done on or in the premises in contravention of the law relating to gaming, betting and lotteries.  
The HIRER shall ensure that all relevant Health and Hygiene Legislation and Regulations are complied with. When food is served, and sold on the premises, the HIRER shall ensure that all current Food Safety and Hygiene Regulations are adhered to.  
**The Hall cooker can only be used for re-heating previously prepared and cooked food.** The HIRER shall ensure that perishable food is stored in the fridge and that where food is to be served hot it is re heated to the correct temperature.  
In addition, HIRERS are advised to follow the manual handling guideline. A maximum of 2 chairs to be moved at any one time. 2 or more persons to move or lift tables. All spillages should be wiped up immediately

**Electrical Appliance Safety;** THE HIRER shall ensure that any electrical appliances brought by them to the premises and used there shall be safe and in good working order, and used in a safe manner.

- 8. Emergency Procedures:** The HIRER must familiarise themselves with the fire emergency exits and procedures outlined in this agreement prior to the hire period and make provision for first aid care. A first aid box is available in the kitchen. When setting out tables and chairs, the emergency exits must be kept clear.

The HIRER is advised to bring a mobile phone to the event as there is no local public telephone.

**In case of FIRE.** The Fire Brigade shall be called to any outbreak of fire, however slight.

Follow the procedure shown on the notice in the Hall

- Evacuate the Hall (assemble point is the Parish Hall Car Park) and check that all areas are clear including the toilets and store cupboards.
- Dial 999 to call the Fire Brigade.
- Do not let anyone back into the Hall until given permission by the Fire Brigade.

It is the HIRERS responsibility to ensure that appropriate safety precautions are taken at all times.

- 9. End of Hire Period:** The HIRER is responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured. The HIRER agrees to pay for any items stolen or damaged as a result of the HIRER not leaving the premises properly secured.

**The HIRER shall ensure that:**

- a) All work surfaces, the microwave cooker, the cooker hob and ovens are wiped down. No items are left in the fridge and that is also wiped over.
- b) All floors have been swept/ vacuumed
- c) All electrical appliances have been turned off (except the fridge), including the water heaters and the heaters in the main hall and the kitchen. All lights are to be turned off.
- d) Any contents removed from their usual position are properly replaced making sure that fire exits are clear.
- e) All rubbish, including paper towels from the bins in the toilets, generated during the period of hire is bagged and removed or placed in the dustbin outside. New bin liners are to be placed in the bins in both toilets and in the kitchen bin.
- f) Used tea towels, tablecloths and oven gloves should be left in the linen bin in the kitchen for washing by a member of the committee.
- g) **No equipment, including crockery or saucepans, belonging to the Parish Hall is to be removed.**
- h) The key is returned to the Booking Clerk, Rowena Fox.

A detailed check list is to be found in the Kitchen and on the back of the main door.

The HIRER agrees to pay any additional charge for cleaning raised by the Committee if the Committee determines that the HIRER did not leave the premises in a clean and tidy condition.

- 10. Other Organisations Equipment:** The HIRER shall not make use of any equipment belonging to other hirers such as the WI or Under 5's unless by prior arrangement with those hirers.

- 11. Noise:** The HIRER shall ensure that the minimum of noise is made on arrival and departure, no loud music is allowed after 11pm and the Hall shall be vacated by midnight other than by prior arrangement with the Committee.

- 12. Cancellation:** The Committee reserve the right to cancel this hiring, in which case the HIRER shall be entitled to a refund of any deposit paid.

In the event that, all, or any part of the premises are rendered unfit for use stated on the booking form, either by accident, or Act of God, the Committee will not be responsible for any resulting losses by the HIRER.

<b>Hall Capacity</b>	<b>Seated in rows</b>	<b>60</b>
	<b>Dining</b>	<b>50</b>
	<b>Buffet, no seats</b>	<b>80</b>