

# THURLASTON VILLAGE HALL

Conditions of Hire with which Hirers are expected to comply during their use of Thurlaston Village Hall (“the Premises”) Any queries arising from these conditions should be referred to the Bookings Secretary.

## Conditions of Hire

### 1. Introduction

Hirers should familiarise themselves and ensure strict compliance with a “Hall Information Sheet”, “Fire Action Procedures”! and other notices to be found on the notice board in the Premises which provide information about the facilities and their usage. Supplementary notices are positioned around the Premises providing additional instructions and advice on the use and operation of the facilities. Please contact the Bookings Secretary if clarification is required. In the event of an emergency occurring, the names and telephone numbers of the Trustees (“the Trustees”) of the Premises who can be contacted are provided on the main notice board in the Premises and on a notice board to the right of the front steps.

### 2. Safety Security and Regulations

2.1 For public meetings/events, Hirers are advised to make an appropriate announcement prior to commencement of the event with regard to what action should be taken in the event of an emergency.

2.2 Hirers shall comply with all conditions and regulations relating to the Premises stipulated by the fire, police, local or other authority particularly in connection with any event which includes public dancing or music, other public entertainment plays, the sale of alcohol or the preparation or serving of food.

2.3 The Fire Brigade shall be called to an outbreak of fire and the Premises evacuated in an orderly manner. Additionally, a representative of the Trustees should be contacted immediately and all details shall be given to the Bookings Secretary.

2.4 Hirers shall be responsible for ensuring that all licences necessary for the activities to be carried on have been obtained.

### 3. Use of the Premises

3.1 Hirers will be held responsible for the safety and security of the Premises and their contents.

3.2 Hirers shall ensure that any electrical appliances brought on to the Premises shall be safe, in good working order and used in a safe manner and that any inflammable, explosive, dangerous or offensive articles are not taken on to the Premises without permission.

3.3 Hirers must ensure that the hours when the Premises may be used as stated in the Hire Agreement are strictly observed and sufficient time must be allowed for clearing up at the end of the event in order that the Premises can be closed and locked at the designated time

3.4 All facilities used must be left safe, secure, clean tidy and ready for the next user (leave the Premises as you would wish to find them) In particular:

- a) Sweep, mop and wipe all areas that need it

- b) Turn off all lighting and appliance switches and return the heating thermostat to the frost setting
- c) Return hall chairs to the edge of the hall, stacking them 3 high and not in front of the wall heaters
- d) Wipe hall tables and return four small tables (which seat 4 people) to the front porch, securing them with the strap attached to the wall and all other long tables (which seat 8 people) to the shed in the back garden. There are notices on the underside of each table identifying their correct location.
- e) Empty the kitchen bin. Ensure that all rubbish is taken away from the Premises, if it will not fit into the correct wheelie bin.
- f) Check all doors and properly secure the Premises.
- g) Only in emergency or if given permission by the Trustees are Hirers authorised to touch the main electrical, water or sewage controls or settings.
- h) Ensure that animals, other than dogs for assistance, are not brought on to the Premises.
- i) Ensure no nails, screws, adhesive tape, or equivalent may be driven into or fixed on to walls, doors, glass, floor, furniture or fittings without express permission from the Trustees.
- j) Ensure that noise from the Premises does not cause nuisance to persons in the neighbourhood particularly when persons are leaving the Premises and as far as possible keep doors and windows closed to avoid noise nuisance.

#### 4. Premises Conditions

4.1 Duly authorised officers of Rugby Borough Council, the Fire Authority, Police Authority and the Trustees may carry out random checks that Hirers are complying with the Hire Conditions and relevant statutory provisions

4.2 Alcohol - The Sale of Alcohol is governed by the Licensing Laws and is only permissible if Hirers have been granted a Temporary Event Notice ("TEN"). The Premises are limited to 15 TEN's per annum. If Hirers wish to obtain a TEN, permission of the Trustees must first be obtained and should be requested at the time of booking.

4.3 Occupancy levels - The Maximum Occupancy levels in the various parts of the Premises as specified by the Fire Authority and which must not be exceeded are:

Main Hall – standing – 80 persons

Main Hall – for seated dinner/social events – 40 persons

4.4 TV Licence – The Premises does not have a Television Licence. The playing, recording or watching of any material that is a 'Licensable Activity', is not permitted on the premises.

#### 5. Indemnity

5.1 It is the responsibility of Hirers to ensure that any body or person employed by the Hirers to supply play or other equipment (e.g. a bouncy castle) has appropriate and adequate insurance against all claims arising from the use of such equipment.

5.2 It is the responsibility of Hirers to ensure that any play or other equipment supplied to them by third parties is size appropriate for the size of the Premises and is safe to use in the Premises.

5.3 The Trustees shall not be liable for loss or damage to any property, which may be brought on to the Premises

## 6. Payment of Hire Fees and Cancellation

6.1 Payment shall be made strictly in accordance with the terms given in the Hire Agreement. The right is reserved to request a Bond of up to £100 as a security in the event of any breach of these conditions by Hirers.

6.2 If Hirers elect to cancel the booking the Trustees reserve the right to charge a sum equivalent to 50% of the hire charge if the cancellation is less than 1 month before the event, with a minimum charge of £10.

6.3 The Trustees reserve the right to cancel a hiring in the event of the Premises being required for use as a polling station for a parliamentary or local election or for use in an emergency by medical or other services, in which case Hirers shall be entitled to a refund of any deposit or advance payment already made.

6.4 In the event of the Premises, or any part of them, being rendered unfit for the use for which they have been hired or required for any purposes specified in clause 6.3 the Trustees shall not be liable to Hirers for any resulting loss or damage whatsoever.

## 7. Accidents

Hirers must report to the Bookings Secretary all accidents involving personal injury as soon as possible and complete the relevant section in the Accident Book, located by the fridge in the kitchen. Any failure of equipment, belonging to the Trustees or, brought in by the Hirer if it might affect the Premises or facilities, must also be reported as soon as possible.

## 8. General Data Protection Regulation

The Trustees would like to collect and process Hirers' information (i.e. personal information from which they could be identified) and make contact with them as hirers of the Premises for the purposes of providing them with notices, news, information and updates about the Charity and the Premises to enable them to be fully informed about matters relating to them.

As a controller of your information, the Trustees will need to show that they have explicit consent from Hirers in order to be able to continue to communicate with them. By signing the Hire Agreement Hirers will indicate their consent to this but such consent can be withdrawn at any time by contacting the Bookings Secretary. The Trustees will not share Hirers' information with anyone else except, where necessary in connection with their use of the Premises or where specifically authorised by Hirers in connection with their activities and the Trustees will only keep your information for so long as is reasonably necessary after Hirers cease to hire the Premises