



The Hirer shall be deemed to be familiar with and agree to abide by the following
CONDITIONS OF HIRE



1.	Bookings are made in accordance with the Hiring Policy and all applications for hire shall be made on the relevant Booking Form and submitted to the Bookings Secretary.
2.	The Hirer will gain access to the Hall via the Bookings Secretary. If given keys by the Bookings Secretary they must, on completion of the hire, return the keys to Bookings Secretary. Whilst the keys are in the possession of the Hirer, it is the Hirer's responsibility to keep them safe
3.	The Hirer will familiarise themselves with the contents of the Hall's Information Book (kept in the Main Hall) and will comply with all instructions in that book.
4.	The Hirer shall have access to the Hall only during the times as stated on the Booking Form. The Hall must <u>not</u> be left unattended and/or unlocked at any time.
5.	The Hirer hereby accepts responsibility for supervision of the premises and the behaviour of all persons using the premises whatever their capacity and for ensuring that all 'Conditions of Hire' are met.
6.	The Hirer shall ensure that any activities for children and vulnerable adults comply with all relevant legislation and safeguarding regulations, and that only fit and proper persons who have passed the appropriate Disclosure & Barring Service checks have access to the children and vulnerable adults. The Hirer shall provide the Committee with a copy of their Child Protection/Safeguarding Policy on request.
7.	The Hall carries its own insurance for its building and its own contents and for public liability up to £10m BUT this is only provided for non-commercial activities, which are for the benefit of the community. <u>Any business hirers should arrange their own insurance.</u> <u>NB. AREAS OUTSIDE THE HALL ARE NOT INSURED</u> <u>THIS INCLUDES THE HARDSTANDING AT THE FRONT OF THE HALL</u> <u>AND THE GRASSED AREA TO REAR OF THE HALL.</u>
8.	<u>DUE TO INSURANCE CONDITIONS, INFLATABLES IE BOUNCY CASTLES</u> <u>ARE NOT PERMITTED ON HALL PREMISES.</u>
9.	All Hirers are responsible for having their own Risk Assessments in place for their activities.
10.	The Hirer shall use the Hall only for the purpose(s) stated on the Booking Form and shall <u>not</u> sub-hire or allow the premises to be used for any unlawful purpose.
11.	Any sweepstake or lottery promotion connected with a booking must comply with the legislation and regulations related to betting.
12.	The Hall is <u>not</u> licensed for the sale of alcohol. Hirers who wish to organise an event for which an admission charge is made, and alcohol is to be served or sold, must obtain a Temporary Event Notice from ERYC.
13.	In order to minimise noise nuisance to neighbours, the Hirer shall ensure that the minimum of noise possible is made on arrival and departure, particularly late at night and early in the morning and all music, whether live or recorded, shall cease at 12.00 midnight. If music is played in the Hall, then the sound level must be reasonable to respect the privacy of nearby neighbours.
14.	The maximum number of persons using the premises at any one time is limited to the Humberside Fire and Rescue Service recommendations and currently stands at a maximum of 274 standing and 160 seated.
15.	All damages and breakages to the Hall or the property of the Hall including the loss, removal, or theft of property, shall be charged to the Hirer at replacement cost.
16.	The Hall shall accept no liability for damage to or loss of property or for personal injury <u>not</u> caused by negligence of the management of the Hall.
17.	All property brought onto the premises by the Hirer or others, for any type of use, is at their own risk. The Hall shall <u>not</u> be responsible for damage to or loss of such property.
18.	The Hirer shall ensure that any electrical appliances brought by them or others to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989.
19.	No smoking is allowed anywhere within the Hall.
20.	Hirers are advised to read the Hall's Health and Safety Policy which can be found in the Health and Safety File in the Main Hall. In case of emergency, <u>PLEASE NOTE THERE IS NO PUBLIC PHONE BOX CLOSE TO THE HALL</u>



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21.	Hirers are required to read the Hall's Fire Safety Procedure displayed on the noticeboard in the Entrance Hall, the wall in the Kitchen, in the Health and Safety File and in the Information Book, and to acquaint themselves with the fire escape routes, ensuring that all fire exits are kept clear and unblocked at all times, both inside and outside the building.
22.	Hirers should make users/guests attending their event aware of the procedure to be followed in the event of an emergency. No fire equipment shall be tampered with or removed from its place, except in the case of fire. Costs incurred due to misuse of the fire equipment shall be charged to the Hirer in full.
23.	The Hirer will immediately record any accident or injury however slight, involving the public whilst in the Hall on an Accident Report Form. These can be found in the Accident Files – there is a file in the Kitchen and another in the Main Hall.
24.	The Hirer shall, if preparing, serving, or selling food, observe all relevant food health and hygiene legislation and regulations.
25.	Children are not allowed in the Kitchen.
26.	Cleaning costs incurred by the Hall due to the misuse of rooms shall be charged to the Hirer.
27.	The Hirer should exercise caution when mounting decorations, to avoid damage to the internal paintwork. The Hirer should avoid the use of sellotape and must not use staples. Decorations are not to be fixed near light fittings or heaters and must not be of a combustible nature (e.g., polystyrene, cotton wool). The Hirer must remove their decorations and all associated materials before they leave.
28.	The Hall is not responsible for theft or damage to vehicles or contents of vehicles parked in the Hall car park. These are left at the owner's risk. The Hirer shall ensure proper supervision of car parking arrangements to avoid: <ul style="list-style-type: none"> • restricting access for emergency vehicles or safe evacuation of the premises • obstructing the highway thereby allowing sufficient room for buses and emergency vehicles to pass in South Sea Road (North)
29.	The Hall shall not be responsible for any accident or injury sustained by any person using the premises car park.
30.	The Hirer shall be responsible for leaving the Hall properly locked and secured.
31.	The Hirer shall be responsible for leaving the Hall and surrounding area in a clean and tidy condition and removing and disposing of any excessive waste (ie amount greater than green wheelie bin) - from site. Failure to do so may result in an additional, commensurate 'cleaning' charge.
32.	The Hirer shall ensure that no animals (Including birds) except guide dogs are brought into the premises, other than for a special event agreed to by the Hall. No animals whatsoever are to enter the Kitchen at any time.
33.	During the period of hire, appointed members of the Committee have right of access to ensure these conditions are being met.
34.	The Hall may, without notice, terminate the Hirer's booking should the Hirer breach any of these conditions of hire. Such termination will not release the Hirer from any of their booking obligations or affect any right of remedy the Hall might have in connection with the booking.
35.	The Hall reserves the right to cancel any hire by written notice to the Hirer in the event of: <ul style="list-style-type: none"> • the premises being required for use as a Polling Station for a Parliamentary/Local Government or By-election • the premises becoming unfit for the use intended by the Hirer • 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 disaster <p>In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.</p>
36.	A Cancellation Fee may be applied when a hirer makes a booking and then subsequently cancels it. This fee may be applied as follows: <ul style="list-style-type: none"> • cancellation is 2 weeks or more before the date of the booking.....Charge - None • cancellation is less than 2 weeks before the date of the booking.....Charge - 50% of hire rate due