

# ELDWICK MEMORIAL HALL TRUST

## Standard Conditions of Hire

The Hirer undertakes to ensure that they have read and understood the Hire Conditions presented here. If the hirer is in any doubt as to the meaning of anything in this document, the Booking Secretary should be consulted immediately. A copy of this document can be found on the web site.

The Premises has music licences for both recorded and live music. It does not have a license for film shows.

Public Liability Insurance is available for non-profit and charitable organisations, a copy of the Hirers' Public Liability Summary of Cover can be found on the web site. Commercial hirers must provide their own insurance, a copy of which should be provided to the Booking Secretary. All Hirers need to satisfy themselves that they have adequate cover.

Links to both documents can be found on the main booking page.

<http://www.eldwickmemorialhall.co.uk/index.php/how-to-book>

## Responsibility of the Hirer

### The Hirer shall be responsible during the period of hire for:-

- ensuring compliance with the provisions and stipulations contained or referred to in these Conditions of Hire and any relevant licenses needed for the activities planned
- provide adequate stewards for the number and ages of people using the hall
- supervision of the use of the Premises and the care of its fabric and contents
- supervision of the use of the car park to avoid obstruction of the highway
- ensuring that the Premises (including kitchen, kitchen appliances and toilets) are left clean and tidy with rubbish removed from the site at the end of the hire
- ensuring that all equipment, chairs and tables have been returned to their storage positions, the Premises are cleared of people, all lights switched off, and the building secured
- ensuring that any temporary fittings and fixtures comply with Health and Safety guidance, and in particular ensuring that any decorations used are not a fire hazard
- ensuring that any equipment or electrical appliances brought onto the Premises and used there shall be certified safe and in good working order, and used in a safe manner
- ensuring noise is kept to a minimum to avoid disturbance to neighbours, and that persons leave quietly after their event
- making sure entertainment booked for evening shall cease by 11:50 p.m.

The Hirer will indemnify Eldwick Memorial Hall Trust Ltd for the cost of repair for any damage to any part of the property and the contents of the buildings which may occur during the period of hiring or as a result of the hiring.

### The Hirer shall not:-

- sub-let or use the Premises for any purpose other than that described in their Booking Form
- use the Premises or allow the Premises to be used for any unlawful purpose or in any unlawful way
- do anything or allow anything to be brought onto the Premises which may endanger the Premises or render invalid any insurance policies
- allow the use of drugs on the Premises
- apply for licenses to sell alcohol at any function
- not allow consumption of alcoholic liquor thereon without permission

## Car Parking

Non-exclusive use of the car park is available for users of the Premises however it should be noted that the car park is shared with other organisations. Vehicles are parked at owner's risk, and may be parked only in the marked spaces. Some reserved parking spaces are clearly marked.

## **Cancellation**

If the Hirer wishes to cancel the booking before the date of the event and the directors are unable to conclude a replacement booking, the question of payment or the repayment of the fee shall be at the discretion of the directors of the Eldwick Memorial Trust Ltd.

The directors reserve the right to cancel this hiring in the event of the Premises being required for use as a Polling Station for Parliamentary or Local Elections or Bye Elections. In which case the Hirer shall be entitled to a refund of any fees already paid. Eldwick Memorial Hall Trust Ltd shall not be liable for any resulting direct or indirect loss or damages whatsoever.

In the event of the Premises or any part thereof, being rendered unfit for the use for which it has been hired the Eldwick Memorial Hall Trust Ltd shall not be liable to the hirer for any resulting loss or damage whatsoever.

## **Additional Insurance**

The Hirer is responsible for ensuring that any catering company or operator hired to bring equipment such as a bouncy castles onto the Premises has relevant and appropriate insurance, which shall include public liability insurance. Commercial hirers must provide Public Liability insurance (£5,000,000 minimum indemnity), copies of which should be provided to the Booking Secretary.

## **Stored equipment**

The Memorial Hall accepts no responsibility for any equipment or other property brought onto or left at the premises and all liability for loss or damage is hereby excluded. All equipment and other property, other than that stored on the premises by agreement, must be removed at the end of each hiring or storage period. The directors may dispose of any such items left after 7 days at its discretion, by sale or otherwise as it thinks fit. It may at its discretion charge the Hirer daily storage fees and costs incurred in storing and selling or otherwise disposing of the same.

## **Health & Safety and Fire Precautions**

The maximum number of persons allowed in the Premises at any one time is 100 standing or dancing or 80 seated at tables.

The Hirer must report all accidents involving injury to an authorised representative of the Premises as soon as possible, and complete the relevant section in the Premises' Accident Book which is kept on top of the fridge in the kitchen. Any failure of equipment, either that belonging to the Memorial Hall, or brought in by the Hirer must also be reported as soon as possible. No equipment owned by the Memorial Hall should be removed without the permission of one of the directors.

Hirers must make themselves familiar with the location of the fire extinguishers, the instructions for use, 'break-glass' fire alarms and the location of the emergency exit. Hirers will be responsible for informing all those using the Hall of the position of the emergency exits.

Fireworks, party poppers and candles are not allowed, either for internal or external use.

### **The Hirer shall:**

- Ensure there is no smoking permitted in the Hall at any time.
- Ensure that the Fire Brigade is called to any outbreak of fire, however slight, and details given to a representative the Memorial Hall

The Evacuation Meeting Place is at the far side of the car park near the Church. No person may re-enter the Hall without the permission of the Fire Brigade.