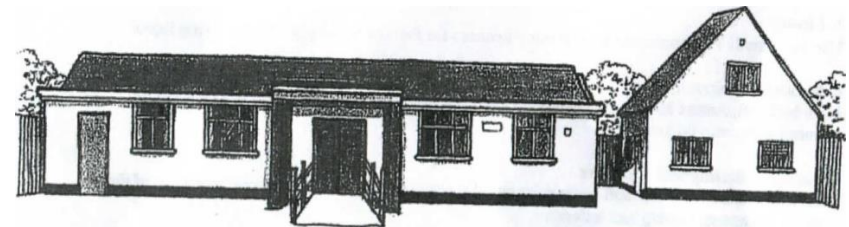


# Fremington Parish Hall Management Committee *Registered Charity No. 300836*

## Higher Road Fremington

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Fremington Parish Hall

## Standard Conditions of Hire

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### 18. Sale of Goods

**The hirer** shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall the organisers name and address and that any discounts offered are based only on the Manufacturers Recommended Retail Prices

### 19. Cancellation

**If the hirer** wishes to cancel the booking the hirer should be advised at least four weeks prior to the event. If the Committee is unable to conclude a replacement booking, the question of the payment or repayment of the fee shall be at the discretion of the Committee

The Committee reserves the right to cancel this hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election, in which case the hirer shall be entitled to a refund of any monies already paid

### 20. Unfit for use

**In the event** of the hall or any part thereof being rendered unfit for the use for which it has been hired, the committee shall not be liable to the hirer for any resulting loss or damage whatsoever

### 21. Refusal of booking

**The Committee** reserves the right to refuse a booking without notice or to cancel this hiring agreement at any time either before or during the term of the agreement upon giving seven days notice in writing to the hirer

**The Hirer** shall be entitled upon such notice to reimbursement of such monies including the deposit or a proportion of the same as have been paid by the hirer to the Committee. The Committee shall not be liable to make any further payment to the hirer

### 22. End of Hire

**The hirer** shall be responsible for leaving the premises and surrounding area in a clean and tidy condition and removing any refuse from the site. Any contents, such as tables and chairs, temporarily removed from their usual positions should be properly replaced

**The hirer** will also ensure, unless directed otherwise, that all windows and external doors are properly secure, and all gas and electrical appliances, lights and water taps are turned off

**The Committee** shall be at liberty to make an additional charge should any of these conditions are not complied with

### 23. Noise

**The hirer** shall ensure that the minimum of noise is made both on arrival and departure

### 24. Access

**The hirer** shall ensure that if it should become required, Emergency Vehicles have a clear passage to the hall entrance

### 25. Safety

**The hirer** is to ensure that all floors are kept dry; tables stacked on the trolleys provided should be moved onto them after use, with the restraining straps correctly fitted; use of step ladders is entirely at users risk

### 26. Hours of opening

**The hall** will be opened at the time requested on the booking form. Unless authorised by the Management Committee all functions will cease no later than 23.45hrs with the premises vacated by 24.00hrs

## Standard Conditions Of Hire

For the purposes of these conditions, the term Hirer shall mean an individual hirer or, where the hirer is an organisation, the authorised representative. No person younger than 18 years of age may hire the hall for any reason whatsoever

### 1. Supervision

**The hirer** will, during the period of the hiring, be responsible for the supervision of the premises, the fabric and the contents; their care, safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.

### 2. Use of Premises

**The hirer** shall not use the premises for any purpose **other** than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring on to the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission

**3. Licences** The hirer shall be responsible for obtaining licences for the sale or supply of intoxicating liquor

### 4. Maximum Capacity

Main hall 140; Annex 30. If a closely seated audience, the seating arrangements displayed in the entrance lobby should be used

### 5. Gaming, Betting and Lotteries

**The hirer** shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries

### 6. Public Safety Compliance

The hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays

**The hirer** Acknowledges that they will familiarise themselves before the event starts with:

The action to be taken in the event of a fire, including calling the Fire Brigade

The location and use of fire equipment

Escape routes and the need to keep them clear

Method of operation of escape door fastenings

Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire

**Before** the event starts the hirer shall check the following items:

That all fire exits are unlocked and panic bolts in good order

That all escape routes are free of obstruction

That any fire doors are not wedged open

Exit signs are illuminated

That there are no obvious fire hazards on the premises

Plans showing fire escapes, location of fire extinguishers, fire risk assessment, emergency telephone and post code arc displayed in the entrance lobby

### 7. Means of escape

**All** means of exit from the premise must be kept free of obstruction and immediately available for instant free public exit

**The** emergency lighting supply illuminating **all** exit signs and routes is operated by an automatic mains failure switching device

### 8. Health and Hygiene

**The hirer** shall, if preparing, serving or selling to observe all relevant food health and hygiene legislation and regulations

### 9. Electrical Appliance Safety

**The hirer** shall ensure that any electrical appliances brought to the premises and used there shall be safe and in good working order and used in a safe manner. Where a residual circuit breaker is provided under terms of the PEL or CPL the hirer must make use of it in the interests of public safety

### 10. Indemnity

**The hirer shall indemnify the committee** for the cost of repair of any damage done to any part of the property including the cartilage thereof or the contents of the buildings which may occur during the period of the hiring as a result of the hiring

**The hirer** shall be responsible for making arrangements to insure against any third party claims which may lie against him or her (or the organisation if acting as a representative) whilst using the hall. (the hall is insured against any claims arising out of its own negligence)

### 11. Accidents and Dangerous Occurrences

**The hirer must report** all accidents involving injury to the public to a member of the Management Committee as soon as possible. Any failure of equipment either that belonging to the hall or brought in by the hirer must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form to the local authority. The Management Committee will give assistance in completing this form. This is in accordance with the Executive Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995

### 12. Explosives and flammable substances

**The hirer** shall ensure that :

Highly flammable substances are not brought into any part of the premises

No internal decorations of a combustible nature shall be erected; No decorations are to be put up near light fittings or heaters

### 13. Heating

No unauthorised heating appliance shall be used on the premises: Portable Liquefied Propane Gas (LPG) must not be brought onto the premises

### 14. Drunk and disorderly behaviour and illegal drugs

**Drunk** and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person under the age of 18. Any person suspected of being drunk, under the influence of drugs or being violent or disorderly shall be asked to leave. No illegal drugs may be brought onto the premises

### 15. Animals

**The hirer** shall ensure that no animals (including birds) except guide dogs are brought into the hall, other than for a special event agreed by the Committee. No animals whatsoever are to enter the kitchen at any time

### 16. Compliance with The Children Act

**The hirer** shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act 1989 and that only fit and proper persons having passed the appropriate CR13 check have access to the children

### 17. Fly posting

**The hirer shall not carry out or permit fly posting or any other** form of unauthorised advertisements for any event taking place at the hall, and shall indemnify the Committee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority