

# *Fremington Parish Hall*

*Registered Charity No: 300836*

Fremington Parish Hall, Higher Road, Fremington, Barnstaple, Devon, EX31 3BG Tel: 07774001948 Email: fparishall@gmail.com Web: www.fremingtonparishhall.org.uk

## **CONDITIONS OF HIRE FOR FREMINGTON PARISH HALL**

### **Important information**

- 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
- For one off events, all bookings will be invoiced prior to the event taking place. For regular users' bookings will be invoiced monthly.
- Any enquiries by telephone or in person will not be regarded as an application for booking. An application form must be completed and confirmed by the Fremington Parish Hall Booking Clerk.
- All bookings need to be made prior to the use of the Premises. Under no circumstances are the rooms to be used without a booking form being provided prior to the date of the event.
- Wi-fi is available

### **Hire conditions**

- The hirer must ensure that under no circumstance that fellow occupiers are interrupted or disturbed during their sessions, whilst using Fremington Parish Hall or Annex.
- The hirer must ensure that the number of persons present in the building does not exceed the maximum number of 140 in the main hall or 30 in the Annex.
- Catering and catering supplies are not provided by Fremington Parish Hall, including tea and coffee. Facilities for making tea and coffee are provided. If the hirer wishes to provide catering, they must do so from an external source. The hirer shall, if preparing, serving, or selling food observe all relevant food health and hygiene legislation and regulations
- 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
- The hirer must ensure their contractors comply with the hire conditions set out in this document including the requirement for relevant insurance and electrical equipment testing (PAT) for **ALL** electrical equipment used.
- The hirer must ensure that they and any event attendees are fully aware of all fire routes and exits. In the event of a fire or other emergencies during your hire, it will be your responsibility to ensure appropriate action is taken to evacuate the premises, following the instructions displayed in the building.
- Smoking, including e-cigarettes, are prohibited in any part of any of the building and immediate grounds surrounding Fremington Parish Hall and the hirer will ensure that this is enforced.
- The Hirer will be responsible for the behaviour of all persons using the premises during the period of hire.
- The Hirer 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 onto the premises anything which may endanger the premises or any insurance policies in respect of the premises. The hirer shall not use the premises for any purpose other than that described in the hiring agreement.
- 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)

- 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 belonging to the hall or brought in by the hirer must also be reported as soon as possible.
  - 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.
- The Hirer is responsible for checking that all lights, heaters, taps, water heaters and electrical appliances are switched off.
- Any Hirer working with children or young people will ensure that the Hirer and all members of staff and volunteers hold a valid DBS certificate or equivalent, and that all staff and volunteers have appropriate training for the purpose of hire and that all statutory obligations in relation to the purpose of hire are met. Copies of such certificates will be submitted to the Fremington Parish Hall Management Committee before the period of hire.
- The hirer agrees to pay the Fremington Parish Hall the full costs of making good any damage or losses caused by the hirer, to the floors, walls, doors, furniture, fittings, keys, or any other part of the premises.
- Fremington Parish Hall Management committee does not accept liability for any loss of or damage to any property belonging to the hirer.
- The hire is permitted entirely at the hirers own risk. Fremington Parish Hall Management Committee will not be liable for any personal injury, or consequential loss to the hirer, otherwise than as a result of a defective condition of the building or its equipment or the negligence of Fremington Parish Hall Management Committee.
- The hirer will indemnify Fremington Parish Hall Management Committee against all claims for infringement of copyright, or breach of legal licencing conditions.
- Parking is available on site. The hirer shall ensure that Emergency Vehicles have a clear passage to the hall entrance at all times.
- The hirer must ensure that all rooms within Fremington Parish Hall or the Annex are used for no longer than the length of time stated on the booking form. 30 minutes prior to the booking time and 30 minutes immediately preceding the finish time is allocated for setting up and packing up.
- The hirer is responsible for any damage to decorations and at no time shall posters, displays or decorations of any kind be affixed to any surface in the rooms. The use of Sellotape, Bluetac or any other adhesive shall not be used.
- The hirer must ensure that no disturbance is caused to residents, passers-by, the occupants of adjacent buildings or fellow occupants.
- The hirer or a representative of the hirer must be on the premises at all times during the period of hire.
- The premises must be left in a clean and tidy condition. **ALL** rubbish must be removed from the site and crockery and cutlery washed and put away. Fremington Parish Hall Management Committee will charge the hirer the full cost of any cleaning or remedial work caused by failure to adhere to this condition. Any belongings left in the hall or annex will be disposed of by the Fremington Parish Hall Management Committee after a reasonable period and any disposal cost will be passed on to the hirer.
- All entrances and exits must be kept clear at all times. All escape routes must be free of obstruction and any fire doors not wedged open. Exit signs must not be concealed.
- If a fire occurs, the Hirer is to ensure the safe exit of all users. The Fire Service should be called to any outbreak of fire, however slight. If a fire occurs and there is no immediate danger, attempts should be made to switch off all electrical and gas appliances.
- Highly flammable substances shall not be brought into or used in any part of the premises.
- The Hirer must comply with the instructions for the operation of the heaters. No unauthorised heating appliances shall be used on the premises.
- Fremington Parish Hall or the Annex must not be used for a purpose other than that specified on the booking form.
- The sale of alcohol is not permitted inside or outside except where the appropriate licences have been obtained and permission is granted from Fremington Parish Hall Management Committee, following receipt and confirmation of such licence.

- A community notice board is available to hirers to advertise events at the discretion of the Fremington Parish Hall Management Committee. Advertising material must be provided by the hirers in hard copy format. Events can also be advertised on social media
- 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
- No bouncy castles are allowed in the main hall.
- 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 23.30hrs with the premises vacated by 24.00hrs.

### **Cancellation policy**

- The hirer may cancel a booking providing there is 14 days' notice prior to the start of the booking. A full refund will be given.
- Cancellations made less than 14 days prior to the start of the booking will forfeit 50% of the hire fee.
- Fremington Parish Hall Management Committee reserves the right to cancel a booking during or prior to its occurrence if, in the opinion of the Fremington Parish Hall Management Committee it is likely to cause, in the opinion of the Management Committee, public alarm, distress or offence, or the correct licences are not in place. 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
- Fremington Parish Hall Management Committee reserves the right to cancel a booking due to damage, power failure or similar unforeseen circumstances.
- Fremington Parish Hall Management Committee will refund the total hire fee in the case of cancelling a booking due to damage, power failure or similar unforeseen circumstance occurring but will not accept any other liability for compensation.

### **Keys and alarms**

- Entrance fobs to Fremington Parish Hall or the Annex will be issued for regular bookings.
- For one off events, the Booking Clerk/Committee Member will attend to give access. If the Booking Clerk/Committee Member is not available on the day of the event, the hirer will be informed for the procedure for collecting/returning the entrance fob.
- The hirer, at no point, can hand this to someone else.
- The hirer must ensure the building's fire exits are shut, the building is locked, and the premises are made secure.

**Any breach of these conditions, or failure to pay the hire and other costs prior to the hire may result in the refusal of any further bookings.**