

# Terms & Conditions

Terms and Conditions of Hire - web version (January 2016)

**Opening Hours** - The Hall is available to hire seven days a week – subject to availability.

**Usage** - All bookings are permitted only at the discretion of Halam Parish Council, which reserves the right to refuse any bookings.

**Rates** – The current rate of hire is £10 an hour

**Payment for one off hire** – Once the date has been discussed with the Booking Secretary, the provisional booking will be held for 14 days until receipt of a booking form and deposit. A cheque deposit of £75 is required at the time of booking and the hire fee at least 1 week in advance. The deposit will be refunded when the hall has been inspected and no damage or mess has been found.

**Payment for regular bookings** – Invoices will be generated at the end of each month of hire

**Hall Access** – The hall has been fitted with an electronic keypad for ease of access the number code will be made available to you before the date of your booking

**Capacity** - Halam Village Hall has a capacity of 100 (standing) and 60 (seated)

**Cancellation** - The Parish Council reserves the right to cancel the hiring in the event of the Hall being required for use as a Polling Station for a Parliamentary or local election, in which case the Hirer shall be entitled to a refund of any deposit already paid. If the Hirer wishes to cancel the booking before the date of the event, the repayment of the fee shall be at the discretion of the Parish Council.

**Licenses** - The Hirer will be responsible for obtaining such licenses as may be needed whether for the consumption of intoxicating liquor, from the Performing Right Society, or otherwise

**Take note: If the Hirer is in any doubt as to the meaning of the following, the Booking Secretary should be contacted**

**Insurance** - Property belonging to hall users IS NOT COVERED by Halam Parish Council's Building and Contents Insurance Policy.

No Smoking - No smoking is permitted on the premises

### **Fire Procedure**

#### **The Hirer will:**

- Comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, etc., particularly in connection with any event that includes public displays.
- Be the nominated Fire Warden during the Hire Period.

#### **The Hirer MUST:**

- Advise those attending the appropriate FIRE REGULATIONS AND EXITS.
- Check at the start of the Hire period that the Fire Policy and Evacuation procedures are on the Notice board in the hallway.
- Ensure all fire doors are kept closed and all exits to be kept clear.

In the event of a fire, a verbal alarm must be given and the village hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialing 999. Only if it is safe to do so, toilets should be checked.

**Damage** - The Hirer will indemnify Halam Parish Council for the cost of repair of any damage to any part of the property including the cartilage thereof of the contents of the building that may occur during the period of the hiring.

### **General Conditions**

#### **The Hirer will:**

- During the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however, slight and the behavior of all persons using the premises whatever their capacity, including proper supervision of car-parking arrangements so as to avoid obstruction of the highway.
- Not sub-hire or allow the premises to be used for any unlawful purpose.
- Not allow the use of illegal substances, in or around the premises.
- Will not remove any furniture from the property under any circumstances
- Be responsible for leaving the premises and surroundings in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced
- Turn off all lights and over-head heaters
- Leave all chairs and tables to the side of the hall, stacking chairs to a maximum of five (But not in front of the radiators)

**Kitchen** - The Hirer will ensure that the kitchen is left in a clean and tidy condition, turning off all lights and cooking equipment and ensuring the hot water is switched off. Any breakages must be reported to the bookings secretary

**Heating** - The price of heating is included in the rental charge. The radiator thermostat controls have been set to provide adequate comfort. The Hirer will not touch the radiator thermostat controls without prior agreement with the Booking Secretary. The Management reserves the right to charge of £25 if the controls or thermostat are altered.

**Car Parking** - The Village Hall has a small car park at the front. Additional parking is available on the main road. Parking is at the driver's discretion and Halam Parish Council would ask drivers to park considerately and not cause obstructions to neighboring properties.

**Projector & Sound System** – It is your responsibility to ensure the safe return of any equipment (complete and undamaged) to the booking secretary on completion of your hire period.