

ST. IPPOLYTS HALL STANDARD CONDITIONS OF HIRE

For the purpose of these conditions, THE Trustees shall be the Trustees for the time being of the 1998 Parish Hall Charity also known collectively as the Hall Management Committee, the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative. The HIRER must be over eighteen years of age.

1. 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 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. 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 to bring into the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcoholic liquor thereon without written permission. All alcohol must be served from the bar area. The serving of wine or beer from tables is expressly forbidden.
3. THE HIRER shall be responsible for obtaining such licenses as may be needed whether for the sale or supply of intoxicating liquor, from Phonographic Performance Ltd or otherwise and for the observance of the same.
4. 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.
5. 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 MUST familiarise all persons attending their function with Fire Exits. Fire Exits must not be blocked at any time. In the event of a fire the meeting place is at the rear of the large car park adjacent to the Hall.
6. THE HIRER shall, if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations.
7. THE HIRER shall ensure that any electrical appliances brought by him to the premises and used there shall be safe and in good working order, and used in a safe manner.
8. THE HIRER shall indemnify the Trustees for the cost of repairs of any damage done to any part of the property including the surrounds thereof or the contents of the building which may occur during the hiring or as a result of the hiring.
9. IF THE HIRER wishes to cancel the booking the deposit is forfeit. If cancellation is within one month of the hiring the entire fee is still due.
10. THE HIRER shall ensure that the minimum of noise is made on arrival and departure. **ALL HIRINGS MUST FINISH AT 11.30PM WITH THE PREMISES AND CARPARK BEING COMPLETELY VACATED BY 12.00PM.**
11. THE HIRER shall ensure that no dogs except guide dogs and those taking part in dog training classes are brought into the premises. No dogs are allowed into the kitchen.
12. AT THE END of the hiring the HIRER shall be responsible for leaving the premises **ON TIME** and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Trustees shall be at liberty to make an additional charge. All lights must be switched off after use.
13. THE TRUSTEES reserve 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 or bye-election, in which case the Hirer shall be entitled to a refund of any monies already paid.
14. IN THE EVENT of the hall or any part thereof being rendered unfit for the use for which it has been hired, the Trustees shall not be liable to the HIRER for any resulting loss or damage whatever.
15. **NO UNSUPERVISED CHILDREN ARE ALLOWED IN THE KITCHEN. NO ONE UNDER 18 IS ALLOWED IN THE BAR AREA.**
16. **NO SMOKING IS ALLOWED ON THE PREMISES.**

17. **NO EARLY ADMISSION WILL BE PERMITTED – ALL SETTING UP AND CLEARING UP TIME MUST BE INCLUDED IN THE BOOKING**
18. **NO STILETTO OR KITTEN HEELED SHOES** may be worn in the Hall.
19. THE SCREENS in the committee rooms may only be moved by the cleaner or caretaker.
20. THE OUTSIDE BIN must not be moved from its position by the gate.
21. NO blu tack or sellotape to be used on the walls. No drawing pins are allowed on the notice boards – special large headed pins must used.
22. HIRERS are responsible for any equipment that they bring into the hall.
23. If the HIRER uses more than 3 black bin bags when clearing up after the hiring, **THEY MUST** take them away. If the outside bin is full up already, the HIRER must take their rubbish away with them.
24. **For Regular Users only: *Compliance with the Children Act 1989***
The regular users shall ensure that any activities for children under 8 years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons have access to the children.
25. Please can we remind you that it is your responsibility to ensure the health and safety of your members and guests