

HALL HIRING TERMS & CONDITIONS

WEST MOORS MEMORIAL HALL

Version 1.3 August 2024

The Hiring Agreement for the West Moors Memorial Hall comprises two parts:

- **The Hall Hiring Terms and Conditions** (this document) – these are based on the Acre Model Hiring Agreement
- **The Agreement Form** – either a Private Hire Booking Agreement Form or a Regular User Hire Agreement Form depending on the nature of the hirer

The Hiring Agreement comprising these two parts, issued by the Hall and accepted by the Hirer establishes a clear contract between two parties, and can be used as evidence should legal action become necessary.

There are three parts to these Terms and Conditions:

Section One: The Parties and the Terms of Hire

Section Two: Standard Conditions of Hire

Section Three: Special Conditions of Hire

SECTION ONE: Parties and Terms of Hire

Parties

The two Parties to this Agreement are:

The Hall: namely the West Moors Memorial Hall, a charity, and

The Hirer: either a Private Hirer or a Regular User Group Hirer

The **Private Hire Booking Agreement Form** and **Regular User Hire Agreement Form** constitute an integral part of this Hiring Agreement.

The Parties to these Agreements agree are as follows:

1. Throughout this Agreement:
 - the **Hall** is the West Moors Memorial Hall and is referred to as “we”; “our” is to be construed accordingly and “we” and “us” mean and include the Hall’s charity trustees, employees (should such exist), volunteers, agents and invitees when not acting in the role of Hirer;
 - the person or organisation named as the **Hirer** in the Private Hire Agreement Form or the Regular User Hire Agreement Form is referred to as “you”, and “your” is to be construed accordingly; “you” also includes the members of your management committee (if appropriate), your employees, volunteers, agents and invitees;
 - where you must seek our consent, tell us about something or give us something, you must speak to and seek consent from the Hall Secretary or, if the Hall Secretary is not available, any of our charity trustees.
 - Written Notice may be by hard copy or by email where email communication has already been established or agreed between the Hirer and the Hall.
2. In consideration of the hire fee described in the Private Hire Agreement Form Section D accepted by the Hirer, or the hire fees agreed from time to time between the Hall and the Regular User Group Hirer named in the Regular User Hire Agreement Form, we agree to permit you to use the property known as the Hall for the purpose described in Private Hire Agreement Form or the Regular User Hire Agreement Form. This document includes the annexed Standard Conditions of Hire and the Special Conditions of Hire set out in Schedules Two and Three.

- 2.1** Village Halls are usually held on strict trusts which require the management committee to ensure that the Hall is administered in accordance with those trusts. Accordingly we are bound to comply with and preserve the trust and hereby reserve the right to terminate a booking made under this Agreement by not less than seven days' notice in writing to you in the event of the Hall being required on the same date/time for a legally required purpose or the fulfilment of its charitable purposes.

In the event of such termination by us, we will refund to you all monies paid by you to us. We will not, however, be liable to make any further payment to you in respect of expenses, costs or losses incurred directly or indirectly by you in relation to any such termination.

- 3.** You agree not to exceed the maximum permitted number of people per room including the organisers and performers. The maximum is determined by the nature of the booking and the style of seating to facilitate exit during an emergency and you may use only one of these styles:

Main Hall: 215 seated closely seated in rows (Conference style), **or**
 144 seated at separate tables (Seminar style), **or**
 100 seated at joined tables (Banquet style), **or**
 150 seated at tables and dancing (Party Style)

Small Hall: 55 closely seated in rows (Conference style), **or**
 34 seated at tables (Seminar style)

- 4.** The Hall has a licence from the Performing Right Society (PRS) for the performance of copyright music. . You agree that where required you will hold a Phonographic Performance Licence (PPL).

4.1 We have a Premises Licence authorising entertainment and the sale of alcohol. This is displayed within the Hall, and you hereby accept the conditions of the Premises Licence and/or Operating Schedule for the premises, in accordance with which the hiring must be undertaken, and agree to comply with all obligations therein. If we believe that a Temporary Event Notice (TEN) would be in our best interests for this hiring, we can require you to give notice of a TEN.

- 5.** You agree with us that you or your authorised representative will be present during the hiring and will comply fully with:

- a. this Agreement and
- b. instructions provided at booking and
- c. Instructions for Hirers and
- d. Instructions for "Using Bouncy Castles and Inflatables" if these are to be used, and
- e. Guidelines for the use of lockable cupboards where relevant, including avoiding the storage of inflammable and dangerous materials.

- 6.** We and you hereby agree that the Standard Conditions of Hire (see below), together with any additional conditions imposed under the Premises Licence or that we deem necessary form part of the terms of this Agreement unless we and you agree in writing.

- 7.** None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

SECTION TWO: Standard Conditions of Hire

If you are in any doubt as to the meaning of any of the Conditions, you must seek clarification from us without delay.

1. Age

You, not being a person under 18 years of age, hereby accept responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all Standard Conditions in this Agreement relating to management and supervision of the premises are met.

2. Supervision

During the period of the hiring, you are responsible for:

- (i) supervision of the premises, the fabric and the contents;
- (ii) care of the premises, keeping it safe from damage however slight or change of any sort; and
- (iii) 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 car park exits or highway.

As directed by us, you must make good or pay for all excessive cleaning, damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

3. Use of premises

You must not use the premises including the car park for any purpose other than that described in the Agreement and must not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring on to the premises anything which might endanger the premises or render invalid any insurance policies covering the premises nor allow the consumption of alcohol without our written permission.

4. Insurance and indemnity

- (i) You are liable for:
 - (a) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including its curtilage or its contents;
 - (b) the cost of repair of any damage (including accidental and malicious damage) done to our WiFi service;
 - (c) all claims, losses, damages and costs made against or incurred by us, our employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of your use of the premises (including the storage of equipment) and your use of our WiFi service and
 - (d) all claims, losses, damages and costs made against or incurred by us as a result of any nuisance caused to a third party as a result of your use of the premises and/or the use of our WiFi service, and subject to sub-clause (ii), you must indemnify us against such liabilities.
- (ii) We will take out adequate insurance to insure the liabilities described in sub-clauses (i) (a) and (b) above and may, in our discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clauses (i)(c) and (d) above. We will claim on our insurance for any liability you incur but you must indemnify us against:
 - (a) any insurance excess incurred and

- (b) the difference between the amount of the liability and the monies we receive under the insurance policy.
- (iii) Where we do not insure the liabilities described in sub-clauses (i) (c) and (d) above, you must take out adequate insurance to insure such liability and on demand must produce the policy and current receipt or other evidence of cover to our Hall Secretary. If you fail to produce such policy and evidence of cover, we will cancel bookings under this Agreement and reserve the right to re-hire the premises to another hirer.

We are insured against any claims arising out of our own negligence.

5. Gaming, betting and lotteries

You must ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

6. Music Copyright licensing

We assure you that we hold the relevant Performing Right Society (PRS) licence and you must assure us that you hold a Phonographic Performance Licence (PPL) where it is appropriate to do so.

7. Music

You must have our written permission for performance of live music and the playing of recorded music under the Deregulation Act 2015. This Agreement confers that permission when the Hiring Agreement is signed by both parties.

8. Film

You must restrict children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. You must ensure that you have the appropriate copyright licences for film. Subject to the above, this Agreement confers the required permission on you, when signed by both parties. (The Deregulation Act 2015 requires you to have our written permission to show a film).

9. Safeguarding children, young people and vulnerable adults

You must ensure that any activities for children, young people and other vulnerable adults are provided only by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS).

10. Public safety compliance

You must comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and our fire risk assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. You must also comply with our Health and Safety Policy. You must call the Fire Service to any outbreak of fire, however slight, and give details to our Hall Secretary.

(i) You acknowledge that you will have received instruction through our displays and posters within the Hall in the following matters:

- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the Hall.
- 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.
- Location of the first aid box.

(ii) In advance of any activity whether regulated entertainment or not you must check the following items:

- That all fire exits are unlocked and panic bolts are in good working order.
- That all escape routes are free of obstruction and can be safely used for instant free public exit.
- That any internal fire doors are not wedged open.
- External fire doors if opened at any time must be held in place by a responsible individual, and when closed must be secured firmly from inside.
- That exit signs are illuminated.
- That there are no fire-hazards on the premises.
- That the emergency lighting supply illuminating all exit signs and routes is turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).

11. Noise

You must ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. You must, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

12. Drunk and disorderly behaviour and supply of illegal drugs

You must ensure that in order to avoid disturbing neighbours of the Hall and avoid violent or criminal behaviour:

- (i) no one attending the event consumes excessive amounts of alcohol
- (ii) no illegal drugs are brought onto the premises.

Drunk and disorderly behaviour is not permitted either on the premises or in its immediate vicinity. We will ask any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way to leave the premises in accordance with the Licensing Act 2003.

13. Food, health and hygiene

You must, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular, dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The kitchen is provided with a refrigerator and adequate equipment for warming food (microwave and warming oven) but no cooking apparatus.

If the hirer is a registered food business all relevant legislation (in particular 'Natasha's Law') related to allergens and advice provided by the Food Standards Agency must be complied with. The Hall requires hirers preparing or distributing food within the Hall to provide information about allergens to the consumers.

14. Electrical appliance safety

You must ensure that any electrical appliances brought by you to the premises and used there are safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided you must make use of it in the interests of public safety.

15. Stored equipment

We accept no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or we may charge fees each day or part of a day at an appropriate hire fee until all items are removed.

We may, in our discretion, dispose of any items referred to above by sale or otherwise on such terms and conditions as we think fit, and charge you any costs we incur in storing and selling or otherwise disposing of the same, in any of the following circumstances:

- (i) your failure either to pay any charges in respect of stored equipment due and payable or to remove the same within seven days after the agreed storage period has ended;
- (ii) your failure to remove or dispose of any property brought on to the premises for the purposes of the hiring.

16. Smoking

You must comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. We will ask any person who breaches this provision to leave the premises. You must ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire.

17. Accidents and dangerous occurrences

You must report to us as soon as possible any failure of our equipment or equipment brought in by you. You must report all accidents involving injury to the public to us as soon as possible and complete the relevant section in our Accident Book. You must report certain types of accident or injury on a special form to the Incident Contact Centre. Our Hall Secretary will give assistance in completing this form and can provide contact details of the Incident Contact Centre. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

18. Explosives and flammable substances

You must ensure that:

- (i) Highly flammable substances are not brought into, or used in any part of the premises.
- (ii) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) are erected without our consent.

19. Heating

You must ensure that no unauthorised heating appliances are used on the premises when open to the public without our consent. You must not use portable liquefied propane gas (LPG) heating appliances.

20. Animals

You must ensure that Guide dogs, Hearing dogs and assistance dog owners are allowed on the premises.

21. Fly posting

You must not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and must indemnify and keep us indemnified accordingly against all

actions, claims and proceedings arising from any breach of this condition. If you fail to observe this condition you may be at risk of prosecution.

22. Sale of goods

You must, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, you must ensure that the total prices of all goods and services are prominently displayed, as must be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

23. WiFi Services

When using the WiFi service you agree at all times to be bound by the following provisions:

- (i) not to use the WiFi service for any for the following purposes:
 - (a) disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws;
 - (b) transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice;
 - (c) interfering with any other persons use or enjoyment of the WiFi service; or
 - (d) making, transmitting or storing electronic copies of material protected by copyright without permission of the owner.
- (ii) to keep any username, password, or any other information which forms part of the WiFi service security procedure confidential and not to disclose it to any third party.

24. Termination of the WiFi service

We have the right to suspend or terminate access to our WiFi service immediately in the event that there is any breach of any of the provisions of these Standard Conditions including without limitation:

- (i) if you use any equipment which is defective or illegal;
- (ii) if you cause any technical or other problems to our WiFi service;
- (iii) if, in our opinion, you are involved in fraudulent or unauthorised use of our WiFi service;
- (iv) if you resell access to our WiFi service; or
- (v) if you use our WiFi service in contravention of the terms of these Standard Conditions.

25. Availability of WiFi Services

- (i) Although we aim to offer the best WiFi service possible, we make no promise that the WiFi service will meet your requirements. We cannot guarantee that our WiFi service will be fault-free or accessible at all times.
- (ii) It is your responsibility to ensure that any WiFi enabled device used by you is compatible with our WiFi service and is switched on. The availability and performance of our WiFi service is subject to all memory, storage and any other limitations in your device. Our WiFi service is available to your device only when it is within the operating range of the West Moors Memorial Hall building.
- (iii) We are not responsible for data, messages, or pages that you may lose or that become misdirected because of the interruptions or performance issues with our WiFi service or wireless

communications networks generally. We may impose usage, or service limits, suspend service, or block certain kinds of usage in our sole discretion, to protect other users of our WiFi service. Network speed is no indication of the speed at which your WiFi enabled device or our WiFi service sends or receives data. Actual network speed will vary based on configuration, compression and network congestion

26. Privacy and Data Protection

- (i) We may collect and store personal data through your use of our WiFi service.
- (ii) We may process all information about you which is provided in relation to our WiFi service in accordance with your legal rights under the Data Protection 1998 and solely for the purposes of offering the WiFi service.
- (iii) By using our WiFi service, you agree to the terms of this clause 26. If you would like more information or object to anything in these conditions, you should contact:

The Chairman of Trustees by email: chairman@westmoorshall.org

The Secretary by email: secretary@westmoorshall.org

27. Cancellation

If you wish to cancel a booking before the hire date and we are unable to source a replacement booking, we may, in our complete discretion, return any deposit but require payment of the hire fee. Generally, cancellations in excess of 72 hours prior to the hire date will not (subject to the Trustees' discretion) require payment of the hire fee, or if paid, it will be refunded.

We reserve the right to cancel a booking under this Agreement by giving you written notice in the event of:

- (i) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election;
- (ii) our reasonably considering that (a) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (b) unlawful or unsuitable activities will take place at the premises as a result of this hiring;
- (iii) the premises becoming unfit for your intended use;
- (iv) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case you will be entitled to a refund of any deposit and hire fee already paid, but we will not be liable to you for any resulting direct or indirect loss or damages whatsoever.

28. End of hire

The Hirer shall be responsible for leaving the premises and surrounding area:

- a. in a clean and tidy condition,
- b. with the doors properly locked and the windows secured with the side door key returned to the key box (if obtained from there) which must be locked unless directed otherwise,
- c. with external fire doors properly secured from inside,
- d. with any Hall contents removed from their usual positions during the hire properly replaced according to the notices posted on the hall internal notice boards,
- e. by no later than the end of the booked session.

The Hall Council reserves the right to make an additional charge or retain a portion or all of any deposit paid should these conditions not be complied with.

29. No alterations

You must not make any alterations or additions to the premises, nor install or attach any fixtures or placards, decorations or other articles in any way to any part of the premises without our prior written approval. In our discretion, any alteration, fixture or fitting or attachment which we have approved may remain in the premises at the end of the hiring. Such items will become our property unless you remove them and you must make good to our satisfaction any damage you cause to the premises by such additions or their removal.

30. No rights

This Agreement constitutes permission only to use the premises as defined in the Hiring Agreement and confers no tenancy or other right of occupation on you.

SECTION THREE: Special Conditions of Hire

If you are in any doubt as to the meaning of any of these Conditions, you must seek clarification from us without delay.

These Special Terms of Hire are a part of the Hiring Agreement and include provisions required to comply with the Premises License issued under the Licensing Act. These conditions apply to all events and specifically to those at which regulated entertainment, or the sale of alcohol, take place.

- 1. Hours of Opening & Specific Exclusions:** The premises shall not be used for licensable activities except between the hours of 9.00 and 23.00 unless prior permission has been given by the Hall Council.
- 2. Capacity:** The number of people on the premises shall not exceed the numbers stated in Section 1 clause 3 of this agreement.
- 3. Age, Supervision and Alcohol:** The Hirer, being a person over 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public is present and for ensuring that all conditions of the Premises Licence relating to management and supervision of the premises are met. At events where alcohol is available the Hirer accepts responsibility for ensuring a proper system of age verification to guarantee that alcohol is not made available anyone under the age of 18. Age should be verified by the production of documentation showing date of birth, identifying photograph, and forgery proof hologram.
- 4. Dangerous and Unsuitable Performances:** Performances involving danger to the public, or of a sexually explicit nature, are not permitted.
- 5. Film Shows:** Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification.
- 6. Loud Music:** Doors and windows must remain closed if loud music is played.
- 7. Means of Escape:** All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit. External fire doors are for use only for emergencies unless agreed previously by the Hall. Loading and unloading must be via the side doors or the main front doors under the porch. Under no circumstances may an internal fire door be wedged open. When moving equipment through a fire door it must be held open and closed immediately after.

8. Outbreaks of Fire: The Fire Brigade shall be called to any outbreak of fire, however slight, and details must be provided to the Trustees or Booking Agent immediately.

9. Animals: The Hirer shall ensure that no animals (including birds) except guide and assistance dogs are brought into the premises, unless agreed in advance by the Hall Council. No animals whatsoever are to enter the kitchen at any time.

10. Bouncy Castles and Other Inflatables: These may be used only if declared at the time of your booking.

11. Trampolines: Trampolines are not permitted on the premises.

12. Electrical Equipment Safety: your legal responsibilities for electrical equipment brought to the premises during your hire have been stated in Section 2 clause 14. For clarity we remind you that includes equipment brought by you, your visitors and your contractors such as DJ's and Bouncy Castle suppliers. As a minimum you should check that that all equipment over one year old has current PAT testing certification.

13. Use of the Car Park: The car park is not a public car park; it is owned and operated by the West Moors Memorial Hall, and is available for use by members of the community and their guests.

- 1) Hirers of the hall and their visitors may park in the car park at their own risk:
 - a) Within the designated marked parking bays only.
 - b) A valid "Blue Badge" must be displayed in any vehicle parked in a Disabled Parking Bay
- 2) No commercial vehicle is permitted to sell food in the car park.
- 3) At the discretion of the trustees a commercial vehicle can be permitted in the car park providing food for those attending a booked hall event on the condition that the food has been paid for in advance. The hirer must request and be granted that permission for this at the time of the booking is made.