

MARKET DEEPING CORONATION HALL

STANDARD CONDITIONS OF HIRE

1. BOOKING

The Hall may be booked, if available, on completion and acceptance of the booking form and the payment of a deposit. The Hall Committee reserves the right to decline bookings.

2. SUPERVISION

The Hirer is responsible for the supervision of the premises during the period of hire and must ensure that the hall is not used for any unlawful purpose. The hirer is not allowed to sub-hire the Hall under any circumstances.

3. DAMAGE

The Hirer is responsible for any damage to the building and contents and agrees to indemnify the Committee for the full cost of any necessary repairs and replacements.

4. DEPOSITS

- (a) Booking – A deposit of £10 is payable upon completion of the booking form. The deposit is returnable subject to para 5.
- (b) Security deposit – A further deposit of £50 is payable along with the hiring fee, at the commencement of the hire. The deposit is to cover possible damage, additional cleaning costs or removal costs of waste material following the hire. The Security deposit will be refunded provided no damage occurs or additional costs incurred, and subject to para 5.

5. PERIOD OF HIRE

The period of hire is inclusive of any setting up or clearing up time and 15 minutes to set up and clear away can be included at no extra cost. The Hirer should ensure that the Hall is vacated on time. Bookings may only go beyond midnight with the specific written permission of the Hall Committee.

An additional charge of £5 will be made for every 15-minute period, or part thereof, by which the period of hire is exceeded, and will be deducted from any returnable deposit as in para 4.

6. LICENCES

The Hirer must state, on the booking form, whether or not alcoholic drinks will be made available for purchase during the period of hire. The obtaining of a Temporary Event Notice is the responsibility of the Hirer and must be available for inspection by members of the Hall Committee during the event.

The use of the Hall, for dancing and music, is restricted to the hours of Noon until 10.30pm on a Sunday. The Hall Committee currently hold a Performing Rights Society licence to permit the playing of music.

7. HEALTH & HYGIENE

The Hirer shall, if preparing, serving, or selling food, observe all relevant foods health & hygiene legislation & regulations. In particular, dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature regulations.

The Hall does not have a suitable location for barbeques and “Hog Roasts” etc. All food for consumption on the premises must be prepared in the kitchen provided or brought onto the premises ready prepared.

8. ELECTRICAL APPLIANCE SAFETY

The Hirer shall ensure that any electrical appliance brought in by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations.

9. CAR PARKING

The Hirer is responsible for supervising car parking arrangements to ensure that the Highway is not obstructed.

10. INSURANCES

The Hall is insured under a Village Halls Policy. The policy covers Buildings, Landlords fittings fixtures and decorations, Public Liability and Employers Liability.

Public Liability cover extends ONLY to non-profit making organisations. Any organisation using the Hall for Commercial Purposes MUST have their own Public Liability cover.

11. FIRE

Fire Appliances are situated in the following places:

- (a) Kitchen –Multi-purpose Dry Powder extinguisher.
- (b) Kitchen - Fire blanket for smothering flames.
- (c) Hall – two Foam extinguishers for non-electrical fires.

The fire doors are for use in an emergency only. They must not be propped open as this contravenes the Fire Arrangements.

Conformance with the Fire Arrangements, as displayed in the Hall, is the responsibility of the Hirer

12. FIRST AID KIT

A First Aid kit is situated in the servery area. The contents are for First Aid Use only. Any items used must be recorded in the Record Book enclosed with the Kit. Any accident must be recorded in the Accident Book.

The Hirer should seek to ensure that at least one person in attendance is competent to give first aid.

13. NOISE & NUISANCE

As the Hall operates in a residential area, we are conscious of the needs of our neighbours. Please respect their interests and avoid any annoyance or invasion of their privacy. **BOOKINGS INVOLVING PROFESSIONAL DISCOS WILL NOT BE ACCEPTED.** Failure to comply with this requirement could result in the Premises Licence being withdrawn.

The Hirer is responsible for ensuring that annoyance is not caused including that by excessive noise. In particular, the fire doors must not be propped open and music **must cease by 11.00pm.**

In the event of a breach of this condition the Committee reserve the right to terminate the hire immediately without compensation.

14. CANCELLATION

The Committee reserve the right to cancel the hiring in the event of emergency repairs. The Committee shall not be liable to the Hirer for any resulting loss, although any deposit paid will be refunded.

15. COMPLETION

At the end of the function the Hirer is responsible for ensuring that the Hall is left in a clean and tidy condition. All rubbish should be taken away from the premises otherwise hirer's will be charged removal costs – please refer to para 4(b) above.

16. SMOKING

The Hall is a designated “No Smoking” area. Visitors who wish to smoke are requested to use the area in front of the entrance door and afterwards to extinguish their materials in the receptacle provided.

17. DATA PROTECTION

The Coronation Hall, as a small, not for profit organisation that only processes information in relation to the hire of premises and is exempt from registration under the data protection act. The data on this form will be held for a maximum period of 12 months in a locked cabinet after which it will be destroyed in a secure manner. This form and the details on it may be stored for longer if there is a legal reason to do so, such as but not limited to failure to comply with the terms of the agreement. You will only receive correspondence in relation to the hire of the premises and this will not be shared with any other parties unless required to do so by law. The date on this form will be made available to a member of staff appointed by the committee for opening and closing on the day and any elected committee members.