

# Longstanton Village Hall & Recreation Ground Charity

registered charity no. 300408

## Longstanton Village Hall

### Terms & Conditions of Hire

#### Standard Conditions of Hire

These standard conditions must be made available to all hirers either in hard or electronic copy or should be made available for all on the Village Hall notice board. If the Hirer is in any doubt as to the meaning of any of the conditions, the Parish Clerk should be consulted.

#### 1. Age

The Hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of the premises are met. Any representative of the hirer who will be on site in their absence must not be under the age of 18 years and their name be provided at the time of booking.

#### 2. Supervision

The Hirer shall, 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. As directed by the Trustees, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

#### 3. Use of premises

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 or unsuitable purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.

#### 4. Insurance and indemnity

(a) The Hirer shall be liable for:

- (i) The cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises

- (ii) All claims, losses, damages and costs made against or incurred by Longstanton Village Hall Trustees, their employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and
  - (iii) All claims, losses, damages and costs made against or incurred by Longstanton Village Hall Trustees, their employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer, and subject to sub-clause (b), the Hirer shall indemnify and keep indemnified accordingly each member of the Longstanton Village Hall Trustees and the Longstanton Village Hall's employees, volunteers, agents and invitees against such liabilities.
- (b) Longstanton Village Hall shall take out adequate insurance to insure the liabilities described in sub-clauses (a)(i). above and may, in its discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clauses (a) (ii) and (iii) above. Longstanton Village Hall shall claim on its insurance for any liability of the Hirer hereunder, but the Hirer shall indemnify and keep indemnified each member of the Longstanton Village Hall Trustees and the Longstanton Village Hall's employees, volunteers, agents and invitees against (a) any insurance excess incurred and (b) the difference between the amount of the liability and the monies received under the insurance policy.
- (c) Where Longstanton Village Hall does not insure the liabilities described in sub-clauses (a)(ii) and (iii) above, the Hirer shall take out adequate insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to the Parish Clerk. Failure to produce such policy and evidence of cover will render the hiring void and enable the Parish Clerk to rehire the premises to another Hirer.

Longstanton Village Hall is insured against any claims arising out of its **own** negligence.

## 5. 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.

## 6. Music Copyright licensing

The hirer shall ensure that Longstanton Village Hall holds relevant licences under Performing Right Society (PRS) and the Phonographic Performance Licence (PPL) or, where appropriate, the hirer holds a licence.

## 7. Film

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licences for film.

## 8. Childcare Act 2006

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of the Childcare Act 2006 and the Safeguarding Vulnerable groups Act 2006 and only fit and proper persons who have passed the appropriate Disclosing and Barring Service checks should have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The Hirer

shall provide Longstanton Village Hall Trustees with a copy of their DBS check and Child Protection Policy on request.

## 9. Public safety and Accessibility compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and the hall's 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. The Hirer shall also comply with the hall's health and safety policy.

The Fire Service shall be called to any outbreak of fire, however slight, and details shall be given to the Parish Clerk.

(a) The Hirer acknowledges that they have received instruction in the following matters, which are detailed on the emergency information sign at the entrance:

- 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.
- It must be noted that maximum capacity for the Village Hall is 80 persons standing and 60 persons seated.

(b) In advance of any activity whether regulated entertainment or not the Hirer shall check the following items:

- That all fire exits are unlocked and panic bolts in good working order.
- That all escape routes are free of obstruction and can be safely used for instant free public exit. This includes the external areas which emergency escapes lead to.
- That any fire doors are not wedged open.
- That exit signs are illuminated.
- That there are no obvious fire hazards on the premises.
- That emergency lighting supply illuminating all exit signs and routes are turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).
- Decorations or other items must not obscure emergency exit signs or firefighting or fire detecting equipment.
- Equipment, furniture, decorations etc must be placed in a way that they do not exclude access for those with additional mobility needs.

## 10. Noise

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall, 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.

## 11. Drunk and disorderly behaviour and use or supply of illegal Drugs

The Hirer shall ensure that to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour; care shall be taken to avoid excessive consumption of alcohol. No illegal drugs may be brought onto the

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

## 12. Health and hygiene

The Hirer shall, if serving 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 not suitable for preparation of food. The premises are not provided with a refrigerator and thermometer.

## 13. Electrical appliance safety

The Hirer shall ensure that any electrical appliances brought 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 1989. Where a residual circuit breaker is provided the hirer **must** make use of it in the interests of public safety. Any hired or brought in electrical equipment must have a PAT certificate provided at the point of booking.

## 14. Storage of Equipment

Equipment may not be stored at the Village Hall outside of booking times without express permission of Longstanton Village Hall and Recreation Ground Charity. Any equipment stored with agreement must be stored safely and in line with the request of the Charity.

Longstanton Village Hall accepts 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 fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed.

Longstanton Village Hall may, use its discretion in any of the following circumstances:

- (a) Failure by the Hirer either to pay any charges in respect of stored equipment due and payable or to remove the same within 7 days after the agreed storage period has ended.
- (b) Failure by the Hirer to dispose of any property brought on to the premises for the purposes of the hiring. This may result in Longstanton Village Hall Trustees disposing of any such items by sale or otherwise on such terms and conditions as it thinks fit and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

## 15. Smoking and Vaping

The Hirer shall, and shall ensure that the Hirer's invitees, comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. Any person who breaches this provision shall be asked to leave the premises. The Hirer shall ensure that anyone wishing to smoke or Vape does so outside and disposes of cigarette ends, matches, etc. in a tidy and responsible manner, so as not to cause a fire.

## 16. Accidents and dangerous occurrences

Any failure of equipment belonging to Longstanton Village Hall or brought in by the Hirer must also be reported **as soon as possible**. The Hirer must report all accidents involving injury to the public to the Parish

Clerk **as soon as possible** and complete the relevant section in Longstanton Village Hall's accident book. Certain types of accident or injury must be reported on a special form to the Incident Contact Centre. The Parish Clerk will give assistance in completing this form and can provide contact details.

## 17. Explosives and flammable substances

The hirer shall ensure that:

- (a) Highly flammable substances are not brought into, or used in any part of the premises and that
- (b) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Trustees. No decorations are to be put up near light fittings or heaters.

## 18. Heating

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the Trustees. Portable Liquefied Propane Gas (LPG) or any other heating appliances shall not be used. At the end of the hire period the thermostat must be returned to the 15°C.

## 19. Animals

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by Longstanton Village Hall Trustees.

## 20. Fly posting

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and shall indemnify and keep indemnified each member of Longstanton Village Hall's Trustees and agents accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

## 21. Sale of goods

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. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

## 22. Cancellation and Alterations to Bookings

If the Hirer wishes to cancel the booking before the date of the event, this must be done in writing. At least 14 days' notice is required for a full refund to be issued, otherwise only a 50% refund may be issued. In any case the full deposit fee will be refunded.

Longstanton Village Hall reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- (a) The premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election.
- (b) Longstanton Village Hall Trustees reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring.
- (c) the premises becoming unfit for the use intended by the Hirer.

(d) 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 the Hirer shall be entitled to a refund of any deposit already paid, but Longstanton Village Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

### 23. End of hire

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition. Including, but not limited to:

- Kitchen surfaces cleaned, equipment cleaned and returned to designated locations.
- Kettle / hot water urn / microwave unplugged.
- Furniture returned to storage locations.
- Waste bins emptied into correct wheelie bins.
- Windows closed.
- Blinds opened.
- All lights switch off.
- Heating returned to 15°C
- Building properly locked and secured.

In the event of these conditions not being met, Longstanton Village Hall may retain part or all the paid deposit.

### 24. No alterations

No alterations or additions may be made to the premises, nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of Longstanton Village Hall Trustees. Any alteration, fixture or fitting or attachment so approved shall at the discretion of Longstanton Village Hall remain in the premises at the end of the hiring. It will become the property of Longstanton Village Hall unless removed by the Hirer who must make good to the satisfaction of Longstanton Village Hall any damage caused to the premises by such removal.

### 25. No rights

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

Approved by the Trustees of Longstanton Village Hall and Recreation Ground Charity February 2024