

ALVESTON JUBILEE HALL MANAGEMENT COMMITTEE

CONDITIONS OF HIRE

If the Hirer is in any doubt as to the meaning of the following, the Booking Secretary should be consulted. Only arrangements made through the Booking Secretary will be recognised.

For the purposes of these conditions, the term Hirer shall mean an individual Hirer, or where the Hirer is an organisation, the authorised representative. Only persons over 18 years of age may make bookings.

1. Supervision

The Hirer shall, during the period of the hiring, be responsible for the supervision of the premises. This covers the fabric and contents, including their care and safety from damage (however slight or change of any sort); and the behaviour of all persons using the premises whatever their capacity. As directed by the Management Committee, 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.

Supervision also includes car parking arrangements so as to avoid obstruction of the highway.

2. 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 purpose or in any unlawful way. Also, the Hirer shall not do anything or bring onto the premises anything which may endanger the same, or render invalid any insurance policies in respect thereof, or allow the consumption of alcohol thereon, without written permission.

3. 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.

4. Licences (Music & Alcohol)

The Jubilee Hall holds a Performing Society Rights Licence which permits performing Copyright music, and playing recorded Copyright music.

Alcohol is not to be sold on the premises unless a Temporary Event Notice is obtained by the Hirer from South Gloucestershire Council. The Booking Secretary must approve and be informed of any application before it is made. Once TEN licences is granted copy must be shown to bookings secretary.

5. Public Safety Compliance

- (a) Each Hirer should have a mobile phone available to their group in case of emergency.
- (b) The Licence for the hall stipulates a maximum capacity of 150. The Management Committee however may stipulate a smaller number for certain types of event, e.g. seated dinners, discos.
- (c) Depending upon the number of persons present the Hirer shall appoint one or more stewards who shall be acquainted with the layout of the hall, the exits etc. and will be responsible for the safety of those present during the period of hire. The number of stewards on duty, unless otherwise specified, must be not less than two adults for every one hundred persons. For bookings involving young people, birthday parties, discos etc. there shall be not less than four adults in supervision and one must be the named Hirer. The Booking Secretary is authorised to require more stewards if he/she deems it necessary in view of the age/numbers of those attending.
- (d) The buildings are covered by the No Smoking In Public Buildings Act. It is the Hirer's responsibility to ensure that the act is enforced.

6. Emergency Escape / Exits

All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit. The arrangement of chairs for meetings etc. should allow ease of movement for those present to access the exits.

7. Outbreaks of Fire

The Hirer shall comply with the notices displayed in the Hall that give instructions 'In the Event of Fire'. The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to a member of the Management Committee.

8. Health and Hygiene

The Hirer shall, 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 premises are provided with a refrigerator.

9. 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.

10. Indemnity

The Management Committee insures the hall building and fitments, but Hirers must have insurance to cover their activities and possessions during their period of hire. A Condition of Hire is that the Hirer is also liable for any damage to premises or fitments which occur during the hiring period up to a value of £250. The Hirer shall be responsible for making arrangements to insure against any third party claims which may lie against them (or the organisation if acting as a representative) whilst using the premises. Note: The hall is insured against any claim arising out of its own negligence.

11. Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public, to a member of the Management Committee as soon as possible and complete the relevant section in the accident book, which is stored in the Bush Room cupboard. Any dangerous occurrences relating to equipment belonging to the Jubilee Hall or brought in by the Hirer must also be reported as soon as possible.

12. Explosives and Flammable Substances

The Hirer shall ensure that highly flammable substances are not brought into, or used in any part of, the premises and that no internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Management Committee. No decorations are to be put up near light fittings or heaters.

13. Heating

The Hirer shall not alter the central heating programmers. However, the hirer may manually over-ride the central heating settings. Instructions are provided next to the programmers in the Bush Room. The room thermostats may also be adjusted as appropriate (these are located in the entrance lobby, the main hall, and the Bush Room). Electric heating is also available in the Bush Room using the time lag switch, and in the main hall near the serving hatch (using the timer switch).

The Hirer shall ensure that no unauthorised heating appliances are used on the premises when open to the public, without the consent of the Management Committee. Portable Liquefied Propane Gas heating appliances shall not be used.

14. Drunk and Disorderly Behaviour and Supply of Illegal Drugs

The Hirer shall ensure that, in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk or to any person suspected of being under the age of 18. 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. No illegal drugs may be brought onto the premises.

15. Animals

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than where agreed to by the Management Committee. No animals whatsoever are to enter the kitchen at any time.

16. Compliance with The Children Act 1989

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons who have passed the appropriate Criminal Records Bureau (CRB) or Disclosure and Barring Service (DBS) checks 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 the Management Committee with a copy of their Child Protection Policy on request.

17. Fly Posting

Other than posters permitted in section 23, the Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements on the external walls of the Jubilee Hall. The Hirer shall indemnify each member of the Management Committee 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.

18. 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.

19. Cancellation

If the Hirer wishes to cancel the booking before the date of the event and the Booking Secretary is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Management Committee. The Management Committee 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) the Management Committee reasonably considering that such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or that 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 the Management Committee shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

20. End of Hire

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition and **no rubbish at all should be left on the premises**. Failure to do so may incur an additional charge. Where appropriate:-

- (a) Any contents temporarily removed from their usual positions shall be properly replaced.
- (b) Tables are to be collapsed and stowed in their proper places. Four stacks of six chairs are to be left in the hall in their proper places; others are to be returned to the chair store.
- (c) All windows to be securely shut with particular attention to toilet and kitchen windows. Curtains are to be drawn open and blinds raised / opened.

- (d) All light switches and any other electrical appliances or equipment is to be left OFF e.g. Water Heaters, Cooker, Fan Heaters, Kettle.
- (e) Ensure that all taps are turned off and plugs left out of the sinks and wash basins. Ensure that the toilets have been flushed and are clean.
- (f) Make sure that the emergency doors are secure, that is the bolts are right home into the floor and frame sockets.
- (g) Hirers are required to arrange to clear their own rubbish from the premises.

21. 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.

22. Stored Equipment

The Management Committee 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.

23. Alterations

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

24. Rights

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

25. Period of Hire

The period of Hire requested must include any time required for the preparation of and clearing of the premises. Ad Hoc arrangements between user groups are not allowed.

26. Security

Users shall not under any circumstances pass to any other person or group, any key(s) (permitting access to the hall, changing rooms or any equipment) which have been entrusted to the Hirer/group for their exclusive use. Hirers are not permitted to make copies of any keys belonging to the Jubilee Hall.

27. Dances and Discos

The Management Committee require that full payment plus a deposit is paid at the time of booking for any dances or discos. Subject to inspection following the event the deposit will be refunded to the Hirer if the premises and contents are deemed to have been left in a satisfactory state. The amount of the deposit will not limit the liability of the Hirer in respect to general condition 10. Admission to any dance or disco is to be by advance ticket sales only. No admission by "At The Door Sales" is permitted.

28. Bouncy Castles

The Management Committee do not permit bouncy castles or inflatable slides to be used on the Jubilee Hall premises.

29. BBQs

BBQs and Hog Roasts may only be held in the hall garden area with the permission from the Management Committee. The equipment for the BBQ or Hog Roast must be brought into and out of the garden area and not through the main building. Cleaning of the equipment must be carried out off the premises. Accidental spillages must be cleaned up by the hirer. It is the responsibility of the hirer to ensure all health and safety precautions are in place .

30. Conditions of Hire for Sports Facilities: The above conditions of hire apply where relevant. In addition:

- (a) Cancellations : If a sporting fixture is cancelled and is notified by 18:00 hours on the previous evening, there is no charge for the changing rooms and showers. See above condition 19 for cancellation of a hall booking.
- (b) Any group hiring the main hall in addition to the changing rooms shall ensure that studded footwear is removed before persons enter the hall.
- (c) End of Hire: The Hirer shall clean the changing rooms and the associated toilet, also any mud, dirt or other substance from the vicinity of the changing rooms up to the fence delineating the area. The changing rooms shall be cleared of all personal belongings and any equipment associated with the sport within 7 days. Rubbish arising from the use of the facilities is to be disposed of and NOT left in the vicinity