

# HASLINGFIELD VILLAGE HALL 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 Conditions under 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, safety 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 highway.

As directed by us, you must 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**

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.

## **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 Administrator. If you fail to produce such policy and evidence of cover, we will cancel this Agreement and re-hire the premises to another hirer.

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

- (iv) The hirer will not do or bring anything into the Village Hall which may endanger or render invalid any insurance policies. This includes the use or storage of liquid gas or petroleum products without express permission in writing from the authorised representative.

## **5. Security Deposit**

A refundable security deposit of £100 may be required at the time of booking.

This deposit is held to cover any costs incurred as a result of:

- Damage to the premises, its contents, or surrounding area;
- Excessive cleaning required following the hire;

- Failure to comply with any of the Conditions of Hire.

Where a deposit is required, it must be paid in advance of the event and will be refunded within 14 days of the end of the hire, provided the premises are left in a satisfactory condition and all terms of this Agreement have been met. Any deductions will be notified in writing.

## **6. Alcohol**

You must ensure you obtain licenses that may be needed for the consumption of alcohol. You can apply for a Temporary Event Notice through South Cambridgeshire District Council (<https://www.scambs.gov.uk/licensing/alcohol-and-premises/temporary-event-notice/>).

## **7. 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.

## **8. Music Copyright licensing**

The Badcock Recreation Ground Trust holds the relevant licence/licences under Performing Right Society (PRS) and the Phonographic Performance Licence (PPL).

## **9. 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.

## **10. 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. This Agreement confers the required permission on you. (The Deregulation Act 2015 requires you to have our written permission to show a film).

## **11. Safeguarding children, young people and vulnerable adults**

You must ensure that any activities for children, young people and other vulnerable adults are only provided 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).

The hirer shall ensure that any activities for children under 8 years of age comply with any legislation current at the date of the hiring. Youth organisations using the Village Hall must have adequate adult supervision.

## **12. 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 Administrator.

- (i) You acknowledge that you have received instruction in the following matters:
  - (a) The maximum number of persons allowed in the main hall is 130 seated and 180 standing. The maximum number of persons allowed in the upstairs meeting room is 30.
  - (b) The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
  - (c) The location and use of fire equipment.
  - (d) Escape routes and the need to keep them clear.
  - (e) Method of operation of escape door fastenings.
  - (f) Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
  - (g) Location of the first aid box. (In the kitchen in the cupboard facing the hatch.)
- (ii) In advance of any activity whether regulated entertainment or not you must check that:
  - (a) all fire exits are unlocked and panic bolts are in good working order,
  - (b) all escape routes are free of obstruction and can be safely used for instant free public exit,
  - (c) any fire doors are not wedged open,
  - (d) exit signs are illuminated,

- (e) there are no fire-hazards on the premises,
- (f) 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), and
- (g) when using the upstairs meeting room, the door at the bottom of the stairs must be kept open, using the hook on the door.

### **13. 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.

### **14. 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.

### **15. 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 premises are provided with a refrigerator.

### **16. Barbecues**

Barbecues may only be used by those hiring the hall and with the permission of the Trustees or Administrator. Barbecues may only be held on the patio area and are not permitted on the grass.

The barbecue equipment must be brought into and out of the patio area via the access gate and not through the building.

Cleaning of the barbecue equipment is to be carried out off the premises.

Any accidental spillages must be cleaned up by the hirer.

The hirer must ensure that the barbecue equipment is located safely, so as not to endanger or damage the building, grounds or guests. The hirer must ensure that there is no spillage of fat etc. onto the patio area.

- Ensure the barbecue is on a flat site, well away from the hall building.
- Make sure your barbecue is in good working order
- Keep children and games well away from the cooking area
- Never leave the barbecue unattended
- Bring and keep a bucket of water or sand nearby for emergencies
- The barbecue must be fully extinguished at least one hour before the end of your booking
- Ensure the barbecue is cool before attempting to move it

Disposable barbecues are not permitted.

If a fire breaks out, call the fire and rescue service immediately on 999.

#### **17. 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.

#### **18. Bouncy castles and inflatables**

The use of bouncy castles is permitted under the following conditions:

When booking the hirer must declare that they intend to use a bouncy castle or inflatable.

Neither the Badcock Recreation Ground Trust or Haslingfield Parish Council are insured against injuries or damage caused as a result of using a bouncy castle in the hall. The hirer is responsible for the safety and wellbeing of all users and should take out appropriate insurance to protect themselves.

Evidence of the supplier's public liability insurance must be provided and cover must not be less than £5 million. Note that this insurance covers the liability of the supplier and is unlikely to extend to cover the hirer.

We reserve the right to prohibit the use of a bouncy castle, or even cancel the booking if appropriate evidence is not provided.

The bouncy castle must be supervised at all times by an adult (over 18).

The bouncy castle must not block any fire exits and must not exceed 10 feet in height in order to maintain adequate clearance from the ceiling and lighting rig.

Any damage caused to the hall by the use or installation of a bouncy castle will need to be paid for by the hirer.

If using a bouncy castle or other inflatable outside, hirers must be provided with a wind meter by the supplier and must not use the equipment if the maximum safe wind speed is exceeded.

## **19. 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 will charge fees each day or part of a day at the hire fee per hiring until the same is removed.

We may, in our discretion, dispose of any items referred to below 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 dispose of any property brought on to the premises for the purposes of the hiring.

## **20. 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.

## **21. 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 located in the cupboard in the kitchen next to the cooker. You must report certain types of accident or injury on a special form to the Incident Contact Centre. The Administrator 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).

The Administrator's details are located on the noticeboard in the Village Hall foyer.

## **22. Explosives and flammable substances**

You must ensure that:

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

## **23. 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.

## **24. Animals**

Only Guide dogs, Hearing dogs and Assistance dogs are allowed on the premises. You must ensure that any animals are kept under control and dogs must be on a lead at all times. We reserve the right to ask you to remove any animal for any reason. No other dogs are allowed on the premises.

## **25. 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 indemnified us accordingly against all actions, claims and proceedings arising from any breach of this Condition. If you fail to observe this Condition you may be prosecuted by the local authority.

## **26. 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.

## **27. 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 of 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.

## **28. Termination of the WiFi service**

We have the right to suspend or terminate 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.

## **29. 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 only available to your device when it is within the operating range of the main hall.
- (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.

### **30. 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 GDPR 2018 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 will find contact details on the Village Hall noticeboard.

### **31. Cancellation**

If you wish to cancel the booking before the date of the event and we are unable to conclude a replacement booking, we may, in our complete discretion, require payment of the hire fee.

We reserve the right to cancel 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 reasonable consideration that
  - (a) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements.

- (b) unlawful or unsuitable activities will take place at the premises as a result of this hiring;
- (ii) the premises becoming unfit for your intended use;
- (iii) 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 already paid, but we will not be liable to you for any resulting direct or indirect loss or damages whatsoever.

### **32. End of hire**

You are responsible for leaving the premises and surrounding area 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 we may make an additional charge.

All parties must finish by 12 midnight (except Friday night / Saturday morning which is 2:00am and Sunday night which is 22:30pm). New Year's Eve is treated as a Friday night.

### **33. 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 removal.

### **34. No rights**

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