

# CORONATION HALL, GRAFTON. STANDARD CONDITIONS OF HIRE

These standard conditions apply to all hiring of the Coronation hall. If the Hirer is in any doubt as to the meaning of the following, the Hall Manager or Booking Clerk should immediately be consulted.

## 1. 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 Hall Manager, the Hirer shall pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents. Payment to be made by retention of the deposit and/or following an additional invoice for the sum required.

## 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 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 under the terms of the hire agreement.

## 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

The Hirer shall ensure that the Coronation Hall holds a Performing Society Rights Licence which permits the use of copyright music in any form e.g. record, compact disc, tapes, radio, television or by performers in person. If other licences are required in respect of any activity in the Coronation Hall the Hirer should ensure that they hold the relevant licence or the Coronation Hall holds it. A full list of licences held by the Coronation Hall is on display within the building or can be found on the parish web site [www.graftonparish.com](http://www.graftonparish.com)

## 5. Public Safety Compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Licensing Authority 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.

(a) The Hirer acknowledges that they have received instruction in the following matters:

(Displayed within the hall and available on [www.graftonparish.com](http://www.graftonparish.com))

- 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.

(b) In advance of an entertainment or play 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.
- That any fire doors are not wedged open.
- That exit signs are illuminated by a small green light to show that they are functioning correctly..
- That there are no obvious fire hazards on the premises.

## 6. Means of Escape

(a) All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.

(b) The emergency lighting supply is operated by an automatic mains failure switching device.

## 7. Outbreaks of Fire

The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the secretary of the function 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

# CORONATION HALL, GRAFTON. STANDARD CONDITIONS OF HIRE

compliance with the Food Temperature Regulations. The premises are provided with a refrigerator and thermometer.

## 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. Where a residual circuit breaker is provided the hirer **must** make use of it in the interests of public safety.

## 10. Indemnity

Coronation hall insurance covers the following activities and events in the Hall with a limit of indemnity of £1,000,000 as provided under the Public Liability section of the policy, Section 1, for legal liabilities only.

Third Parties who hire the hall for activities such as weddings, private parties and charity sales etc as there is no intention to make money from the event. If an entrance fee for example is charged simply to cover costs, then there is no intention to make a profit, therefore, they shall be covered by the existing insurance

Use of catering facilities provided by the Hall

Any claim which arises from it own negligence.

If groups and clubs comply with the above, they are automatically covered by the policy.

The Coronation Hall is insured against any claims arising out of its own negligence.

Coronation Hall insurance does not cover the following activities and the Hirer must take out their own Public Liability Insurance.

Commercial user: If the hirer intends or hopes to make a profit from their activity this will be regarded as commercial use, regardless of whether they take sufficient money to make an actual profit.

Caterers who prepare food off-site, not in the Village Hall, will require their own insurance.

## 11. Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public to a member of the Coronation Hall function committee **as soon as** possible and complete the relevant section in the Coronation Hall's accident book. Any failure of equipment belonging to the Coronation 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:

- 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 function committee. No decorations are to be put up near light fittings or heaters.

## 13. 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 function committee. Portable Liquefied Propane Gas (LPG) 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 nor 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 for a special event agreed to by the Coronation Hall. No animals whatsoever are to enter the kitchen at any time.

## 16. Compliance with The Children Act 1989

## **CORONATION HALL, GRAFTON. STANDARD CONDITIONS OF HIRE**

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 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 Coronation Hall committee with a copy of their Child Protection Policy on request.

### **17. 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 the Coronation Hall's function 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 Coronation Hall 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 Coronation Hall. The Coronation 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) the Coronation Hall function committee 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 the Coronation Hall 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, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Coronation Hall shall be at liberty to make an additional charge.

### **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. The Hirer shall, if using sound amplification equipment, ensure that all windows and doors are kept shut. The premises are served by a temperature and air circulation system to provide pleasant conditions without opening windows and doors. The hirer should comply with any other licensing condition for the premises.

### **22. Stored Equipment**

The Coronation 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.

The Coronation Hall may, in its discretion in any of the following circumstances, namely-

- (a) in respect of stored equipment, failure by the Hirer either to pay any storage charges due and payable or to remove the same within 7 days after the agreed storage period has ended
- (b) in respect of any other property brought on to the premises for the purposes of the hiring, failure by the Hirer to remove the same within 7 days after the hiring dispose 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.
- (c) Clubs and regular users of the Coronation Hall are required to come to a signed agreement regarding stored and locked items in the Coronation Hall.

# CORONATION HALL, GRAFTON. STANDARD CONDITIONS OF HIRE

## 23. 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 the Hall Manager. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the Coronation Hall remain in the premises at the end of the hiring. It will become the property of the Coronation Hall unless removed by the hirer who must make good to the satisfaction of the hall any damage caused to the premises by such removal.

## 24. No Rights

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

## **SPECIAL CONDITIONS (REGULATED ENTERTAINMENT AND SALE OF ALCOHOL)**

These Special Conditions of Hire include provisions required to comply with the Premises Licence issued under the Licensing Act 2003.

These conditions apply to all events at which regulated entertainment or the sale of alcohol takes place and should be inserted into the Hiring Agreement were necessary.

The Hirer hereby acknowledges receipt of a copy of the conditions of the Premises Licence and/or Operating Schedule for the premises, in accordance with which the hiring must be undertaken and agrees to comply with all obligations therein.

### 1. Hours of Opening

The premises shall not be used for licensable activities except between the hours of 08.00 a.m. and 00.30 p.m. (Monday to Saturday) and 08.00a.m. to 23.00p.m. (Sunday) unless special permission has been issued by Wiltshire Council and by the function committee.

**NOTWITHSTANDING THE LICENSED HOURS THE HALL COMMITTEE WILL NOT PERMIT THE HALL TO BE USED AFTER 11.30 P.M. WITHOUT SPECIAL WRITTEN PERMISSION**

### 2. Capacity and Supervision

(a) There shall, in addition to the Hirer, be a minimum of 2 competent attendants on duty on the premises to assist people entering and leaving, none of whom shall be less than 18 years of age. If most of the audience is under 16, the number of attendants shall be not less than 3. All persons on duty shall have been instructed as to their essential responsibilities in the event of fire or other emergencies, including attention to disabled persons, the location and use of the fire fighting equipment available, how to call the Fire Brigade and evacuation procedure.

(b) The number of people on the premises shall not exceed MAIN HALL 250 for dancing, or 150 seated and SMALL MEETING ROOM 20 seated.

The number of attendants on duty must be as specified in the Coronation Hall's Premises Licence (and not less than):

two adult attendants for up to 100 persons

three adult attendants for 100-249 persons

four adult attendants for 250-499 persons

Additional attendants are required if the audience is mostly under 16, or if there are many disabled people present. **In the case of performances in the Main Hall there must be one competent attendant for each fire exit.**

### 3. 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 of the Premises Licence and/or the Operating Schedule relating to management and supervision of the premises are met.

### 4. Dangerous and unsuitable Performances

Performances involving danger to the public, or of a sexually explicit nature, shall not be given.

### 5. Film Shows

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification.