

Swainby Church Hall

STANDARD CONDITIONS of HIRE

- 1 The hirer shall nominate a "Responsible Person" who, as "The Supervisor", shall be present during the hiring.
- 2 Any damage to the Premises, including its contents, must be paid for. A full inventory of the building is available.
- 3 The hirer must comply with all regulations and conditions imposed by the Local Authority, the Fire and Rescue service, the Police, and the Licensing Authority. Fire Exits must be kept clear at all times.
- 4 The supervisor must acknowledge receipt of instruction regarding procedure in the event of fire and other emergencies. A plan of the premises will be provided with the location of fire fighting appliances and exit routes. It is advised that a fully charged cell phone is carried during the hiring. A First Aid kit is kept on the premises together with an accident report book.
- 5 The premises shall not be sub-let or used for any purpose other than the previously declared purposes.
- 6 No harmful substances to be brought onto the premises.
- 7 No highly flammable materials (e.g. fireworks) to be brought onto the premises.
- 8 When supplying food on the premises all hygiene regulations must be observed.
- 9 Health and Safety regulations must be followed at all times especially when using electrical equipment. Any electrical equipment used in the building must be certified.
- 10 There shall be no smoking within, and in the immediate vicinity of, the building.
- 11 There must be no drunk and disorderly behaviour or rowdiness on the premises.
- 12 Hirers shall have regard for our neighbours by not causing noise nuisance, especially when departing late at night. Cars shall be parked so as not to obstruct other road users or access to our neighbours property. Evening functions must end by 11.30pm except by prior arrangement.
- 13 Litter should be disposed of in the bins provided. The hirer shall remove from the premises any materials suitable for recycling (e.g. bottles, cans, plastic, card & paper).
- 14 The hirer shall be responsible for cleaning and tidying the premises or shall engage our cleaner by prior arrangement. If the premises are not left in a suitably clean condition, the Management Committee will arrange cleaning and invoice the hirer for the charge involved.
- 15 Under no circumstances can any items be attached to the walls, doors or windows anywhere within the building.
- 16 The use of barbecues shall be confined to the specially designated area. The lighting of fires is strictly prohibited.
- 17 The Protection of Children Act must be observed.
- 18 There shall be no discrimination against any person or group on any grounds.
- 19 Cancellation. The Management Committee reserves the right to make a charge for a booking when the hirer cancels at short notice. The Management Committee may have to cancel bookings if the hall is required for use as a polling station, or during an emergency, however caused, in which case the hirer will be refunded the hiring fee.
- 20 The Management Committee is not liable for any loss or damage to persons using the Hall during the period of hiring other than its statutory liability as owner of the premises.
- 21 The Management Committee is not liable for any loss or damage to property of persons using the Hall including cars in the Hall Car Park and property in them.
- 22 The Management Committee is not liable for any damage or theft of any property brought into or left in the Hall
- 23 Prior to the booking a duly signed booking form accepting these terms and conditions must be completed.
- 24 Access to the Hall is via a pedestrian footway. Vehicles are not permitted beyond the Car Parking area. In exceptional circumstances, please make further enquiries.