



RUSPIDGE MEMORIAL HALL

TERMS AND CONDITIONS OF HIRE

GENERAL RESPONSIBILITIES

1. The Hirer and all those using the hall under their booking must park legally and especially not park on pavements. They are also asked to park considerately.
2. The Hirer must be over 21 years of age, and it is their responsibility to ensure that all Conditions of Hire are met.
3. Hirers are requested to respect local residents and to ensure that noise and litter outside the hall are kept to a minimum. The Hirer must ensure that periodic checks are carried out to ensure that there is no anti-social / noise issues outside the premises.
4. The Hirer will be responsible for the security of the hall during the hire period and must ensure that the event is supervised throughout the booking.
5. The Hirer will ensure that the number of people in either hall does not exceed the facility's licensed capacity of 150 in the upper hall and 50 in the lower hall.
6. The hirer must ensure adequate supervision by adults, at all times, at parties for children and young people.
7. Alcohol may not be served without permission of the committee.
8. The premises are not licensed for the **sale** of alcohol. The hirer must obtain a Temporary Events Notice (TEN) from the FOD district council if alcohol is to be sold. Proof of the TEN will be required before the booking can be confirmed.
9. The hall has a Public Entertainment Licence and the Hirer must abide by the terms of the licence whereby Public Entertainment (music, singing, dancing) is only allowed at the following times:
Monday - Friday 8.00 to 23.00 Saturday 8.00 to 24.00 Sunday 9.00 to 18.00
10. Animals are not allowed in the hall (with the exception of assistance dogs) without permission from a committee member.
11. The hall's Public Liability Insurance covers loss and injury to users resulting from problems with the premises and its fixtures and fittings. Users may need to arrange extra insurance for activities associated with the hiring e.g. martial arts and other physical activities.
12. The hall's insurance policy does not include Bouncy Castles. Hirer's **must** ensure that the supplier of the Castle has public liability insurance for the use of the equipment.
13. The Hall will accept no responsibility for the loss of, or damage to, property bought into the premises by the Hirer or people present during the period of hire.

B. PREMISES

1. The hall should be checked before the beginning of the event, to ensure that the premises are clean and undamaged. Any problems should be reported to the

Booking Secretary or another committee member as soon as practicable - taking photographs, if possible, so that no charge will be levied for damage or cleaning.

2. If urgent action is required to remedy a problem, the text /e-mail address which is displayed on the noticeboard, should be used.
3. At the end of the event, the chairs and tables must be stacked tidily in the furniture store (top hall), the floor should be swept and any spillages wiped away.
4. The toilet, kitchen and hall facilities must be left in a clean and tidy manner. Any failure to do this will result in an extra charge for cleaning.
5. All rubbish must be removed from the building, including from waste bins. Food waste can be placed in the Council food collection bin. Glass and cans can be placed in the Council recycle bin. Other waste may be placed in the Council black wheelie bins, although hirers are encouraged to take paper and cardboard home to place in their own recycling. The Council bins and recycling boxes are outside – turn right at the door and then go through the gate on the right at the side of the hall. If the bins are full, it is the responsibility of the Hirer to remove the rubbish from the site. **NAPPIES MUST NOT BE LEFT IN THE BINS IN THE TOILETS.**
6. Any accidental damage or breakages must be notified to a committee member. Repair or replacement costs will be levied to the Hirer.
7. All lights and water taps must be turned off at the end of the booking.
8. All doors must be closed at the end of the booking. The fire door should be checked to ensure that it is properly closed. The exterior doors must be locked.
9. The water boiler, hob and oven points must be switched off at the end of a session.
10. Nothing should be attached to the walls or paintwork in the hall without prior permission.
11. Regular Hirers may be allowed to store small amounts of equipment, in designated areas, only with the express permission of the Committee.

C. SAFETY

1. Smoking is banned in all areas of the premises and grounds.
2. All personal electrical equipment brought into the hall must be in a safe condition, in good working order and must be used in a safe manner.
3. The Hirer must be aware of the *Emergency* and the *Health and Safety* procedures for the hall and must abide by the guidelines contained in those procedures.
4. Any accidents must be logged in the accident book which is kept on the top hall window sill.

D. BOOKING

1. The Hirer must return the completed booking form within 7 days, in order to secure the booking, or the provisional booking will be cancelled.
2. Hire charges for single bookings must be paid in full 4 weeks before the event.
3. A refundable deposit of £20 is required for one-off events. This will be returned within 7 days of the booking if the hall was left in a clean and tidy condition, there were no breakages and the conditions of hire were followed - provided that the hirer facilitates such repayment. The deposit will usually be repaid at the end of

the hire session but if the hirer leaves the hall before the agreed time, then the hirer must provide BACS details for the deposit repayment.

4. Regular bookings will be invoiced monthly. Payment should be made within 7 days of the date of the invoice.
5. The Hirer will inform the Bookings Secretary of any changes or cancellations ASAP.
 - For a single event the deposit may be forfeited if less than 2 weeks' notice is given.
 - Regular booking - with less than 7 days notice of a cancellation the Hirer will be invoiced for that session and payment will be expected.
6. The duration of hire must include setting up and clearing away time and the Hirer must pay for the appropriate amount of time required for this. An extra 10 minutes before and after the hire time is allowed to give time for entry and exit to the hall.
7. Entry to the hall is obtained by using a coded key safe in which the door key is kept. Regular users will be issued with the key code which must only be used by the Hirer or another named user.
8. The Committee reserves the right to refuse a booking.
9. Committee members have the right to enter the hall during any event.
10. Every effort will be made to provide the Hirer with the reserved booking. However, the committee will take no responsibility for any losses incurred because of an unexpected non-availability of the Hall, other than to refund any fees already paid.

PRIVACY STATEMENT:

Ruspidge Memorial Hall uses personal data only for the purpose of managing the hall. This encompasses the finances and booking of the hall, maintenance, running events and any fundraising activities.

Data may be retained for up to 7 years for accounting purposes, and possibly longer if required by the hall's insurers.

Personal data of the hall's clients, contractors and trustees will not be passed to any other persons or third parties.

If you need to know how we keep or use your personal data and what data is kept, please contact the secretary via the contact form on the hall website www.ruspidge Memorial Hall.weebly.com or by e-mail ruspidge.secretary@gmail.com.