

If the **HIRER** is in any doubt as to the meaning of the following, the Booking Secretary should be consulted.

For the purposes of these conditions, the terms **HIRER** shall mean an individual **HIRER** or, where the **HIRER** is an organisation, the term **HIRER** is the organisation, or their appointed representative..

THE HALL IS A NON-SMOKING ENVIRONMENT

1. **Supervision:** The **HIRER** will, during the period of the hiring, be on the premises and responsible for a) Premises: the fabric and contents. b) Users: their behaviour and welfare whatever their capacity.
2. **Use of Premises:** the **HIRER** shall not use the premises for any purposes 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 or licences in respect thereof nor allow the consumption of alcohol thereon without written permission. It is the responsibility of the **HIRER** to satisfy themselves that the premises are fit for the purpose for which they intend to use them.
3. **Notices:** The **HIRER'S** attention is drawn to the notices in the Hall, Kitchen and toilets. Failure to comply with these directions may result in the letting being cancelled.
4. **Noise:** Noise levels must be kept to a reasonable level at all times, bearing in mind that the Hall is in a residential area. This includes arrival and departure.
5. It is desirable that ushers or stewards are available to confirm that only bona fide persons are allowed entry to the Hall.
6. **The HIRER** shall arrive at and vacate the premises at the agreed times so that others using the Hall are not inconvenienced.
7. **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, all equipment and furniture used returned to the place where they were found, otherwise the PCC shall be at liberty to make an additional charge. The **HIRER** shall remove all rubbish, bottles and the like resulting from the hiring. Failure to do so may result in a surcharge. Unsold items from the sales area are to be removed from the premises at the end of the hire period. Any extra cleaning required will be charged and future bookings may be refused.
8. **Use of additional facilities:** The Kitchen is for the preparation and serving of food and is not to be used for any other purpose. It should be left clean and tidy, the crockery and glasses should be washed and dried and returned to the proper place so that others using the Hall are not inconvenienced.
9. **Public Safety Compliance:** The **HIRER** shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, and the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public entertainment.

SAFETY PROCEDURES

The **HIRER** shall take charge in an emergency. The **HIRER** should make themselves aware of the layout of the building, particularly the location of all Fire Exits and safety notices. The **HIRER** will be responsible for ensuring that the Emergency Services are summoned, for ensuring that the premises are evacuated, where necessary, and for communicating with the Emergency Services on their arrival.

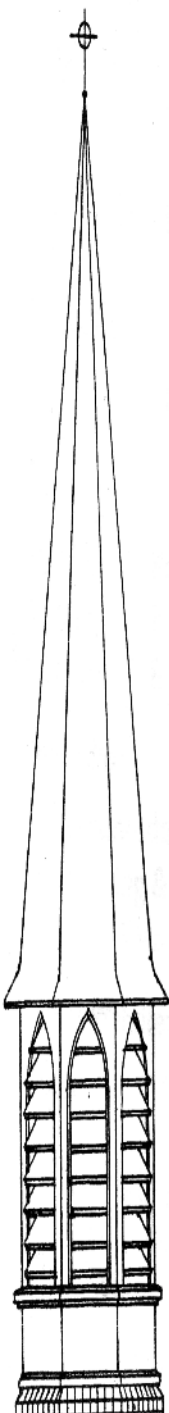
Exit Doors: All exits should be kept clear of obstruction at all times.

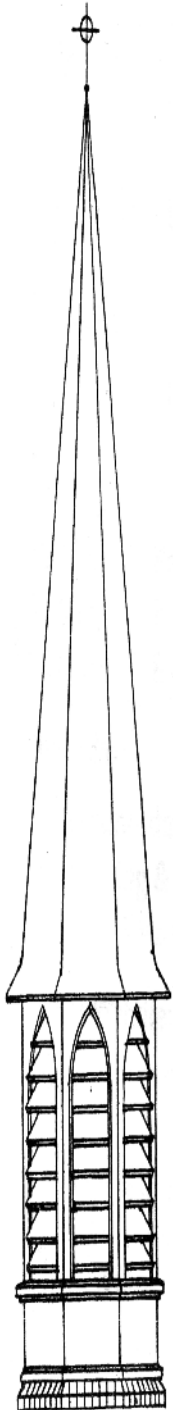
Emergency Exit: This exit is **ONLY** to be used in the event of an emergency. It is **NOT** to be used at any other time or propped open for ventilation or access purposes. The **HIRER** should bring any equipment in to the Hall by the main entrance.

Fire: If fire should be suspected in the building the priority is to evacuate the premises and the **HIRER** should advise which exits to use.

Assembly Point: The assembly point for all evacuees is the car park at the East (vestry) end of the church in Old Cheltenham Road to allow Emergency Vehicles easy access. Evacuees should remain there until the 'All Clear' is given by the **HIRER**.

- 10 **Health and Hygiene:** The **HIRER** shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.





- 11 **Accidents and Dangerous Occurrences:** The **HIRER** must report all accidents involving injury to the public to the Hall Booking Officer as soon as possible and an Accident Form must be completed and returned to the Hall Booking Officer.
- 12 **Compliance with the Children Act:** The **HIRER** shall ensure that any activities for children comply with the provisions of The Children Act 1989 and that only fit and proper persons have access to the children.
- 13 **Electrical Appliance Safety:** The **HIRER** shall ensure that any electrical appliances brought into the premises and used there shall be safe and in good working order and used in a safe manner.
- 14 **Indemnity:** The **HIRER** shall indemnify the PCC for the cost of repair of any damage done to any part of the property or the contents of the buildings, which may occur during the period of the hiring as a result of the hiring.

The **HIRER** shall be responsible for making arrangements to insure against any third party claims, which may lie against him or her (or the organisation if acting as a representative) whilst using Holy Trinity Hall (Holy Trinity hall is insured against any claims arising out of its own negligence).
- 15 **Licences:** The **HIRER** shall be responsible for obtaining such licences as may be needed from the appropriate authorities.
- 16 **Gaming, Betting and Lotteries:** The **HIRER** shall ensure that nothing is done on or in relation to the premises in contravention to the law relating to gaming, betting and lotteries.
- 17 **Animals:** The **HIRER** shall ensure that no animals (including birds) except guide dogs are brought into the hall, other than for a special event agreed to by the Hall Booking Officer. And no animals whatsoever are to enter the Kitchen at any time.
- 18 **Fly Posting:** The **HIRER** shall not carry out or permit fly posting or any form of unauthorised advertisements for any event taking place at Holy Trinity Hall and shall indemnify the PCC 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.
- 19 **Cancellation by the HIRER:** If the **HIRER** wishes to cancel the booking before the date of the event and the Hall Booking Officer is unable to conclude a replacement booking, the question of the repayment of the fee shall be at the discretion of the PCC.
- 20 **Cancellation by the PCC:** The PCC reserves the right to cancel this hiring in the event of the Hall being required for use by the church or for use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the **HIRER** shall be entitled to a refund of any deposit paid.
- 21 **Unfit for use:** In the event of the Hall or any part thereof being rendered unfit for the use for which it has been hired, the PCC shall not be liable to the **HIRER** for any resulting loss or damage whatsoever.
- 22 **Refusal of Booking:** The PCC reserve the right to refuse a booking or to cancel this hiring agreement at any time either before or during the term of agreement upon giving 7 days notice in writing to the **HIRER**. The **HIRER** shall be entitled upon such notice to reimbursement of such monies including the deposit or a proportion of the same as have been paid by the **HIRER**. The PCC shall not be liable to make any further payment to the **HIRER**.
- 23 The PCC reserves the right for its representatives to enter the building at any time and in the event of disorder to close down proceedings.

I.....the undersigned agree to abide by the Standard Conditions of Hire outlined above.

Signed..... Date.....

Countersigned by the Hall Booking Officer on behalf of the Parochial Church Council of Holy Trinity, Longlevens.

Signed..... Date..... Issued January 2015