



Standard Conditions of Hire

PLEASE NOTE THAT A FIRST AID KIT, INCIDENT BOOK AND BREAKAGES BOOK ARE LOCATED IN THE KITCHEN, TO BE COMPLETED AS NECESSARY

- 1 **Payment** of the Hire Charge is required at the time of booking, within the timeframe stated on the invoice, **plus the refundable Damages Deposit** if specified on the Booking Form. If this is not received, the Committee reserves the right to let the Hall to an alternative Hirer. Provided the Hall has been left in a clean and undamaged condition (**see Condition 11 also**), the Damages Deposit will normally be refunded within 21 days.
- 2 **Smoking** anywhere within the Hall building is expressly forbidden by law and subject to on-the-spot fines. Users of the Hall may smoke outside and should make use of the fire buckets provided, ensuring that all smoking materials are properly extinguished. **The Committee** reserve the right to retain some or all of the refundable deposit if there is any evidence that smoking has taken place within the Hall building.
- 3 **The Hirer** will, during the period of hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safely 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 the car parking arrangements to avoid obstruction of the highway. **The Hirer** has an obligation to ensure that their guests are aware of the ban on "stiletto" heels and black soled trainers to avoid damage to the Hall flooring.
- 4 **The Hirer** shall not use the premises for any other purpose than that described in the hiring agreement and shall not sub-hire or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or any insurance policies in respect thereof.
- 5 **The Hirer** shall be responsible for obtaining such licences as may be needed from Phonographic Performance Limited (if recorded music is to be used) and for the observance of same.
- 6 **If the Hirer intends to run a paid bar** during the period of hire, they shall be responsible for obtaining and completing a Temporary Event Notice (TEN). These are available from South Norfolk and Broadland District Council at a cost of £21 per notice and must be applied for **at least 10 working days before the event**. Information can be found online at <https://www.southnorfolkandbroadland.gov.uk/apply-alcohol-entertainment-licence-1/temporary-event-notice>. A copy of the authorised TEN (approved by the Council) must be forwarded to the Booking Secretary **at least 7 days before the event** takes place.
- 7 **The Committee** requires that for all private hirings involving the sale of alcohol, the bar be run and personally supervised by a Personal Licence Holder.
- 8 **The Hirer** when hiring the Hall for any event involving children (excluding family parties) must have a Child Protection Policy in place.
- 9 **The Hirer** shall comply with all conditions and regulations made in respect of the premises by the Fire Authorities, Local Authority, the Local Magistrates Court or otherwise, particularly in connection with any event which includes public dancing or music or similar public entertainment or stage plays. At no time should there be any excessive noise that might cause residents in the area to be unreasonably disturbed.
- 10 **The Hirer** shall indemnify the Committee for the cost of repair of any damage done to any part of the property including the curtilage thereof, or the contents of the building, which may occur during the period of the hiring as a result of the hiring.
- 11 **At the end of the Hiring the Hirer shall be responsible for REMOVAL OF ALL LITTER** from the main hall, meeting room, kitchen, lobby, all toilets, car park and grounds, whichever have been used, and leaving these same rooms, the premises and surrounds in a clean and tidy condition and ensuring that the building is properly locked and secured. The Hirer must ensure that any tables used are cleaned and dry before returning to the trolleys, and that all chairs are stacked safely – no more than 11 high – in the storage area. Any contents temporarily removed from their usual positions must be properly replaced, otherwise the Committee shall be at liberty to make an additional charge.
- 12 **The Hall's insurance against theft only covers forced or violent entry**. If any losses are incurred due to doors or windows being left unsecured after a booking, the Hall reserves the right to recover such losses from the Hirer.
- 13 **If the Hirer wishes to cancel the booking more than 7 days before the date of the event** and the Committee is unable to conclude a replacement booking, the question of the payment or repayment of the hire fee shall be at the discretion of the Committee. **If the booking is cancelled within 7 days of the event then NO refund of the hire fee will be given**. The damage deposit will be refunded in either case.

- 14 **The Committee** reserves the right to cancel a hiring in the event of the Hall being required 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 hire fees already paid.
- 15 Whilst **the Committee** welcomes regular series of bookings in advance, they reserve the right - in exceptional circumstances - to cancel, with notice, a particular hiring.
- 16 **In the event** of the Hall, or any part thereof, being rendered unfit for the use for which it has been hired, the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.
- 17 **Special Conditions:** The Community Hall Management Committee reserves the right to stipulate other special conditions for a hiring, where appropriate, and these will be specified on the Booking Form.

Fire Safety Checklist

(for premises being used for entertainment purposes)

In the interests of fire safety, the following must be adhered to by Hirers of the premises prior to and during any period the premises are being used for entertainment purposes:

Inside the Building

- 1 All exits to be unlocked, keys and bolts to be removed.
- 2 All exit doors should be tested to ensure they open without difficulty. Double doors - both leaves to open.
- 3 Ensure self-illuminated exit signs are operating.
- 4 Identify the location of fire alarm break glass call points (where installed) and the location of fire extinguishers, ensuring these are not obstructed.
- 5 Familiarise yourself with the Fire Safety Routine and the Assembly Point (roadside edge of the car park near the recycling bins).
- 6 Ensure doors fitted with self-closing mechanisms are not wedged open.
- 7 The location of the nearest telephone (for emergency use) should be identified.

Outside the Building

- 1 Ensure outside lights, where provided, are functioning correctly.
- 2 Ensure external escape routes are not obstructed.
- 3 Ensure exit doors are not obstructed on the outside of the building.

After the Event

- 1 All litter must be removed and taken away by the Hirer as per Standard Condition number 11.
- 2 Switch off and unplug all electrical equipment where appropriate.
- 3 Turn off all lights, including those in the kitchen if used, and in all toilets.
- 4 Close and lock all windows and doors and secure the premises.

**ANY DEFECTS MUST BE REPORTED IMMEDIATELY TO THE
MANAGEMENT COMMITTEE**

Main Hall Capacity

The following capacity figures for regulated entertainment events must be adhered to:

When used for seating at tables **Up to 100**

When used for dancing, combined dancing and seating at tables, or closely seated audience (moveable seating) **Up to 130**