



## **Standard Conditions of Hire – For Hall.**

### **Stiletto heels may not be worn inside the hall**

For the purpose of these conditions, the term HIRER shall mean an individual hirer or where the hirer is an organisation, the authorised representative. In either case, the signatory must have achieved the age of 25 years, however below that age the COMMITTEE will give approval on a 'case by case' basis.

The HIRER will, during the period of the hiring, be responsible for the 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 to avoid obstruction to the highway. Cars are not to be parked on any grass area without written permission of the Committee.

Should unauthorised persons attempt to enter the hall or cause such a disturbance that leads the HIRER to believe that they are in danger the Police must be called and the Booking Clerk informed using the phone number on the Booking Form. The HIRER may be responsible for any such activity if it is found that the unauthorised activity was linked to their booking or was a result of poor supervision by the HIRER.

The HIRER shall not use the premises or allow the premises to be used for any unlawful purpose or in any other 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 alcoholic liquor without the appropriate licence. The Committee insurance covers hirers only for the actual hours of the hiring and this should be borne in mind when making the original booking.

The HIRER shall be responsible for obtaining such licences as may be needed whether (a) for the sale or supply of intoxicating liquor (b) from the Performing Rights Society, (c) from Phonographic Performance Ltd. or otherwise and for the observance of the same.

The HIRER of the playing field (i.e., the property outside the structure of the hall) will be responsible for the provision of such certificate of insurance necessary to ensure sufficient cover for public liability. This will include participants in the event as well as those persons

not involved in the event but affected by it in any way. **The insurance cover provided for the hall does not extend to events held outside its boundary.**

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.

The HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, and the local Magistrate's Court or otherwise, particularly in connection with any event which includes dancing or music or other similar public entertainment or stage plays.

The HIRER shall, if preparing or selling food, observe all relevant food health and hygiene legislation and regulations.

The HIRER shall ensure that any electrical appliances brought by them to the premises and used there are in a safe and good working order and used in a safe manner. **Bouncy castles, and similar, are permitted, in the main hall only, however, the insurance for such equipment, and its use, is the responsibility of the HIRER. Any such equipment must be positioned clear of all fire exits, and the overhead projector. Consideration should be given to the risk of users striking the ceiling or other overhead fittings.**

The HIRER shall indemnify the COMMITTEE for the cost of repair, or 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. The HIRER will bring to the attention of the COMMITTEE, at the commencement of the hiring period, any defects already present.

All reasonable steps must be taken to minimise noise emitted from the premises. No sound from the premises is to be audible within any other property between 22.00 hours and 0700 hours.

If the HIRER wishes to cancel the booking before the date of the event the Booking Deposit will not be refunded. If the COMMITTEE is unable to conclude a replacement booking, the question of payment or refund of the balance of the hiring fee shall be at the discretion of the COMMITTEE.

The HIRER will ensure that no dogs, except registered assistance dogs, are brought into the hall.

The HIRER shall ensure that the activities of children under eight years old will comply with the conditions of the Children's Act 1989 (or any subsequent amendment pertaining thereto) and that only fit and proper persons have access to children.

In the event of the Playing Field or 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.

The COMMITTEE reserves the right to cancel a booking in the event of the hall being required for use as a Polling Station for Parliamentary or local Government elections or byelections, or the COMMITTEE needing to cancel a booking due to essential maintenance work. In such cases the HIRER will be entitled to a refund of any fee or deposit already paid.

At the end of the booking the HIRER shall be responsible for leaving the premises and surroundings in a clean and tidy condition, properly locked and secured unless directed otherwise by a member of the COMMITTEE and any contents temporarily removed from their usual positions properly replaced. **The HIRER is also responsible for removing all rubbish that is attributable to them during the hiring. Otherwise, the COMMITTEE shall be at liberty to make an additional charge.** The refundable deposit is imposed with such an additional charge in mind. Refunds are agreed at the COMMITTEE meeting held normally on the first Tuesday of each month.

## **SUMMARY OF CONDITIONS IMPOSED BY PUBLIC ENTERTAINMENTS**

### **LICENCE**

#### **Supervision:**

- **The HIRER, not being a person under 25 years of age**, (though the age group 18 to 25 will be considered on an individual basis by application) **shall be in charge of, and upon, the premises during the whole of the time that they are open for public entertainment. The persons in charge shall not be engaged on any duties which will prevent them from exercising supervision**
- The person in charge shall be assisted by competent attendants (aged not less than 21 years) based on at least one attendant for every 100 members of the public or part of that number.

#### **First Aid:**

- A properly equipped first aid point must be provided (some first aid equipment is available in the kitchen).

#### **Capacity:**

- The maximum number of persons permitted on the premises is:
  - The HM Hall is 80 Closely seated
  - The main hall is 270 closely seated, 100 around 15 tables with a disco.

#### **Means of escape:**

- All means of exit from the premises must be kept free from obstruction and immediately available for public egress.

#### **Outbreaks of fire:**

- The Fire Brigade shall be called to any outbreak of fire, however slight, and the HIRER is to give details to the COMMITTEE.

There are two marked fire exits, the main entrance doors, and the doors to the playing field.

There are 3 fire extinguishers, one in the main entrance (CO2 extinguisher) and one in the hall (water extinguisher).

In the kitchen there is a fire blanket and CO2 extinguisher suitable for electrical fires.

**Dangerous Performances:**

- Performances shall not involve danger to the public. Laser beams, smoke generators or similar special effects must not be used without the consent of the COMMITTEE who may refer to Folkestone and Hythe District Council for advice.

**Flammable Substances:**

- No open fires or liquid petroleum installations (portable or fixed) of any kind, gas lamps or candle lamps or any naked flame shall be installed or used, without written consent of the COMMITTEE.
- No internal decorations of a combustible nature shall be erected without the written consent of the COMMITTEE.

**Hours of Opening:**

- The premises shall not be used for public dancing or music or any other indoor public entertainment of a like EXCEPT during the licensing hours these being.

**Monday to Friday and Sunday 10.00 to 00.00 hours and Saturday 10.00 to 23.45 hours**

**Noise:**

- All reasonable steps must be taken to minimise noise emitted from the premises.