

Bedhampton Social Hall Association

Registered Charity 1014997

CONDITIONS OF HIRE FOR THE BEDHAMPTON SOCIAL HALL CENTRE

The term **HIRER** means either an individual or the duly appointed representative of an organisation.

The term **PREMISES** denotes the part of the building hired or used, either

(i) The main hall, stage, foyer, lobby, kitchen and toilets

or (ii) The meeting room, foyer, lobby, kitchen and toilets

If the HIRER is in any doubt as to the meaning of any of these conditions clarification should be sought from the Association Secretary or Bookings Team

A **Provisional Booking** will normally be held for 14 days pending confirmation.

1. A **REFUNDABLE Deposit** is required from all private function hirers which will normally be refunded within 14 days after the event provided that the premises are:
 - (a) left in good order with no damage or breakages
 - (b) vacated promptly at the end of the hire period
 - (c) left in a clean and tidy condition, ready for the next hiring.

However, this surcharge may be used in part or full as an additional hire charge where these conditions are not met, or to cover part/full damage or additional cleaning as may be required.

2. (i) For **occasional weekday bookings** a minimum **Deposit of 50% of the total hire charge** is required with the completed booking form and the balance not later than 28 days before the event.

(ii) For **Saturday functions**, on receipt of application a **Quotation** will be issued with request for £40 non-returnable deposit and balance six weeks prior to event.
3. A **cancellation fee** of £5 will be charged for notice more than 28 days for weekday bookings or 50% of the hire charge for notice of cancellation less than 28 days for all bookings.
4. The **premises must be vacated by** the time stated on the Hire Application Form and in any case not later than 2330 hours.
5. The Bedhampton Social Hall Association reserves the right to refuse any booking, to revise hire charges and to review conditions of hire at any time. Advanced bookings for hire after 31st March each year will be charged at the new rates agreed by the General Committee.
6. The hire of the premises does not entitle the hirer to use the premises other than the times specified on the booking form.
7. The BSHA reserves the right to cancel any booking in the event of the premises being required as a polling station for Parliamentary, Local Government or Bye-elections or as a centre for **civil** emergency procedures, in which case the hirer shall be entitled to a full refund of any monies paid.
8. In the event of the premises or part thereof being rendered unfit for use for which it has been hired, the BSHA shall not be liable for any resulting loss or damage whatsoever.
9. The BSHA reserves the right to terminate a hiring at any time if these conditions of hire are breached or likely to be breached.

10. It is the responsibility of the hirer to:-

- (a) Indemnify the BSHA and its duly authorized officers against all liability whatsoever for the personal injury to, or the death of any person, loss, theft or damage to property and any other loss and/or damage costs and expenses arising out of the hire except to the extent that such personal injury, death, loss, theft, damage, costs and expenses shall have been occasioned by the negligent act, omission or default of the BSHA or its duly authorized officers.
- (b) be responsible for the adequate supervision of the premises, including the car park, during the period of hire and until all attendees have left and the behaviour of all persons using the premises whatever their capacity.
- (c) be responsible for all damage, however slight, to the premises, fabric or property occurring during the period of hire or whilst persons are entering or leaving pursuant to the hire whatsoever and howsoever caused. The hirer undertakes to insure against all such risks.
- (d) not to use the premises for any purpose other than that stated in the hire agreement, nor to sub-hire or allow the premises to be used for any unlawful purpose nor do anything which may endanger the same or invalidate any related insurance policies.
- (e) be responsible for obtaining such licenses or authorizations as may be needed for the activity or otherwise and the observance of the same.
- (f) ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
- (g) if serving food, observe all relevant food, health and hygiene legislation and regulations.
- (h) ensure that any electrical appliances brought onto the premises and used are in a safe working order and hold a valid certificate of inspection.
- (i) ensure that no nuisance or annoyance is caused to users of other rooms, or occupiers of neighbouring premises either during the period of hire or when entering or leaving the premises.
- (j) not to allow the use of any naked lights anywhere on the premises.
- (k) ensure that the maximum capacities (150 persons for main hall and 40 persons for meeting room) are not exceeded. (These capacities will be reduced by the use of furniture.)
- (l) ensure that all doors, gangways and exits are kept clear of obstruction, both partial or total, and that Fire Doors are kept closed at all times.
- (m) ensure that any activities for children comply with the provisions of the Children Acts 1989 and 2006, and that only fit and proper persons have access to the children. (Ref should be made to the BSHA Child, Young Person and Vulnerable Adult Protection policy.)
- (n) ensure that no 'inflatables' are brought onto the premises, including gas-filled balloons.
- (o) ensure that no animals, other than guide dogs, are brought onto the premises without written permission from the BSHA.
- (p) be responsible for the cost of use of telephones on the premises during the period of hire.
- (q) not remove fire extinguishers from their brackets for any purpose other than to fight fires.
- (r) ensure that smoking does not take place anywhere on the premises during the period of hire.
- (s) ensure that unsuitable footwear such as pointed heel or metal capped shoes are not worn in the main hall.

The organiser of any function/activity has a duty under Health & Safety legislation, to familiarize themselves with regulations and procedures related to the premises being hired, and to ensure that their guests are told of these.

Updated December 2016