



NORTHAM HALL

Standard Conditions of Hire 2018-19



For the purpose of these conditions the term Hirer shall mean an individual or, where the hirer is an organisation, the authorised representative.

1. The Hirer will, during the period of the hiring, be responsible for the supervision of the premises, the fabric and contents, their care, safety from damage however slight and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car-parking arrangements so as to avoid obstruction of the highway.

2. The Hirer shall not use the premises for any purpose 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 in respect thereof nor allow the consumption of alcoholic liquor thereon without written permission.

3. The Hall insurance only covers Town Council events. Anybody hiring this hall will be required to carry their own Public Liability and equipment insurance and complete their own risk assessment before each session.

The Hirer shall also be responsible for obtaining such licences as may be needed whether for the sale or supply of intoxicating liquor, or from the Performing Right Society, Phonographic Performance Ltd, or otherwise and for the observance of the same.

4. 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.

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

6. The Hirer shall, if preparing, serving or selling food observes all the relevant health and hygiene legislation and regulations.

7. The Hirer shall ensure that any electrical appliances brought by him to the premises and used there shall be safe and in good working order and used in a safe manner and be tested to comply with current regulations.

8. The Hirer shall indemnify the committee for the cost of repair or replacement due to any damage done to any part of the property including the curtilage thereof or the contents of the buildings, furniture, fittings and equipment which may occur during the period of the hiring or as a result of the hiring.

9. The Hirer shall take all precautions for the safety of those present and it is the responsibility of the Hirer to ensure that alcohol is neither purchased for nor brought into the Hall, by underage persons.

10. The Hirer shall ensure that the minimum of noise is made on arrival and departure and that the playing of any music will be kept to acceptable levels.

11. The Hirer shall ensure that no dogs except guide dogs are brought into the Hall.

12. The Hirer, shall at the end of the hiring period, be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents removed from their usual positions properly replaced, **otherwise the committee shall be at liberty to make an additional charge.**

13. A refundable deposit will be required of £60 - £250 per hire application for all single bookings dependent on planned usage. This will be returned subject to the Hall being left in a satisfactory condition following the end of the function and key being returned within 5 days. Failure to return the key will result in deposit being banked.

14. All rubbish bins should be emptied and rubbish taken away by the Hirer. We do not have a regular rubbish collection. Rubbish must not be left outside the Hall. Any rubbish left by the hirer shall result in the loss of their deposit.

15. 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.

16. The Hirer shall ensure that any activities for children under eight years of age will comply with the provisions of The Children Act 1989 and that only fit and proper persons have access to the children. In addition, with any event involving persons less than 18 years there must be at least 1 Adult aged over 25 per 10 young persons present at all times.

17. Hirers responsible for groups of young children and vulnerable adults must have a safeguarding policy in place and follow proper practices. A copy of the policy needs to be submitted with a hiring application to the Town Council.

18. The Hirer shall ensure that the maximum number of persons present in the Hall at any one time shall not exceed the number allowed by Devon County Fire & Rescue, unless prior permission has been granted by the former.

19. Please ensure that the Hall is left as set up when you arrive, i.e chairs should be left in a single line around the walls and not stacked, tables should be wiped clean before putting away.

**20. CASUAL HIRERS WILL NEED TO COLLECT A KEY FROM THE TOWN HALL DURING OFFICE HOURS – MONDAY TO FRIDAY
9.00am TO 1.00pm**