

LOWICK COMMUNITY HALL
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Bookings Secretary:

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All areas of the Hall are NO SMOKING Contents

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GENERAL CONDITIONS OF HIRE

1. BOOKINGS

All applications for the hire of the facilities should be made to the Booking Secretary for the attention of the Management Committee on the appropriate application form. The person by whom the form is signed must be over 18 years of age and shall be deemed to be the Hirer. The Management Committee reserves the right to refuse any application for the use of the facilities without explanation or to cancel the letting. Any alteration to the details of a booking must be notified to the Management Committee at least 3 days before the event is to take place.

2. PAYMENT OF CHARGES

Charges become due after the date of the booking

3. CANCELLATION BY THE HIRER

Any cancellation by the hirer must be notified to the Bookings Secretary as soon as possible.

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4. LIABILITY AND INSURANCE

- a) The Management Committee accept no liability whatsoever for damage, loss or theft of goods or property brought onto the premises and belonging to the Hirer or any persons using the premises, howsoever caused.
- b) The Committee accepts no liability and the Hirer alone shall be responsible for any death or personal injury suffered by the Hirer or any other person using the premises during the period of hire (except where the same is due to the negligence of the committee or their employees).
- c) The Hirer shall be liable for and shall pay the cost of making good any damage to the premises and any loss or theft of any goods belonging to the Community Hall.
- d) The Hirer shall indemnify the Committee against:
 - i. Any liability which, notwithstanding the provisions of this clause the Committee may incur in respect of any death or personal injury (caused otherwise than by the negligence of the committee) or any damage, loss or theft of any goods belonging to the Hirer or any other persons.
 - ii. All claims and liabilities suffered by the Committee arising out of any non-performance or non-observance of the terms of these conditions of hire or any regulations or any Act of Parliament by the Hirer, his servants or agents or any other person.
- e) The Hirer should ensure that the event is adequately insured to cover the use of equipment not belonging to the Community Hall.
- f) The Committee accepts no liability whatsoever for any occurrence which takes place on surrounding areas. The parking of vehicles is at owners' risk.

5. FIRE PROCEDURES

The Hirer must be aware of the fire extinguisher locations, uses and the fire notices.

ALL AREAS OF THE HALL ARE NO SMOKING.

6. TEMPORARY CLOSURE

In the case of any breakdown or failure of the power, fuel or water supply; fire, water leakage or any accident or occurrence rendering necessary the closing of the facility; or an interruption of any engagement, either before or during any function or any repairs or renewals consequent upon such breakdowns etc. the Hirer agrees that the Committee shall not be liable for any loss or claims arising from such closures of the hall or its facilities.

7. USE OF PREMISES

- a) The period for which the facilities are booked and for which the hire charges shall be payable, must include such additional time as is necessary to provide change or removal of equipment in connection with the booking.
- b) The Hirer shall not assign or sub-let the benefit of the hiring.
- c) The Committee reserve the right to refuse to admit any item or person to the hall deemed to be unsuitable, obnoxious or unlawful.
- d) No animals allowed into the hall areas with the exception of Guide Dogs.

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8. FIRST AID

The Hirer shall be responsible for the provision of all medical attendants and equipment.

9. RIGHT OF ADMISSION

The Committee reserves the right at their absolute discretion to refuse, or direct the Hirer to refuse, the admission of, or to evict, any person from the hall without reason and shall not be liable to pay any compensation to the Hirer from such exclusion.

10. GOOD ORDER

The Hirer shall be responsible for good order being kept throughout the period of the hiring and the Committee may charge the Hirer for any expenses incurred by them in engaging the Police to preserve order prior to, during or after any function.

All events must be adequately stewarded and such stewards are to be engaged by the Hirer. The Hirer and the stewards shall supervise the passage of all persons to and from the premises, ensuring that they behave in a quiet and orderly manner and they shall supervise the evacuation of any persons during an emergency. The Hirer and stewards must also ensure that all exits remain unobstructed.

11. DANCES, DISCO'S AND MUSICAL EVENTS

THE HIRER SHALL:

- a) **ENSURE THAT EXCESSIVE AMPLIFICATION IS NOT USED AND MUST TAKE STEPS TO REDUCE IT IF NECESSARY.**
- b) Not admit to the premises or shall remove any person who is not in a fit state to conduct his or herself properly.
- c) Ensure that the stewards remain on the premises throughout the event.
- d) Ensure the premises are cleared of patrons at the conclusion of the advertised time.
- e) The cost of damage, extra cleaning or other expenses incurred will be claimed from the Hirer.
- f) The level of illumination in the Hall shall be such at all times that stewards can clearly observe and shall be to the satisfaction of the Committee.

12. VACATION OF PREMISES/CLEANING

The Hirer shall ensure that the hired facilities, and any equipment used is left in a tidy and orderly condition at the end of the period of use. All goods belonging to the Hirer or in connection with the Hirer must be removed from the room and/or facilities booked, by the end of the period booked.

It is the responsibility of the Hirer to ensure that the premises are left secured and in a clean condition at the end of the period of hire. If failure to do so results in the Committee incurring additional cleaning or other charges, these will be met by the Hirer.

THE HIRER MUST REMOVE ALL RUBBISH GENERATED FROM THEIR FUNCTION

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13. DECORATIONS AND SCENERY

No decoration or scenery to be attached to the Community Hall equipment **without prior approval.**

14. COPYRIGHT

The Community Hall does not hold any copyright licenses.

15. CATERING

Kitchen facilities can be booked when making application for the use of the premises and if used must be kept in a safe and clean condition.

16. MEALS AND THE FOOD HYGIENE REGULATIONS

Consumption of food on the premises must conform with the food hygiene or any subsequent regulations.

17. COMPLAINTS

Any complaints with regard to the management and control of the premises must be made in writing to the Management Committee within seven (7) days of the complaint arising.

18. MODIFICATIONS OF CONDITIONS

The Management Committee reserves the right to modify or vary any of these conditions or to impose special conditions where the nature of any application so demands.

19. HALL CAPACITY

The maximum number of people allowed to attend events held in the Community Hall is Eighty (80) persons.