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## Standard Terms & Conditions of Hire

These standard terms and conditions apply to all hires of Flitton & Greenfield Village Hall. Any hirer must agree to them, and by signing a hire agreement you are declaring that you agree to abide by them. If you are in any doubt as to the meaning of any of the following, you must seek clarification from us without delay.

### 1. Age

You, not being a person under 18 years of age, hereby accept responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all Standard Conditions under this Agreement relating to management and supervision of the premises are met.

### 2. Supervision

During the period of the hiring, you are responsible for:

- (i) supervision of the premises, the fabric and the contents;
- (ii) care of the premises, safety from damage however slight or change of any sort; and
- (iii) 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.

As directed by us, you must make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

### 3. Use of premises

You must not use the premises including the car park for any purpose other than that described in the Agreement and must not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring on to the premises anything which might endanger the premises or render invalid any insurance policies covering the premises nor allow the consumption of alcohol without our written permission, unless purchased from the on-site bar.

No ball games of any type are to be played in the hall; inflatables are only allowed if for children, and must be clear of the ceiling by at least 0.5 metre and must be set up in the half of the hall nearest the main entrance. Snow/Bubble machines are not allowed to be used in the hall.

**If any function is found to be taking place for purposes other than those declared on the booking form, the management committee reserves the right to terminate the booking immediately and will require the premises to be vacated forthwith.**

For the avoidance of doubt, the premises referred to in the Booking Form refer to the hall & the car park immediately surrounding the hall. This excludes the recreation ground and games area for which there are separate terms for use and all enquiries should be directed to the Parish Council.

### 4. Insurance and indemnity

- (i) You are liable for:
  - a) costs arising from accidental and malicious loss or damage and for loss or damage arising out of your negligence to any part of the premises including its curtilage or its contents;
  - b) costs arising from accidental and malicious loss or damage and for loss or damage arising out of your negligence done to our Wi-Fi service;
  - c) all claims, losses, damages and costs made against or incurred by us, our employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of your use of the premises (including the storage of equipment) and your use of our Wi-Fi service; and
  - d) all claims, losses, damages and costs made against or incurred by us as a result of any nuisance caused to a third party as a result of your use of the premises and/or the use of our Wi-Fi service, and subject to sub-clause (ii), you must indemnify us against such liabilities.

- (ii) We will take out adequate insurance to insure the liabilities described in sub-clauses (i) (a) and (b) above and may, in our discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clauses (i) (c) and (d) above. We will claim on our insurance for any liability you incur but you must indemnify us against:
  - a) any insurance excess incurred and
  - b) the difference between the amount of the liability and the monies we receive under the insurance policy.
- (iii) Where we do not insure the liabilities described in sub-clauses (i) (c) and (d) above, you must take out adequate insurance to insure such liability and on demand must produce the policy and current receipt or other evidence of cover to our Booking officer. If you fail to produce such policy and evidence of cover, we will cancel this Agreement and re-hire the premises to another hirer.

We are insured against any claims arising out of our own negligence.

**5. Gaming, betting and lotteries**

You must ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

**6. Premises Licence**

(a) The hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated:

Activity	The hall is licensed for
a. The performance of plays	✓
b. The exhibition of films	✓
c. Indoor sporting events	x
d. Boxing or wrestling entertainment	x
e. The performance of live music	✓
f. The playing of recorded music	✓
g. The performance of dance	✓
h. Entertainments similar to those in (e), (f) or (g)	✓
I. Making music	✓
j. Dancing	✓
k. Entertainment similar to those in (I) or (j)	✓
l. The provision of hot food/drink after 11pm	✓
m. The sale of alcohol	✓

**7. Music Copyright licensing**

We hold licences under Performing Right Society (PRS) and the Phonographic Performance Licence (PPL) which permits the use of copyright music in any form e.g. analogue or digital recordings or streaming in any format, radio, television, or by performers in person. If other licences are required, you should ensure that you hold the relevant licence.

**8. Music**

You must have our written permission for performance of live music and the playing of recorded music under the Deregulation Act 2015. This Agreement confers that permission.

**9. Film**

You must restrict children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. You must ensure that you have the appropriate copyright licences for film. This Agreement confers the required permission on you. (The Deregulation Act 2015 requires you to have our written permission to show a film).

**10. Safeguarding children, young people and adults at risk**

You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, The Safeguarding

Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.

#### **11. Disability and the Equality Act 2010**

In accordance with the conformity requirements, the hall is equipped with a wheelchair ramp, disabled toilet, and a Sound Reinforcement System with a hand-held UHF diversity microphone for the hard of hearing and general public address. You take full responsibility for damage or loss of the radio microphone i.e. the full cost of replacing the unit including the UHF transmitter.

#### **12. Public safety compliance**

- (i) You must comply with all conditions and regulations made in respect of the premises by the Fire & rescue Service, the Local Authority, the Licensing Authority, and our fire risk assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. You must also comply with our health and safety policy.
- (ii) You must call the Fire Service to any outbreak of fire, however slight, and give details to our Booking Officer.
- (iii) In advance of any activity, whether regulated entertainment or not, you must check the following items:
  - That all fire exits are unlocked and panic bolts are in good working order.
  - That all escape routes are free of obstruction and can be safely used for instant free public exit.
  - That any fire doors are not wedged open.
  - That exit signs are illuminated.
  - That there are no obvious fire-hazards on the premises.
  - That emergency lighting supply illuminating all exit signs and routes are turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).
- (iv) You acknowledge that you will attend a fire safety briefing prior to the start of the hire in order to receive instructions in the following matters:
  - The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
  - The location and use of fire equipment. (Include diagram of location)
  - Escape routes and the need to keep them clear and unlocked. You must not lock the main front door to the hall whilst occupied as it is one of the designated escape routes.
  - Method of operation of escape door fastenings.
  - Appreciation of the importance of any fire doors and of closing them at the time of a fire.
  - Location of the first aid box.

#### **13. Noise**

You must ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. You must, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

#### **14. Drunk and disorderly behaviour and supply of illegal drugs**

You must ensure that in order to avoid disturbing neighbours of the hall and avoid violent or criminal behaviour:

- (i) no one attending the event consumes excessive amounts of alcohol
- (ii) no illegal drugs are brought onto the premises.

Drunk and disorderly behaviour is not permitted either on the premises or in its immediate vicinity. We will ask any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way to leave the premises in accordance with the Licensing Act 2003.

As the Hall is licensed for the sale of alcohol, no alcohol is to be consumed without prior agreement of the management committee other than that purchased at the bar. Alcohol shall not be served to any person suspected of being drunk, nor to any person suspected of being under the age of 18.

#### **15. Food, health and hygiene**

You must, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator and thermometer.

#### **16. Electrical appliance safety**

You must ensure that any electrical appliances brought by you to the premises and used there are safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided you must make use of it in the interests of public safety.

#### **17. Stored equipment**

We accept no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or we will charge fees each day or part of a day at the hire fee per hiring until the same is removed.

We may, in our discretion, dispose of any items referred to below by sale or otherwise on such terms and conditions as we think fit, and charge you any costs we incur in storing and selling or otherwise disposing of the same, in any of the following circumstances:

- (i) your failure either to pay any charges in respect of stored equipment due and payable or to remove the same within seven days after the agreed storage period has ended
- (ii) your failure to dispose of any property brought on to the premises for the hiring.

#### **18. Smoking**

You must comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. We will ask any person who breaches this provision to leave the premises. You must ensure that anyone wishing to smoke uses the designated smoking area outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire.

#### **19. Accidents and dangerous occurrences**

You must report to us as soon as possible any failure of our equipment or equipment brought in by you. You must report all accidents involving injury to the public to us as soon as possible and complete the relevant section in our incident book (held in the kitchen). You must report certain types of accident or injury on a special form to the Incident Contact Centre. Our Hall Chairman or Booking Officer will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

#### **20. Explosives and flammable substances**

You must ensure that:

- (i) Highly flammable substances are not brought into, or used in any part of the premises.
- (ii) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) are erected without our consent.

#### **21. Heating**

You must ensure that no unauthorised heating appliances are used on the premises when open to the public without our consent. You must not use portable liquefied propane gas (LPG) heating appliances.

#### **22. Animals**

You must ensure that Guide dogs, Hearing dogs and assistance dog owners are allowed on the premises. No other birds or animals are allowed in the premises, other than for a special event agreed with us, but never in the kitchen at any time.

### **23. Fly posting**

You must not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and must indemnify and keep indemnified us accordingly against all actions, claims and proceedings arising from any breach of this condition. If you fail to observe this condition you may be prosecuted by the local authority.

### **24. Sale of goods**

You must, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, you must ensure that the total prices of all goods and services are prominently displayed, as must be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

### **25. Wi-Fi Services**

When using the Wi-Fi service, you agree at all times to be bound by the following provisions:

- (i) not to use the Wi-Fi service for any for the following purposes:
  - a) disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws;
  - b) transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice;
  - c) interfering with any other persons use or enjoyment of the Wi-Fi service; or
  - d) making, transmitting or storing electronic copies of material protected by copyright without permission of the owner;
- (ii) to keep any username, password, or any other information which forms part of the Wi-Fi service security procedure confidential and not to disclose it to any third party.

### **26. Termination of the Wi-Fi service**

We have the right to suspend or terminate our Wi-Fi service immediately in the event that there is any breach of any of the provisions of these Standard Conditions including without limitation:

- (i) if you use any equipment which is defective or illegal;
- (ii) if you cause any technical or other problems to our Wi-Fi service;
- (iii) if, in our opinion, you are involved in fraudulent or unauthorised use of our Wi-Fi service;
- (iv) if you resell access to our Wi-Fi service; or
- (v) if you use our Wi-Fi service in contravention of the terms of these Standard Conditions.

### **27. Availability of Wi-Fi Services**

- (i) Although we aim to offer the best Wi-Fi service possible, we make no promise that the Wi-Fi service will meet your requirements. We cannot guarantee that our Wi-Fi service will be fault-free or accessible at all times.
- (ii) It is your responsibility to ensure that any Wi-Fi enabled device used by you is compatible with our Wi-Fi service and is switched on. The availability and performance of our Wi-Fi service is subject to all memory, storage and any other limitations in your device. Our Wi-Fi service is only available to your device when it is within the operating range of the main hall.
- (iii) We are not responsible for data, messages, or pages that you may lose or that become misdirected because of the interruptions or performance issues with our Wi-Fi service or wireless communications networks generally. We may impose usage, or service limits, suspend service, or block certain kinds of usage in our sole discretion, to protect other users of our Wi-Fi service. Network speed is no indication of the speed at which your Wi-Fi enabled device or our Wi-Fi service sends or receives data. Actual network speed will vary based on configuration, compression and network congestion.

**28. Privacy and Data Protection**

- (i) We may collect and store personal data through your use of our Wi-Fi service.
- (ii) We may process all information about you which is provided in relation to our Wi-Fi service in accordance with your legal rights under the Data Protection 1998 and solely for the purposes of offering the Wi-Fi service.
- (iii) When using the Wi-Fi service, the Hirer agrees at all times to be bound by the provisions listed above in clause 25, and by using the Wi-Fi service the Hirer agrees to the terms in clauses 26 and 27, and in this clause 28. If you would like more information or object to anything in these conditions, you should speak to the Hall Chairman.

**29. Cancellation**

If you wish to cancel the booking before the date of the event and we are unable to conclude a replacement booking, we may, in our complete discretion, return the deposit or require payment of the hire fee.

We reserve the right to cancel this Agreement by giving you written notice in the event of:

- (i) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election;
- (ii) our reasonably considering that (a) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (b) unlawful or unsuitable activities will take place at the premises as a result of this hiring;
- (iii) the premises becoming unfit for your intended use;
- (iv) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case you will be entitled to a refund of any deposit already paid, but we will not be liable to you for any resulting direct or indirect loss or damages whatsoever.

**30. End of hire**

You are responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise we may make an additional charge.

Upon leaving, the following should be checked in particular:

- The premises are tidy and secure with all external windows and doors shut;
- All lights are switched off (fire exit signs excluded); all external lights are operated by sensors with the exception of the porch light operated by one of the switches in the lobby;
- All taps are switched off;
- Any items of furniture used are put back from where they were taken;
- Any items used in the kitchen are put away;
- Any adjustments to the thermostat control and radiators are changed back; and
- No personal items are left behind.

In the event that we are required to spend additional time and resources to make the facilities suitable for the next hire over and above normal cleaning, this will be subject to an additional charge.

**31. No alterations**

You must not make any alterations or additions to the premises nor install or attach any fixtures or placards, decorations or other articles in any way to any part of the premises without our prior written approval. In our discretion, any alteration, fixture or fitting or attachment which we have approved may remain in the premises at the end of the hiring. Such items will become our property unless you remove them and you must make good to our satisfaction any damage you cause to the premises by such removal.

**32. No rights**

This Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on you.