

## Shirehampton Public Hall – Conditions of Hire (revised September 2013)

1. The Hall is administered by the Shirehampton Public Hall Community Association, which will be called "the Association" in these Conditions.
2. The hire of the Hall is at the discretion of the Hall Manager or the Association.
3. The Hire Charge shall be calculated from the Association's current scale of charges and shall be agreed when the booking is made.
4. When the booking is made, the Hirer, **not being a person under the age of 18**, will be required to sign the Booking Form and may be required to pay a deposit. The deposit will be at the discretion of the Hall Administration and additional to the Hire Charge. The hire charge must be paid within 21 days of the date of the invoice.
5. If during the hire any damage is caused to the Hall or its contents or fittings, the Association will deduct the cost of repair, cleaning or replacement from the deposit. If this cost exceeds the Deposit then the balance will be immediately payable by the Hirer.
6. If during the hire no damage has been caused to the Hall, or its contents or fittings, then the Association will refund the Deposit to the Hirer within two weeks after the last date of hire.
7. If the hire (parties or one off bookings) is cancelled by the Hirer less than three weeks before the date of hire then the Association reserve the right to keep the Deposit. In which case, the Hirer will not be held in breach of contract. If the Association has to cancel the hire for any reason, then the Deposit and any Hire Charge paid by the Hirer will be refunded to the Hirer immediately, and the Hirer will have no further claim upon the Association.
8. If for any reason the hire is cancelled by regular, weekly users of the Hall, the booking will still need to be paid for unless the Hall is deemed unsuitable for use by the Hall Manager or the Association.
9. The Hirer must tell the Association when making the booking for what purpose the Hall is to be used and must use the Hall for that purpose only. The hirer must state the approximate number attending the event.
10. The Hirer may not transfer this booking to anyone else without prior agreement with the Hall Manager. Any attempt to transfer the booking will be treated as cancellation of the booking by the Hirer.

### Licence Conditions

11. The Hirer will ensure that no more than 200 people are present in the Hall at any one time.
12. **No public dancing, singing, music and other public entertainment shall take place after 11pm** on Mondays to Saturdays or on any Sunday.
13. Amplified music shall not be played at a level that will cause unreasonable disturbance to occupants of any properties in the vicinity.
14. **The Hall is not licensed for the sale of intoxicating liquor.** The Hirer shall be responsible for obtaining any licence, which may be necessary, and for ensuring that the terms of such licence are complied with.
15. The Hirer is warned that a licence is required for the public reproduction of recorded music and is required to obtain any such licence, if required.

### Health and Safety

16. The Hirer agrees to abide by the terms of the Association's Health and Safety policy. In particular:
  - a) The Hirer must ensure that persons using the premises do not smoke.
  - b) The Hirer must seek authorisation from the Hall Manager before using the stage hoist.
  - c) The Hirer must inform the Hall Manager of any Health and Safety concerns.
17. The stairways, entrance hall & kitchen are not to be used as activity areas and must be left clear at all times.
18. The Hirer is responsible for any food, drink or catering that is either prepared on the premises, or brought in from outside, such as that supplied by a caterer. The Hall is not responsible for any food or drink that is consumed on the premises during a Hirer's event.

### Responsibilities

18. The Hirer must:
  - a) Nominate a Person to be responsible for the event/function.
  - b) Be responsible for **FIRE SAFETY**.
  - c) Be responsible for keeping good order among visitors during the hiring and shall not allow any activity that may cause annoyance or offence.
  - d) Ensure all members of the Group use Hall facilities in a safe manner, and are properly instructed in the safe use of equipment and facilities.
  - e) Ensure Hall is left in a clean and tidy condition.
  - f) Ensure all lights are switched off, all doors are locked, windows closed and the building is left in a secure state.
  - g) Be responsible for the safety of any electrical equipment brought on to the premises.
  - h) Assist persons with disabilities to safely access, use and vacate the building.
  - i) Ensure all visitors leave the Hall at the time agreed on the Booking Form and that they do so quietly.
  - j) Ensure all young people, namely children, are adequately supervised.
  - k) Fulfil any legal requirements concerning the care of children.
  - l) **NO HELIUM BALLOONS MAY BE USED.**
  - m) **NO SMOKE OR BUBBLE MACHINES MAY BE USED IN THE HALL.**

19. No equipment belonging to the Association may be removed from the premises at any time without prior consent from the Hall Manager.

20. The Association accepts no responsibility for loss or damage to the users' property whilst on the premises.