

Stockland Victory Hall Standard Conditions of Hire

These standard conditions apply to all hiring of the Stockland Victory Hall, hereafter referred to as the Hall, either as a whole or in part. If the Hirer is in any doubt as to the meaning of the following, the Hall Booking Secretary should immediately be consulted.

1. Use of Premises

Keys for the Hall will be made available by arrangement with the Booking Secretary. The Hirer shall not use the Hall for any purpose other than as described in the Hiring Agreement and shall not sub-hire or use the Hall or allow the Hall to be used for any unlawful purpose or in any unlawful way nor do anything or bring into the Hall anything which may endanger the Hall or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol therein without written permission.

In particular you must comply with the following actions:

- (a) **The kitchen serving hatch is fitted with an automatic steel fire shutter. The surface immediately below the shutter must be kept clear at all times to enable the shutter to protect users of the Hall in the event of fire.**
- (b) All equipment used, including tables and chairs, to be put away.
- (c) Any breakages are reported to the Booking Secretary.
- (d) Any audio equipment is switched off and locked away.
- (e) Taps are OFF in kitchen and lavatories.
- (f) The cookers and all other kitchen appliances, including the hot water urn (which must be emptied), are OFF and kettles and other portable appliances DISCONNECTED from mains sockets. The exception is the refrigerator, which must be left ON. Deep Fat fryers must not be used unless fitted with a thermostat that prevents the temperature of oils and fats from rising above 205 C.
- (g) All lights, except automatic emergency and security lights are OFF. Note that the lights in the entrance hall and the front external light are operated by sensors and will switch off after a time delay.
- (h) Any internal doors and cupboards previously locked are relocked. The main entrance inner double doors must be left unbolted.
- (i) Everything is left tidy and clean.
- (j) All rubbish must be removed from the Hall premises and grounds by the Hirer.
- (k) All rooms, including lavatories, have nobody left inside.
- (l) All exterior doors and windows are confirmed SHUT and LOCKED.
- (m) On leaving, ensure that both front doors are LOCKED.
- (n) Any defects or potential hazards are reported to the Booking Secretary.

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The Hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated. The Hirer must confirm which licensable activities will take place at the time of booking the Hall.

Activity		The Hall is licensed ?	Times for which activity is licensed
a.	The performance of plays	Yes	10.00 to 24.00
b.	The exhibition of films	Yes	10.00 to 24.00
c.	Indoor sporting events	Yes	10.00 to 24.00
d.	Boxing or wrestling entertainment	No	10.00 to 24.00
e.	The performance of live music	Yes	10.00 to 24.00
f.	The playing of recorded music	Yes	10.00 to 24.00
g.	The performance of dance	Yes	10.00 to 24.00
h.	Entertainments similar to those in (a) to (g)	Yes, except (d)	10.00 to 24.00
i.	Making music	Yes	10.00 to 24.00
j.	Dancing	Yes	10.00 to 24.00
k.	Entertainment similar to those in (i) to (j)	Yes	10.00 to 24.00
l.	The provision of hot food/drink after 23.00 hours	Yes	23.00 to 24.00
m.	The sale of alcohol on the premises	Yes	10.00 to 24.00

The hirer must not exceed the maximum permitted number of people per room, including the organisers and performers, as follows:

Main Hall: Informal use	225
Main Hall: Seated	150
Lounge: Informal use	30
Lounge: Seated	18

The Hall is licensed by the Performing Rights Society for the performance of copyright music.

2. Supervision

The Hirer shall be responsible for: supervision of the Hall, the fabric and the contents; their care, safety from any damage; and the behaviour of all persons using the Hall, including proper supervision of car parking arrangements so as to avoid obstruction of the highway and to ensure no vehicles are parked or driven on any grassed areas. Access must be kept clear for emergency vehicles to park at the Hall entrances. The Hirer shall make good or pay for all damage (including accidental damage) to the Hall or to the fixtures, fittings or contents and for loss of contents.

3. Smoking

The Hirer shall ensure that all persons comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made there under. In particular, the Hirer shall ensure that a strict NO SMOKING POLICY inside the Hall is enforced. Any person who breaches this provision shall be asked to leave the Hall. Any smoking outside and in the immediate vicinity of the Hall is to be controlled by the Hirer, having regard to pollution and fire risks, and any smoking debris shall be cleared away by the Hirer on completion of the period of hiring.

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4. Gaming, Betting and Lotteries

The Hirer shall ensure that nothing is done on or in relation to the Hall in contravention of the law relating to gaming, betting and lotteries.

5. Public Safety Compliance

The Hirer shall comply with all conditions and regulations made in respect of the Hall by the Fire Authority, Local Authority, and the Licensing Authority 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. The Hirer must ensure they appoint at least two responsible adults as stewards to assist with supervision; the removal of any disorderly persons and to assist with evacuation of the Hall in the event of fire. The Hirer is solely responsible for carrying out a Health and Safety Risk Assessment and taking any identified measures needed to ensure their event can be run safely.

6. Means of Escape

All means of exit from the Hall must be kept free from obstruction and immediately available for instant free public exit. In advance of an entertainment or play the Hirer shall check: that all escape routes are free of obstructions; doors are unbolted and can be safely used and that no fire doors are wedged open; that exit signs are illuminated; that there are no obvious fire hazards in the Hall; that preschool play area gates are open. The Hall has a telephone for emergency use only.

7. Health and Hygiene

The Hirer shall, if preparing or serving food, observe all relevant food health and hygiene legislation and regulations.

8. Electrical Appliance Safety

The Hirer shall ensure that any electrical appliances brought to the Hall and used there shall be safe, in good working order, and used in a safe manner in accordance with the manufacturer's instructions and the Electricity at Work Regulations 1989.

9. Hirer's Liability

The Hall Insurers Hirer's Liability condition covers third parties who hire the Hall for private events or functions (not for profit). Should an event occur which leads to paying damages to a member of the public for injury or damage to property, the Hall Hirer's Liability will cover the third party's legal liability to a limit of two million pounds.

The following are not covered:

- (a) Liability arising from food or drink supplied by a professional caterer;
- (b) Liability arising from organised sports activities;
- (c) Liability arising out of the use of the premises for any political groups or meetings or business activities.

Any hire of the Hall for commercial purposes or for profit must be covered by separate public liability insurance arranged by the Hirer. The Hirer shall indemnify the Hall Management Committee against any third-party claim and will be responsible for insuring their activities and providing proof of insurance.

10. Inflatable Play Equipment

The use of 'Bouncy Castles' or similar inflatable play equipment is specifically forbidden.

11. Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to a member of the Hall Management Committee as soon as possible and complete the relevant section in the Premise's Accident Book (kept in kitchen).

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12. Explosives and Flammable Substances

The Hirer shall ensure that: highly flammable substances are not brought into, or used in any part of the Hall and that no internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Management Committee. No decorations are to be put up near light fittings or heaters or naked flames/candles.

13. Heating

The Hirer shall ensure that no unauthorised heating appliances shall be used in the Hall when open to the public without the consent of the Management Committee. Portable liquefied propane gas (LPG) heating appliances shall not be used.

14. Supply of alcohol, drunk and disorderly behaviour and supply of illegal drugs

The Hirer shall ensure that, to avoid disturbing neighbours to the Hall and to avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either in the Hall or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk, or to any person suspected of being under the age of 18. The Hirer must implement the 'Challenge 21' procedure by requiring any person attempting to acquire alcohol and who appears to be under 21 years of age to produce identification to prove they are over 18 years of age; the only acceptable proof of identification is an Identification Card bearing the PASS hologram, or, a photo card driving license, or, their passport. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the Hall. No illegal drugs may be brought into the Hall.

15. Compliance with the Children Act 1989

The Hirer agrees to take such steps as necessary to comply with the relevant sections of the Children Act 1989 as they may apply in respect of the hiring and that a ratio of one Adult Supervisor per 10 children or better is maintained when multiple activities are involved.

16. Cancellation

The Hall Management Committee reserves the right to cancel this hiring by written notice to the Hirer in the event of the Hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election. In the event of the Hall being rendered unfit for the use for which it has been hired, the Management Committee shall not be liable to the Hirer for any resulting loss whatsoever.

17. End of Hire

The Hirer shall be responsible for leaving the Hall 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 the Committee shall be at liberty to make an additional charge. Keys must be returned as arranged with the Bookings Secretary. Guests are expected to vacate the Hall within fifteen minutes of the end of a licensed period. After midnight (unless the event is New Year's Eve) only those helping to clear up the Hall should be on the premises. Failure to comply with this will result in forfeiture of any special deposit.

18. Noise

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly at night.

19. Stored Equipment

The Hall Management Committee accepts no responsibility for any stored equipment or other property brought on to or left at the Hall.

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20. No Alterations

No alterations or additions may be made to the Hall nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the Hall without prior approval. The Hirer shall ensure that no bolts, nails, tacks, screws, bits, pins, Sellotape or other like materials are driven or fixed into any part of the Hall.

21. Animals

The Hirer shall ensure that no animals except guide dogs are brought into the Hall, other than by agreement of the Hall Management Committee. No animals are to enter the Kitchen at any time.

22. Fireworks and Bonfires

The Hirer shall ensure that no fireworks or pyrotechnics are let off in the Hall or within the grounds except by prior permission of the Hall Management Committee. All events involving fireworks or bonfires held within the grounds of the Hall must be notified to the Clerk, Stockland Parish Council, at least twenty-one days prior to the event.

23. Films

The Hirer will abide by the British Board of Film Classification when any films are shown, especially in respect of showing films to minors. The Hirer is responsible for obtaining the appropriate license if charging the public for a film show.

24. First Aid and Fire Fighting Equipment

The Hirer shall be aware of the location of first aid kits and fire-fighting equipment. The first aid kit is located in the kitchen, as are the Health and Safety File and the Accident Book.

25. No Rights

The Hiring Agreement constitutes permission only to use the Hall and confers no tenancy or other right of occupation on the Hirer.

26. Damage to Property

The Hall Management Committee reserves the right to make reasonable charges for any damage to the property incurred during the use of the Hall as covered by this Hiring Agreement. If in the event that any deposit does not cover these costs then an additional invoice will be raised.