

NEUADD GOFFA PENTRAETH MEMORIAL HALL STANDARD CONDITIONS OF HIRE

These standard conditions apply to all hiring of the Hall, Kitchen and Committee Room. If the Hirer is in any doubt as to the meaning of the following, the Operations Officer or Hon Secretary should immediately be consulted.

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

1. Supervision

THE HIRER must be over 18 years of age and during the period of hiring, will be responsible for:

- . supervision of the premises, the fabric and the contents of the Hall, their care and safety from damage however slight
- . supervision of all persons using the premises whatever their capacity
- . proper supervision of car parking arrangements so as to avoid obstruction to the highway or any escape route from the building and ensure consideration is shown to any other car park users.

EMERGENCY PROCEDURES - Instructions in the event of fire including the location of fire exits, fire extinguishers etc, will be given to the Hirer at the time of booking.

THE HIRER or SAFETY RESPONSIBLE PERSON shall, in advance of the use of the building,:

- . action to be taken in event of fire including calling the fire brigade and evacuating the hall.
- . Identify the location and use of fire equipment.
- . Identify the fire exit escape routes and the need to keep them clear.

No smoking, including e-cigarettes, is permitted in any part of the premises - if people choose to smoke outside of the building could you please request they dispose of their cigarette butts in an appropriate manner.

2. Use of Premises

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 alcohol thereon without written permission.

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in anyway to any part of the premises without the prior approval of the Operations Officer. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the Hall remain in the premises at the end of the hiring. It will become the property of the Hall unless removed by the hirer who must make good and damage caused by the removal.

3. Explosives and Flammable Substances

THE HIRER shall ensure that no fireworks, pyrotechnics or chinese lanterns are let off in the Hall premises, or in the vicinity of the Hall. Balloons inflated with helium are permitted with permission from the Operations Officer or Hon Secretary.

4. Licences

If **ALCOHOL** is to be provided or involved in any function organised by **THE HIRER** is responsible for obtaining any necessary license required from the local authority.

There are severe penalties for breach of licence conditions relating to the supply of alcohol.

The following rules apply to the consumption of alcohol etc:

THE HIRER shall ensure that neighbours to the Hall are not disturbed. Violent or criminal behaviour must not be allowed at any time and care must be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted on the premises or in the immediate vicinity. Identification must be asked for if in any doubt about the age of the person consuming alcohol. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way must be asked to leave the premises, No illegal drugs may be brought onto the premises.

If the Hirer wishes to show a film a 'non-theatrical' film licence to show films and TV programmes in public must be obtained. The Hirer is responsible for ensuring that screenings abide by age ratings.

The Hall holds the necessary PRS and PPL licenses for the playing or live and recorded music.

5. Gaming, Betting and Lotteries

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.

6. Public Safety Compliance

THE HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Licensing Authority, 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. **We may ask you to co-operate in fire drills.**

7. Health and Hygiene

THE HIRER shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. The hirer must ensure that any kitchen or other equipment used, must be used in a safe and responsible manner.

8. Electrical Appliance Safety

THE HIRER shall ensure that any electrical equipment brought by him to the premises and used there shall be safe and in good working order and used in a safe manner.

9. Indemnity

THE HIRER shall indemnify the committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring as a result of the hiring.

THE HIRER shall be responsible for making arrangements to insure against any third party claims which may lie against him or her (or the organisation if acting as a representative) whilst using the hall (the hall is insured against any claims arising out of its own negligence).

10. Accidents and Dangerous Occurrences

A First Aid box can be found in the kitchen.

THE HIRER must report to the Operations Officer or Caretaker, all accidents involving injury as soon as possible. Any failure of equipment, either that belonging to the hall or brought in by the hirer, must also be reported as soon as possible.

If the Hirer sees something which could be dangerous in or around the hall he should advise the Operations Officer, or Caretaker or Hon Secretary at the earliest opportunity and if necessary take steps to warn other Hirers, e.g. with a temporary notice.

11. Animals

THE HIRER shall ensure that no animals (including birds) except guide dogs are brought into the Hall, other than for special events as agreed to by the committee and no animals whatsoever are to enter the kitchen at any time.

12. Compliance With The Children Act

THE HIRER shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons with the necessary DBS certificates etc have access to children or vulnerable adults.

13. Sale of Goods

THE HIRER shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales

14. Noise

THE HIRER shall ensure that the minimum of noise is made on arrival during the hiring and on departure, particularly late at night and early in the morning.

15. Cancellation

IF THE HIRER wishes to cancel the booking before the event and the question of the payment or the repayment of the fee shall be at the discretion of the committee.

THE COMMITTEE reserves the right to cancel a hiring in the event of the hall being required for use as a Polling Station for an election, in which case the hirer shall be entitled to a refund of any deposit already paid.

16. Refusal of Booking

THE COMMITTEE reserves the right to refuse a booking without notice or to cancel this hiring agreement at any time either before or during the term of the agreement upon giving seven days notice in writing to the hirer.

THE HIRER shall be entitled upon such notice to reimbursement of such monies as have been paid by the hirer to the committee. The committee shall not be liable to make any further payment to the hirer.

17. Unfit for Use

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 whatsoever.

18. SAFEGUARDING POLICY

The Safeguarding Policy is to provide a safe environment where children, vulnerable adults and the elderly can participate in activities without fear of abuse (mental or physical), cruelty or discrimination.

Persons hiring the hall for activities involving vulnerable groups are responsible for ensuring that all persons supervising these activities have the appropriate qualifications and valid DBS certificates.

Persons supervising vulnerable groups should be aware that there may be workers or other groups using the hall at the same time and they are at liberty to challenge anyone they may encounter.

Any evidence or suspicion of abuse, cruelty or discrimination against any person but especially those within these vulnerable groups should be reported to the hall secretary who will inform the appropriate authority.

19. End of Hire

THE HIRER shall be responsible for:

- . any contents temporarily removed from their usual positions properly replaced
- . any rubbish generated shall be properly disposed of at the end of the session
- . leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise
- . leaving the premises at the agreed time and in a quiet and respectful manner
- . If these conditions are not complied with the committee shall be at liberty to make an additional charge including for cleaning