

 **Registered Charity No: 303916**

**Hire Terms and Conditions:**

This hiring agreement includes the standard conditions of hire, and any special conditions of hire if applicable.

**No rights:**

The Hiring Agreement only constitutes permission to use the premises, and confers no tenancy or other right of occupation on the Hirer. The Management Committee reserves the right to refuse any booking without giving a reason.

N.B. Hire rates are subject to change at the discretion of the Management Committee. Please check with the Booking Secretary before booking the hall.

**Management Committee contacts:**

Administrator: 01603 713249

**Licence for sale of Alcohol** Management Committee Member upon payment authorisation will be issued·

**To report crime or antisocial behaviour**

Norfolk Constabulary 101

**To report problems with the Children's play area or Skateboard Park**

Please contact the Parish Clerk: 07809 144342

**The following conditions apply to all hiring of the Memorial Hall ('the Premises'). Should the Hirer be in any doubt as to the meaning of any part of the following, the Chairman should be contacted for clarification. Tel: Chairman (07908 506046).**

**The provisions of this document relate only to the named Hirer of the premises, and may not be considered to relate to any third party.**

**The conditions contained in this document, together with any additional conditions imposed under the Premises Licence, the Alcohol Licence, or any further conditions considered necessary by the Management Committee of the Memorial Hall, all form part of the agreement to hire unless specifically waived in writing to the Hirer by the Management Committee.**

**The Hirer must:**

Be a person over the age of 18 years.

Accept responsibility for being in charge of and present on the Premises at all times when the public are present, and for ensuring that all conditions in this document are adhered to.

Use the Premises only for the purpose described in the Booking Form.

Nominate a keyholder for the duration of the hire, and notify the loss of any key (internal or external doors) to the Bookings Secretary immediately. A charge of £15 will be made for replacement keys.

**Fire procedure:**

Ensure the locations of fire extinguishers and fire exits are known, and are identified to any other persons occupying the Premises during the hire period.

Ensure that escape routes are kept clear of obstructions.

**Licensing**

Comply with all conditions and regulations made in respect of the Premises by the Local Authority, the Licensing Authority, the Premises Fire Risk Assessment and any other relevant regulations, particularly in respect of any event constituting regulated entertainment, at which alcohol is sold or supplied, or which is attended by children. See further notes below.

**Health and Safety**

Be responsible for the supervision of the Premises, the safety and care of its fabric and contents from damage however slight, and the behaviour of all persons using the Premises during the period of hire. This includes supervision of car parking arrangements so that obstruction of the highway is avoided.

Ensure that any person suspected of being drunk, under the influence of drugs or behaving in a violent or disorderly manner is removed from the Premises and external areas (with the assistance of Police if necessary).

Make good or pay for all damage, including accidental damage, to the Premises or fixtures, fittings and contents, or for loss of contents.

Observe all relevant food health and hygiene regulations if preparing, serving or selling food.

Ensure that any electrical appliances brought on to the Premises are in good working order and are used safely with an RCB. Any failure of appliances provided by the Premises must be reported to the Chairman without delay.

Report all accidents to the Management Committee as soon as possible, and complete fully the Accident Book (which is kept in the kitchen).

Record the usage of any items from the first aid box in the Handyman Book (kept in the kitchen).

**General Conditions**

Ensure that minimum noise is made on arrival and departure, particularly early in the morning and late at night.

Ensure that sound equipment (if used) is limited to reasonable levels.

Ensure that all equipment and property of the Hirer is removed from the Premises at the end of the hire period, except where arrangements have been made to store equipment.

Fees will be charged for each day or part-day at the hire fee for equipment and property not removed as stated, and the Management Committee may, at its discretion, dispose of such equipment and property by any appropriate means and charge the Hirer for costs incurred thereby.

Ensure that the kitchen and toilets are freely available to any other Hirer using the Premises at the same time as the Hirer.

Clear up spillages immediately.

Bubble machines are not permitted inside the Hall.

Strictly no adhesive tape or blu-tac must be used to affix decorations to any of the walls in the Hall, Lounge, Small room or lobby area. Decorative material can be put up with string or ribbon.

**Leave the Premises clean and tidy at the end of the hire period and take away any rubbish accumulated. It is not permitted to use the wheelie bins outside the Hall.**

Failure to leave the Premises in an acceptable condition will result in retention of the cleaning deposit charge. A vacuum cleaner, brooms, dustpan and brush and mop and bucket are stored in the cupboard in the kitchen and must be used only for the main rooms in the Premises. A separate mop and bucket are stored in the disabled toilet for use in the toilet area, and must not be used elsewhere. A tap to fill mop buckets is also located in the disabled toilet.

Provide materials and equipment to wash up and dry crockery and cutlery, which must be returned to cupboards in a clean state ready for use by another Hirer.

Bag and remove rubbish at the end of the hire period, or seek express permission from the Management Committee to leave rubbish on the Premises.

Ensure that furniture or other equipment moved or removed temporarily during the hire period is returned to its original position at the end of the hire period.

Ensure that the Premises are left securely locked, all windows closed and lights extinguished and heaters turned off at the end of the hire period.

Ensure that any keys issued to the Hirer for access to the Premises are returned as directed at the end of the hire period, unless specific arrangements have been made to the contrary. Failure to return keys will result in a charge.

Individual rooms accommodate numbers as follows:

**Main hall:** In rows-250,

**Lounge:** no tables- 200, Seated at tables- 150, In rows – 50, Seated at tables - 36

**Meeting Room:** In rows- 20

**Cancellation**

If the Hirer wishes to cancel a booking 21 days before the date of the hire and it is***not*** possible to secure a replacement booking, a cancellation fee will be charged at the discretion of the Management Committee.

The booking may be cancelled by the Management Committee in the event of:

1. The Premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election;
2. The Premises becoming unfit for the use intended by the Hirer;
3. An emergency requiring use of the Premises as a shelter for the victims of a disaster;
4. The Management Committee reasonably considering that such hiring would lead to a breach of licensing conditions (if applicable) or other legal or statutory requirements, or that unlawful or unsuitable activities will take place on the Premises as a result of the hiring.

In the event of (c) above, the Hirer will be entitled to a refund of any monies paid, but the Management Committee and the Premises will not be liable for any resulting direct or indirect loss or damage whatsoever.

**Licences**

*In the event that a Hirer cannot provide evidence of appropriate licences being held, the hire may be terminated at the discretion of the Management Committee.*

The Premises holds a Performing Rights Licence for the performance of copyright music.

It is the responsibility of the Hirer to obtain a Public Performance Licence if music will be played from a radio, CD or record player, tape or karaoke machine, or any other electronic means. This is distinct from the Performing Rights Licence, and evidence must be produced of the Hirer holding such a licence.

Television may not be used in the Premises, as no licence is held for this purpose.

Film shows must be licensed as required, and evidence of the appropriate licence(s) must be produced by the Hirer. The age restrictions imposed by the British Board of Film Censors must be observed as to audiences.

The Premises holds an alcohol licence, but the Hirer must obtain specific written authorisation to sell or supply or to permit the consumption of alcohol on the Premises. No person suspected to be under the age of 18 shall be permitted to be served alcohol on the Premises.