CONDITIONS OF HIRE

**Croston Old School**

Open for Life

All hirers will be asked sign a declaration to agree to the terms and conditions set out in this document.

GENERAL HIRING CONDITIONS

1. The Hall may be booked for recurring or single lettings. Hire is charged by the hour (min. of 3 hours for occasional bookings) and should include time to set up and clear away.
2. Responsibility for the premises rests with the Hirer during the period of access to the premises. Hirers must be aged 18 years or over.
3. Due to a covenant in the lease the hall may not be used after 11.00pm therefore you should plan sufficient time to allow guests to leave so that you can clean the room and be ready to leave at 11.00pm. (please see point 28 regarding the playing of music)
4. The premises must not be accessed outside of the agreed hire period and must be vacated promptly at the end of the hire.
5. No responsibility whatsoever can be taken for any items personal or otherwise, left on the premises or any damage caused by them to the premises or any misuse of them by others.
6. A charge will be made for cleaning unless all facilities are left clean, tidy and in good repair, including the toilets (as well as cooker and refrigerator if used).
7. No apparatus or equipment of any description can be left on the premises without the prior consent of the Trustees or Centre administrator.
8. The building will be opened 10 mins. prior to the start of the booking.
9. The Trustees reserve the right to enter the Hall at any time during an event if it has reason to believe there may be a problem, and to impose further conditions on the spot or curtail the event as it considers necessary for the welfare of guests or the safety of the building or the impropriety of use.
10. Birthday parties, up to and including 11th birthdays and 25+ birthdays may be celebrated in the Hall.
11. At parties for those exclusively 11 years or younger, at least 2 responsible adults must be in attendance on the premises at all times, including the setup before the event and clean up afterwards.
12. If the event is to involve persons under the age of 18 years, the Hirer must give assurances that children under 18 will be supervised.
13. The land between The Old School and the Church is an ancient burial ground belonging to the Church. Hiring The Old School does NOT include use of this land.

DEPOSITS & CHARGES

1. For ‘Special Occasion’ events a deposit of £100 is required.
2. For all other bookings the hire charge must be paid within 14 days of receipt of the booking invoice which must be signed and returned to the administrator.
3. Regular Hirers will be invoiced monthly in arrears and payment terms are strictly 14 days from the date of invoice.
4. The Hirer shall indemnify the Trustees for the cost of repair of any damage done to any part of the property including fabric or contents of the building which may occur during the period of the hiring as a result of the hiring.
5. If an insurance claim is to be made against the Charity’s insurer, the Hirer agrees to co-operate with, and provide any information required by, the insurer.
6. Should a call-out to the Old School be required as a result of a fault caused by the Hirer, a call-out charge will be payable.

CANCELLATIONS

1. If a Hirer cancels a booking with more than 1 calendar months’ notice the full charge/deposit will be repaid
2. If a hirer cancels a booking with less than 1 calendar months’ notice 50% of the full charge/deposit will be repaid
3. Cancellations made with less than 2 weeks’ notice are liable to a payment of the whole hiring charge.
4. The Trustees reserve the right to cancel any booking by giving notice in writing and returning the hiring charge/deposit.

MUSIC & ENTERTAINMENT

1. The Hall holds the appropriate licences for Public Entertainment. Music must cease by 10.30 pm and all music must kept to a suitable level to avoid disturbance of neighbours. It is a condition of the license that windows and doors facing the church are not opened whilst entertainment takes place.
2. For commercial hires/regular bookings Hirers should ensure that they have proper insurance for any equipment used in the Hall, to include any damage caused by them to the Hall and its users.
3. Responsibility for the use and safety of electrical equipment (and/or other equipment specified at the time of booking) brought on to the premises by the Hirer rests entirely with the Hirer. Any such electrical equipment must have passed the necessary Portable Appliance Tests (PAT) and certificates must be produced upon request.
4. Where the Hirer has booked a band/disco/entertainer copies of certificates of insurance are required. Without adequate insurance cover such entertainment must not be used.
5. Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Performances involving danger to the public or of a sexually explicit nature shall not be given.

HEALTH & SAFETY

1. A copy of The Old School Health & Safety Policy is displayed in the main foyer along with contact details of the staff and Trustees. A condition of the booking is that the Hirer has familiarised themselves with the Health and Safety policy.
2. The first aid kit is stored in the kitchen together with the Accident Report forms.
3. Any accidents should be reported to a member of staff, or a Trustee and an Accident Report Form completed.
4. Smoking is not permitted anywhere within the building or in the area to the front of the property, a designated smoking area is provided to the rear of the property.

FIRE PRECAUTIONS

1. Hirers must make themselves familiar with the location of the fire extinguishers and the instructions for use, ‘break-glass’ fire alarms, emergency exits and of the importance of keeping fire doors closed.
2. Hirers will be responsible for informing all those using the Hall of the position of the emergency exits.
3. Hirers must also familiarise themselves with the instructions on what to do in case of fire. Instructions are displayed on the notice board in the Foyer
4. Fireworks, party poppers and candles are not allowed, either for internal or external use.

ACCESS FOR ALL

1. There is access into the building for wheelchair users and a designated toilet inside. Assistance dogs are welcome in the Centre.

CAR PARKING

1. The car park adjacent to the Church is for Church use only. All deliveries (Including DJ equipment/caterers etc) should be made via Carr Lane and the rear entrance and your guests should be advised to park at the rear of the building or on Town Road/Village Green area.
2. A map showing the available car parking is available on request.

ALCOHOL LICENCE

1. The Old School has a Premises Licence as required under The Licensing Act 2003 and a copy is displayed in the main foyer.
2. The Hirer will need to advise the Centre Manager or the centre’s Designated Premises Supervisor if they wish the bar to be provided
3. Under the legislation, alcohol may be given away, but if it is sold in any form, i.e. by raffle ticket, donation or included in the price of a ticket, then a Licence or Temporary Event Notice (TENs) must be held.
4. Any Hirer wishing to use a TENs instead of the Designated Premises Supervisor must seek permission from the Centre Manager prior to applying to the local council.
5. Hirers will be required to produce a copy of the TENs at the time of the event.
6. It is an offence to sell/serve alcohol to persons under 18 years of age. Young persons (16 – 17 year old) may consume wine, beer or cider at a table meal when accompanied by an adult at the meal.
7. If for any reason alcohol is being sold without a Licence any Trustee can close the event immediately.
8. The Trustees and Hirer can be held legally responsible for criminal offences carried out at the Hall and as a result the Hall may lose its licence. UNDER NO CIRCUMSTANCES WILL THE TRUSTEES TOLERATE ANY BREACH OF THE ABOVE LEGISLATION.

FOOD SAFETY

1. Under the Food Safety Act 1990, it is the responsibility of persons providing food for any event held in the Hall to ensure that they are aware of and abide by the legal requirements.
2. The Trustees are not responsible for any food brought into the Hall.

SUPERVISION

1. Hirers are held responsible for adequate supervision of the premises and for use of the grounds by their own party during the period of hire and must ensure that fire exits and access to them are kept clear at all times.
2. It is the responsibility of the Hirer (under the Children Act 2004) to ensure the safety of all children at all times at any event. There is also a responsibility to safeguard vulnerable adults.
3. Hirers are responsible for the observance of the law regarding child protection, in particular that adults having continuing and close contact with children or vulnerable adults should have undergone a DBS (Disclosure & Barring Service) check.