

The Nelson Memorial Hall (Charity no. 242600) Burnham Thorpe

HIRING AGREEMENT -CONDITIONS OF HIRE

The Hall Managers hold the right to accept or refuse any bookings. The hirer must describe the intended use of the hall when booking and not use the hall for any other use during the hire period. The Hall Managers, the Police and the Environmental Health Officer have the authority to enter the premises during period of hire. If alcoholic drinks are to be sold the Hirer **must** obtain a license. A licensed Bar should be located in the kitchen and drinks served through the hatch – **not in the Main Hall**. All music must cease at **11.45 pm** and the area **quietly** vacated by 12.15 am at the latest. The hirer is responsible for making sure consideration is shown to the people living in nearby houses and should make sure the main exterior doors are not left open when music is playing.

The Entertainment License states:-The number of persons permitted to use the premises at any one time shall not exceed the following limits 1) When used for dancing – **120** 2) When used for functions utilizing seating at tables- **80** 3) When combining 1) and 2) above – **100** 3) Used for closely seated audience (movable seating) – **125**

Public Safety Compliance It is the Hirer's responsibility to ensure the safety of all users of the hall. This includes ensuring that any activity in the hall does not endanger hall users. Fire exits must not be obstructed and the Hirer must ensure that no one in the use of the hall acts in any way that is unlawful or brings onto the premises anything that may cause harm to others. Hall users should ensure that if serving food, that sufficient care is taken in preparation, storing and serving. The Hirer should ensure that all users take care when setting up the hall and use the chair trolley as provided. In the event of an emergency, the Hirer must provide information about those present and be able to account for them in the event of evacuation.

No Smoking Policy The Hall has a **No Smoking Rule**. **No naked flames are allowed on the premises**. i.e. Candles. Fireworks or bonfires are not allowed in the grounds of the Hall.

Permission for Equipment Permission must be sought before any equipment is stored in the Hall and if used for any activity, the Hirer must ensure it is in good working order and is used correctly for the purpose it is designated for. The management committee accept no responsibility for any stored equipment or other property brought onto or left at the premises and all liability for loss or damage is hereby excluded. All equipment and other property must be removed at the end of each hiring. If a television is to be used it is the hirers responsibility to ensure a license is obtained. Bouncy Castles and Inflatables are not normally permitted and cannot be used without written permission from the Hall Management Committee

Accidents and Damage to Property The Hirer should be responsible for adequate supervision at all times during the hire period. Any accidents which result in personal injury that occur on the premises or in the grounds must be recorded immediately in the accident book located in the kitchen. Any personal injury must also be reported to the key holder during or immediately after the hire period. In the case of some types of injury the Hirer will be required to provide detail to the Hall Management Committee for reporting to the local authority. The Hirer is responsible for reporting any damage to Hall property as well as replacing or paying for any damage done to the building or Hall property by any of the 'Users'.

Hire Period sufficient time should be allowed for setting up and clearing away within the hire period. If the Hall has been hired for consecutive days, no overnight sleeping shall take place in the Hall and the Hall shall be vacated each night and not entered until 7am the following morning unless agreed in advance by the Hall Management Committee.

Heating The Hall heating must not be left on when the hall is unattended. The Hall Management Committee are at liberty to make an additional charge if heating has been left turned on after the hire period has ended.

Rubbish it is the Hirer's responsibility to empty all bins, provide additional kitchen bin liners if needed, and remove all rubbish from the Hall and grounds at the end of their booking. There is no refuse collection from the Hall.

Locking Check all lights, heaters and water heater are switched off, doors closed, main door locked and the Hall is left as it is found.

Cleaning It is the Hirer's responsibility to ensure that the main hall, kitchen and toilets are clean and all floors swept prior to the end of their booking. All chairs should be stacked in the foyer and tables cleaned and returned to the cupboard and under stage area.

Hall grounds The Hall Management Committee accept no responsibility for vehicles parked on the Hall grounds during the hire period. It is the Hirer's responsibility to ensure that parking and vehicle movement is organised and conducted in a safe manner and that the Hall external lighting is turned on if the booking is after dark. Vehicles left on the premises at the end of the hire period are left at the owner's risk and must be removed as soon as reasonably practical.

Key and Fees Please telephone 07552 644699 **the day before** your booking to arrange collection of the key. The Hirer will have been informed of the Fee. Place payment in an envelope with your **name, date and amount enclosed**, in the letter box of Church End House (next to the hall). Payment will be made in advance. For occasional weekend bookings a deposit will be asked for to secure the booking. If you wish to pay by BACS email smith560@btinternet.com for details.

The Nelson Memorial Hall Management Committee comply with their obligations under the GDPR by keeping personal data (such as names and contact details) only for the purpose of managing Hall hire; by storing and destroying it securely; by not collecting or retaining excessive amounts of data. We commit to protecting personal data from loss, misuse, unauthorised access and disclosure and ensure that appropriate technical measures are in place to protect personal data.

A booking is not agreed until confirmed by the Booking Secretary.

A COPY OF THIS AGREEMENT MUST BE SIGNED AND RETURNED BEFORE THE HIRER HAS USE OF THE NELSON MEMORIAL HALL. For regular bookings – sign, date and return to the secretary. For occasional Bookings – sign, date and exchange it for the key. I / We have read the conditions for the use of the Hall set out by the Hall Managers and I/We will adhere to the Management requirements.

Description of use:

Date/Time of hire:

Hire period (number of hours or day):

PRINT NAME:

SIGNATURE DATE

ADDRESS (including phone number)

Hall use-

To be completed by the Booking Secretary

I confirm acceptance of the booking stated aboveDate.....