

Hirer's Contract

Issued by Langar cum Barnstone Parish Council as Sole Trustee of Langar cum Barnstone Community Hall registered charity, hereafter called "the Trustee".

1. Booking Process, Hire Charges and Cancellation

- a) At the time of booking, the Hirer shall confirm the times required for the start and finish of their event.
- b) Charges for the hiring will be calculated according to the schedule presented in Appendix 1, part hours being rounded up to the nearest whole hour.
- c) On acceptance of the booking, the Booking Clerk will post a 15-minute set-up period and a 15-minute set-down period on the Hall Calendar, this extra time at no cost to the Hirer.
- d) If longer time is required for set-up and/or set down, this must be entered into the booking times and will be charge accordingly.
- e) The hirer will receive this Hirer's Contract and Booking Form from the Booking Clerk. The Booking Form to be returned to the Booking Clerk.
- f) For **regular users**, hire fees are payable in full on receipt of an invoice.
- g) For **casual users**, a deposit of 50% of the full hire charge is payable on booking, with the other 50% to be paid on receipt of an invoice after the event.
- h) 24 hours' notice is required for cancellation. Failure to notify the Booking Clerk will result in Hirer paying the full charge apart from in extenuating circumstances at the discretion of the Trustee.

2. Commencement of Hire Period

On arrival at the premises, it is the responsibility of the Hirer to check the following:

- a) Position of emergency exits (making sure they are unlocked),
- b) Siting of fire appliances,
- c) Siting of first aid box and accident book in the kitchen,
- d) That all exit doors and passages are clear of obstruction,
- e) That the emergency lighting is in order and that Exit signs are clearly visible.

3. End of Hire Period

- a) At the end of the hiring, the hirer shall be responsible for leaving the premises in a clean, tidy, and secure condition, i.e.
 - the floor should be swept
 - washing up done and crockery/cutlery cleared away
 - the outer doors are locked
- b) All rubbish created as a result of the hiring is the responsibility of the Hirer and must be cleared and taken away by the Hirer.

4. Block Bookings

- a) A block booking will expire on 31 December of each year. If required, a new application for a block booking will need to be made for the subsequent year or part thereof.
- b) The Trustee may cancel any Period of Hire to accommodate special events or one-off bookings.
- c) Sufficient notice will be given to the customer, which will usually be a minimum of two weeks but longer where possible.

5. Licensing & Alcohol

- a) The Hirer shall ensure that no intoxicating drinks are sold within the hall without prior notice to the Booking Clerk.
- b) The Hirer will be responsible for ensuring that the appropriate Event Licence is in place prior to the event by contacting Rushcliffe Borough Council Licensing Department.

6. Occupancy and Public Safety Compliance

- a) The maximum occupancy figure for the hall is 100 seated or 200 standing.
- b) It is the responsibility of the Hirer to ensure that this maximum occupancy is not exceeded.
- c) Please ensure that, in the case of seated audiences, adequate gangways not less than 1 metre in width are provided and left free and unobstructed and so far as possible arranged opposite exit doors.
- d) Hirers who require a specific layout of hall furniture should inform the Booking Clerk at the time of booking or as soon as possible thereafter. Any furniture moved by the Hirer shall be returned to the normal position in the hall unless other arrangements are made with the Booking Clerk.

7. Accidents

- a) The Trustee accepts no responsibility for injury caused to any person using the hall during the period of the hire.
- a) The Hirer must report all accidents involving injury to the public to the Trustee as soon as possible and complete the relevant section in the Accident Report book located on righthand side worktop as you go through kitchen door.

8. Animals

- a) The Hirer shall ensure that no animals (including birds) except guide dogs are brought onto the Premises other than with the prior written consent of the Trustee.

9. Children and Adults at Risk

- a) Where an event involves activities aimed predominantly at children, the Hirer shall ensure they have appropriate child safeguarding policies and procedures in place and submit these to the Booking Clerk if so requested.
- b) Where an event involves activities aimed at which adults at risk may be present, the Hirer shall ensure that they have appropriate adult at risk safeguarding policies and procedures in place and submit these to the Booking Clerk if so requested.

10. Electrical Appliance Safety

- a) The Hirer shall comply with all relevant regulations regarding the safety of electrical equipment. The Hirer shall also ensure that any electrical equipment used during the hire, whether within the Hirer's direct control or not, has been inspected and tested as appropriate and shall produce on request the relevant test certificate to the Trustee.
- b) The Trustee reserves the right to refuse the use of electrical equipment on the premises if they believe that the equipment on the date of hire fails to reach the required standard.

11. Explosives and Flammable Substances

- a) The Hirer shall ensure that highly flammable substances are not brought into, or used in, any part of the Hall.
- b) No pyrotechnic devices (including fireworks and Chinese lanterns) are to be ignited or used at the Hall.
- c) Naked lights, other than tea lights in a suitable container, are not permitted in the Hall.

12. Gaming, Betting and Lotteries

- a) 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.
- b) Further advice on running a raffle, lottery or tombola at the Hall can be found at:
<https://www.gamblingcommission.gov.uk/public-and-players/guide/page/fundraising-and-lotteries-at-events>

13. Health and Hygiene

- a) A food hygiene certificate is recommended for the Hirer for any event open to the public for which food is prepared.
- b) Hirers are responsible for First Aid provision for their event. The First Aid Box and Accident Report book are located on righthand side worktop as you go through kitchen door.

14. Insurance

- a) It is the responsibility of the Hirer to ensure that they have appropriate insurance in place to cover them for the use of the Hall and any equipment used therein.
- b) The Hirer agrees to indemnify the Trustee from and against all costs, claims, losses, damage or proceedings arising from any death, accident, injury or damage to any person whatsoever which may arise out of or in consequence of the use of the Hall (except insofar as resulting from any act or neglect done or committed during the period of hire by the Trustee and/or its employees and except losses or claims in respect of which the Trustee is indemnified by its insurers where insurance cover is provided by the Trustee).
- c) The Hirer shall be responsible for any loss, theft or damage relating to any property brought on to the premises during the time of your booked event. The property of the Hirer is not covered under the Hall's insurance and the Hirer should arrange their own insurance for any valuable items when in the Hall.
- d) If the Hirer of a non-commercial event engages the services of a person or persons who operate on a commercial basis, then the Hirer must ensure the provider has their own public liability cover. This particularly, but not exclusively, applies to the use of 'bouncy castles'.
- e) Commercial Hirers must have their own public liabilities insurance and where applicable employers' liability insurance.

15. Nuisance

- a) The Hirer must not do or allow anyone attending their hiring to do anything at the Hall which is or may become a nuisance to the Trustee or other hirers or to the occupiers of adjoining or neighbouring premises. The Hirer shall be responsible for requiring any person causing such a nuisance to leave the premises.
- b) It is the Hirer's responsibility to ensure that the minimum noise is made on arrival and departure.
- c) Sound levels shall be kept to a reasonable level as laid out in the Noise Management Policy shown in Appendix 2.

16. Use of Premises

- a) The Hirer shall not use the premises for any purpose other than that described in the Booking Form 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.

17. General Terms

- a) The Hirer is deemed to have read and accepted these Terms and Conditions.
- b) The use of French Chalk, and bubble machines is prohibited.
- c) Smoking and Vaping are banned in all areas of the Community Hall building and its curtilage.
- d) Under no circumstances should anything be affixed to the Community Hall internal wall, using adhesive tape, Blu tack-type reusable adhesive, pins or anything similar. However, freestanding decorations are permissible.
- e) The Hirer will report any damage or breakages to the caretaker immediately and undertake to make good any damage/loss to the hall's furniture, fixtures, equipment etc caused by virtue of the hire. The caretaker's contact details are given at the bottom of this page.

All applications and communication in respect of the hire of Langar cum Barnstone Community Hall are to be made to the Booking Clerk, Sharon Ellis, at E: lcbcommunityhall@gmail.com T: 07984 075016

Caretaker: David Matthews, at E: lcbhallcaretaker@gmail.com , T: 07803 610169

Privacy notice

Langar cum Barnstone Community Hall uses personal data for the purposes of managing the hall, its bookings and finances, running and marketing events at the hall, staff employment and its fundraising activities. Data may be retained for up to 7 years for accounts purposes and for longer where required by the hall's insurers. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the Booking Clerk.

APPENDIX 1: CURRENT HIRE CHRGES

	Hire Charge	
	Regular User (see Notes)	Casual User (see Notes)
MAIN HALL		
Standard usage (see Notes)	£10 per hour	£15 per hour
With full use of kitchen	£15 per hour	£20 per hour
Election – local or national	£350 per event	
MEETING ROOM		
Standard usage (see Notes)	£10 per hour	£15 per hour
With full use of kitchen	£15 per hour	£20 per hour
MAIN HALL + MEETING ROOM		
Standard usage (see Notes)	£20 per hour	£30 per hour
With full use of kitchen	£30 per hour	£40 per hour

Notes

1. 'Regular User' is defined as a user hiring the premises at least monthly over any single six-month period.
2. 'Casual User' is defined as a user hiring the premises for a single event or a group of events that do not fit within the 'Regular User' definition above.
3. On acceptance of the booking, the Booking Clerk will post a 15-minute set-up period and a 15-minute set-down period on the Hall Calendar, this extra time at no cost to the Hirer. If longer time is required for set-up and/or set down, this must be entered into the booking times and will be charge accordingly.
4. For **casual users only**, a deposit of 50% of the full hire charge is payable on booking, with the other 50% to be paid on receipt of an invoice after the event.
5. 'Standard usage' allows use of the kitchen to make hot drinks and heat up items in the microwave oven only.
6. Use of the stage will incur a charge of £40 in addition to the hourly room hire charge.
7. Users are expected to leave the premises in a clean and tidy state. Should the management consider that additional cleaning is required after an event, the cost of this will be charged to the hirer of that event at a rate of £20 per hour and part thereof.
8. Alternatively, users may opt to pay for a clean-up after their event. The rate for this is £20 per hour of clean-up and part thereof.

APPENDIX 2: SOUND MANAGEMENT POLICY

1. Building Operational Hours

- a) The building will operate from 07:00 hours until 24:00 hours. No operation of the building is permitted outside of these hours, except for special occasions such as setting up for polling days and New Year's Eve events. All requests for such "special occasions" must be approved by the Hall Trustee.
- b) External areas are only permitted to be used between 07:00 hours and 22:00 hours.
- c) There shall be no emptying of bins and handling of glass bottles outside between 21:00 hours and 07:00 hours.

2. Responsibilities of Users of The Hall

- a) All users will receive a copy of this policy in the "Hirer's Contract" which they are required to sign, and all users will be informed that it is their responsibility to enforce this policy when hiring The Hall.
- b) Live and recorded music is only allowed up to 23.00 hours.
- c) Hirers are asked to be aware of people living locally and be proactive about controlling noise from the premises, particularly at the end of the evening and with regard to opening external doors and windows.
- d) Hirers will be informed that external use of sound systems is not permitted except where permission has been granted by the Hall Trustee.

3. Signage

- a) Signage is to be located adjacent to external doors internally to inform visitors to leave quietly and respect the residential nature of the local area.

4. Noise Complaints

- a) Should local residents wish to make a complaint about excess noise arising from an activity associated with use of The Hall, they should address their complaints to the Parish Clerk (details below):
Email: langarbarnstoneclerk@gmail.com
Telephone: 07984 075016
Write: The Parish Clerk, Langar cum Barnstone PC, Langar cum Barnstone Community Hall, Main Road, Barnstone NG3 9JP
- b) The complainant will need to provide full contact details and details of the date/time and nature of the alleged infringement.
- c) Should such a complaint be received, the Clerk will forward the complaint to the Hall Trustee for consideration and remedial action if so required.