

# Longparish Community Hall

## Conditions of Hire

**Please read before completing booking form(s).**

### **Applications for hire**

1. Applications for hire of the premises must be made on the approved booking forms.
2. Applications should normally be made at least 2 weeks in advance. In general, applications will not be accepted for dates more than 12 months in advance.
3. An application for hire of the premises may be refused if:
  - (a) There is a prior booking for the same period as is requested by the applicant or another period which, in the opinion of the management committee, would make the proposed hire impractical or inconvenient.
  - (b) There has been damage to the premises or property within the premises or other school property, or a breach of these conditions of hire, during previous use of the premises by the applicant or a person who is in the opinion of the management committee closely connected with the applicant;
  - (c) The use of the premises would, in the opinion of the management committee or the head teacher, be disruptive to the efficient operation of the school or against the interests of other users of the premises or otherwise inappropriate;
  - (d) For any other reason the governors or the management committee deem it necessary or expedient to refuse the application.

### **Cancellation**

4. The hire of the premises, or any part of the premises, may be cancelled by the management committee. The management committee will give at least 4 weeks' notice to the hirer of any such cancellation, save in exceptional circumstances, when shorter notice may be given. If the hire is cancelled by the management committee, the hirer will be entitled to either an alternative hire period of equivalent value (provided a mutually acceptable alternative time can be agreed) or the repayment of any hire charge and deposit already paid in respect of the cancelled hire, but not to any other compensation.
5. If the hirer wishes to cancel the hire at any time after its application for hire has been accepted by the management committee, it must give at least 3 weeks' notice to the management committee. If shorter notice or no notice is given, the hirer may, at the discretion of the management committee, forfeit any hire charge or deposit already paid and/or be liable to pay a cancellation charge and/or be liable to pay to the management committee any reasonable costs incurred by the management committee in connection with the hire. The proportion of the hire fee retained by the management committee will depend upon the length of notice of cancellation given.

## **Longparish Community Hall**

### **Use of the school's equipment**

6. Save for tables and chairs, none of the equipment or apparatus (except for the Soundfield system – see para 7) belonging to the school or the playgroup may be used without the prior permission of the head teacher or playgroup supervisor. If permission is given to use any of the school's equipment, the hirer must ensure that the use of the equipment is adequately supervised at all times by a person or persons with appropriate qualifications and experience.
7. Soundfield system. This provides amplification in the hall. It may be used provided the user has been trained by a member of the management committee.
8. The main kitchen may only be used if prior permission is given by the management committee and the hirer agrees to the separate conditions applicable to hire of the kitchen, which include an extra charge. The Hire and Conditions of Main Kitchen document must be completed and signed and the user must be trained by the school cook in the use of the kitchen equipment, etc.
9. The community kitchen and the equipment, utensils and cleaning materials in it (save for those in the playgroup cupboard) may be used at no additional charge.
10. Anything left in the kitchen, including fridges/freezer contents (except the playgroup's) following a hiring is deemed to be for communal use or will be cleared out by the committee within one week.

### **Use of the premises**

11. All events must be finished by 11pm and the premises must be vacated and locked up by midnight.
12. At the start of the hire period, a keyholder will attend the premises to unlock them and disable the alarms. The keyholder will attend again at the end of the hire period (which will be no later than 12 midnight) to check the state of the premises and lock them and reset the alarms. During the hire period, the hirer is responsible for the security of the premises.
13. At the end of the hire period, the hirer must leave the premises in a clean and tidy condition and must return any equipment used to its correct place of storage. Cleaning equipment and materials are provided for this purpose. Any liquid spilt must be wiped up immediately so that it does not cause any damage.
14. At the end of the hire period, the hirer must remove all empty bottles and other glass from the premises. Recycling facilities are provided at The Cricketers. Other rubbish, not exceeding 2 dustbin liner sacks full, may be placed in the large bins outside the school office. Any further rubbish must be removed by the hirer.
15. No storage facilities within the premises can be provided to the hirer. Where the hirer is permitted to leave his/her property on the premises, this will be entirely at his/her own risk.
16. The fabric and fittings, including electrical installations, and the other contents of the premises must not be interfered with in any way. The surface of the floor must not be treated or prepared in any way for dancing. Studded or stiletto heeled footwear may not be worn.

## Longparish Community Hall

17. No furniture or equipment may be brought onto the premises without the prior permission of the management committee. Any furniture or equipment brought onto the premises will be at the hirer's own risk and risk assessments provided where necessary. The governors accept no liability. The hirer must not permit any animals to be brought onto the premises, except for guide dogs (or equivalent).
18. Barbecues. The management committee must be informed in advance. Barbecues must not be used on the patio area. They should be sited on the grass area adjacent to the patio to prevent debris marking the patio.
19. The hirer must ensure that the number of persons using the premises does not exceed the number for which application was made and permission given.
20. The hirer must ensure that no violent, unruly or inappropriate behaviour occurs during the hire of the premises and that the premises are vacated at the end of the hire period.
21. The hirer may not have access to any part of the premises other than those which have been hired.
22. If the school or playgroup is in session during the hire period, no outside areas may be used without the prior permission of the head teacher or playgroup supervisor and the hirer must follow the instructions of the head teacher or playgroup supervisor concerning the use of the premises, including vacating the premises if required to do so.
23. The hirer must not permit alcohol to be brought onto or consumed or sold on the premises during the hire period unless prior permission has been given by the management committee. The sale of alcohol is subject to compliance with the terms of the school's licence. And the management committee must be satisfied with the nominated premises supervisor for the occasion.
24. The hirer must not permit gambling or gaming, other than bingo and raffles, unless prior permission has been given by the management committee.
25. The hirer must familiarise himself with the fire precautions in force on the premises and with the means of escape in the event of a fire. Fire exits and other exits must be kept clear at all times.
26. The hirer must not permit smoking in any part of the premises. This includes the patio area immediately outside the hall sliding doors.
27. Any hirer who provides activities for children (under 18) must state this fact on the booking form and either (a) confirm that they are aware of and will abide by Hampshire County Council's child protection procedures and guidance. or (b) have their own child protection policy and provide a copy to the management committee or the booking secretary.

### **Payment of charges, etc.**

28. All hire charges must be paid at the time of making the application for hire.
29. The hirer shall at the time of making the application for hire pay a deposit of £100.00 to be held by the management committee against costs associated with the breach of any of these conditions.

## **Longparish Community Hall**

30. If, in the opinion of the management committee, at the end of the hire period, the hirer has breached any of these conditions, the management committee may charge the hirer an additional fee and/or forfeit any deposit.

### **Compliance with regulations, etc.**

31. The hirer must comply with all statutory requirements relating to the hire, including those relating to health and safety and public entertainment. The hirer must confirm on the booking form that they are aware of and will abide by the health and safety guidance for the premises. The hirer must ensure that any licence or permission which is required for the proposed use of the premises is obtained. The governors hold a premises licence for the premises. See also para 23.

### **Insurance**

32. The governors have a public liability insurance policy covering legal liability to third parties during the hire of the premises. Details of this policy are available from the management committee on request. The governors do not maintain insurance against any other risks during the hire period and the hirer must ensure that it takes out such insurance cover as is required.