

HAMBLE VILLAGE MEMORIAL HALL

Registered Charity NO: 301844

4 High Street Hamble le Rice Southampton
SO31 4JE

Telephone/Fax 023 8045 8240

Terms and conditions of Hire

1. **Bookings** are provisional until the required payment and a completed booking form confirming acceptance of these terms and conditions have been received. Bookings are confirmed by returning a signed copy of the booking form to the hirer.
2. **Payment** for regular users is monthly in advance or as agreed by the Management Committee. All other hirers must pay 50% on booking and will be invoiced for the balance four weeks before the event. A returnable deposit of £30 for a children's party and £100.00 for all other events is also required, held against damage, misuse, time overruns, extra cleaning etc.
3. **Cancellation** In the event of cancellation by the hirer less than 4 weeks before the event, the full charge will apply. If the booking is cancelled more than 4 weeks before the event there will be a full refund. Hamble Village Memorial Hall reserves the right to cancel the hire **at any time** by giving notice to the hirer.
4. **The person hiring the Hall** must be over the age of 21 years and it is the responsibility of the hirer to be present at all times during the period of hire. By arrangement with the Booking Clerk and at the discretion of the Management Committee the hirer may delegate this responsibility to another named person over the age of 21 years.
5. In accordance with fire regulations the **maximum number of people** allowed in the hall is:
 1. Main Hall: seated in rows **150** seated at tables **80**
standing/dancing **200**
 2. Rear hall: any event **50**The hirer should discuss details of seating plans etc at the time of booking.
6. The latest **finishing time for all functions is 11.30pm and the premises must be vacated by midnight. Extensions are allowed on certain days in accordance with the premises license and by arrangement with the Designated Premises Supervisor.**
7. The hirer is responsible for **setting up and clearing away** and the time taken to do this must be included in the booked time. Failure to vacate the premises at the correct time will count as misuse and will result in loss of deposit.
8. **The hirer shall not sub-let** the premises or use the premises for any purpose other than that described on the booking form. Bookings are not transferable.

9. **The hirer is responsible**, during the period of hire, for **supervision of the premises** and its contents and the behaviour of all persons using the premises whatever their capacity and including proper supervision of the car parking arrangements and ensuring that order is maintained.
10. **The hirer shall comply** with all conditions and regulations made in respect of the premises by the fire authority, local authority and the licensing authority, particularly in connection with an event which constitutes regulated entertainment, or at which alcohol is sold or provided or which is attended by children. These regulations are as stated in the **premises license** which is on display in the hall foyer. **Sale of alcohol** is permitted only under the supervision of the Designated Premises Supervisor and application must be made to the Bookings Clerk at the time of booking and carried out in line with the sale of alcohol guidance displayed in the hall and adhere to the licensing conditions. **Provision of alcohol** to persons over 18 years is permitted so long as it is not sold.
11. The hirer shall not allow the premises to be used for any **unlawful purpose** or allow any **unlawful** or **hazardous substance** to be brought on to the premises. **The use of candles or any form of naked flame is not allowed.**
12. **It is against the law to smoke** or to allow others to smoke on these premises. The hirer accepts responsibility for ensuring that this law is upheld.
13. **The hirer is responsible for all damage** or loss to the Memorial Hall and its contents during the period of hire or use. Nothing may be fixed on walls, ceilings or paintwork by any means other than those fittings provided by the Hall. Please consult staff if you require to use this facility
14. **Hirers wishing to use their own electrical equipment** will need to provide evidence that the equipment is compliant with safety regulations and suitable for the purpose.
15. **Hirers using the stage** must ensure that the access doors to stage are unbolted.
16. **Hirers must use the side lobby** to bring in bulky items and stage equipment. Such items should **not** be brought in to the Hall through the front foyer.
17. **Food** The hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.
18. **Compliance with the Children Act.** The hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989.
19. **Bouncy Castles** If a Bouncy Castle is hired then the hirer must ensure that the supplier has their own Public Liability Insurance.

20. **Incidents and Accidents.** There is a **FIRST AID KIT** in both kitchens and beside the telephone in the lobby between the two halls. The accident/incident book is also in the lobby beside the telephone. The Hirer must ensure that **ALL ACCIDENTS** are reported in the book.
21. **Failure or defects** of equipment belonging to Hamble Village Memorial Hall, must be reported in the accident/incident book located in the lobby between the halls.
22. **Noise.** The hirer must ensure that noise is kept within reasonable limits at all times, that doors and windows are closed after 11pm and that everyone leaves the premises quietly. Respect must be shown for neighbours and other Hall users.
23. The Management Committee accepts no responsibility for the actions or omissions of any other users of the site but accepts full responsibility for the actions or omissions of its own staff provided they are acting within the scope of their employment.
24. The Management Committee reserves the right of inspection of the Premises at all times by any of its members or duly authorised representatives.
25. The Management Committee does not accept responsibility for loss of property, damage to personal belongings or equipment not the property of Hamble Village Memorial Hall or injury to persons arising as a result of the use of the premises (Including the storage of equipment)
26. A fee of £10.00 is charged for Third Party insurance unless evidence of the hirer's own third party insurance is shown.
27. The Management Committee reserves the right to amend these Terms and Conditions at any time.

Please turn overleaf for fire procedures and lock up checklist

FIRE SAFETY PROCEDURES

At the start of an event the hirer must inform those present of the position of fire exits and the assembly point.

- All exits must be kept free of obstructions at all times.
- Ensure all internal fire doors are closed.
- Note the position of fire extinguishers, fire alarms and fire blankets.
- If a fire is discovered, however small, sound the nearest alarm.
- In the event of a fire or if the alarm sounds:
 - **IMMEDIATELY EVACUATE THE BUILDING (Checking all areas you are responsible for if it is safe to do so)** to the assembly point at the roadside corner of the car park, do not stop to collect any personal belongings
 - **CALL THE FIRE BRIGADE.**
 - **Do not re-enter the building until it is declared safe by the Fire Officer.**
- Details (even of false alarms) must be recorded and given to the Management Committee as soon as possible.

LEAVING PROCEDURE

When leaving the hall you must:

- Fill in the green form, ensuring that the premises are in a clean and tidy condition including sweeping floor, cleaning up any spillages and checking that toilets are in a decent state.
- Report breakages, damage, faults or deficiencies in the incident book found in the lobby between the front and rear halls.
- Put furniture back from where it was taken making sure that tables are clean and that chairs and tables are correctly stacked.
- Take all rubbish off site (unless you have a prior agreement).
- Close and fasten all windows and check that there is no one left in the building.
- Turn off all appliances and lights.
- Close all internal doors. Secure / lock all outside doors.