

BOTLEY MARKET HALL

CONDITIONS OF HIRE

A "MUST READ" FOR ALL HIRERS!

YOU MUST ALSO READ THE FOLDER "HALL USERS' MANUAL" IN THE KITCHEN WHICH CONTAINS ALL THE INFORMATION YOU NEED ON HOW TO "USE" THE HALL

1. **RESPONSIBILITY** - The person hiring the Hall must be over 18 and is personally responsible for the behaviour of guests, visitors or members, and must ensure that they observe the licensing laws, local by-laws and conditions of hire. The hirer is responsible for any damage howsoever caused during the period of hire. With parties for people aged 13-18 years, the responsible hirer should be 21 or over. The Management Committee shall have the right of admission to the Hall at all times. The hirer should ensure appropriate supervision of children at all times.
2. **NUMBERS**- The maximum permitted number for dances, parties or social functions in the main hall is 120, and 30 in the upstairs room.
3. **CLEANING** - Hirers may be charged a cleaning/damage deposit of £50 for all social/public functions, refundable within 14 days, subject to the Hall being left in a clean, tidy, undamaged condition, and all rubbish removed (however this deposit will be £250 for teenage, 18th or 21st parties.) You should clean up after the session – cleaning equipment (brooms, mops, buckets) is stored in the small cupboard on the left just as you go through the door leading to the toilets. Some bin bags are kept in a kitchen drawer. Cleaning materials, spare bin bags, toilet rolls, soap etc are kept in the Filing Cabinet in the disabled toilet, labelled "Cleaning materials for general use". It is not locked. Fluids and other cleaning items are locked away in the cupboard in the disabled toilet for use by the cleaner only. Recyclable rubbish should be removed from the Hall and taken away by you in bin bags provided. Rubbish may be put in bins provided. The key to the waste bin in the car park is hanging up in the kitchen. There is a baby changing unit in the disabled toilet – please dispose of soiled nappies etc with care and sense.
4. **STORAGE** - All goods or property belonging to the hirer must be removed immediately on the conclusion of the booking, unless agreement has been reached with the Hall management that items can be left or stored in the Hall.
5. **PERFORMANCES** - The user shall not use the Hall for the performance of any lecture/dramatic/musical work for which a copyright exists, without the permission from the owner of the said copyright or in any manner, infringe any subsisting copyright.
6. **REGULAR HIRERS**
 - a. Those who hire the Hall on a regular basis are expected to pay their invoices promptly. If they fail to pay and are two months or more in arrears then they will lose their regular booking and their deposit.

- b. Those who hire the Hall on a regular basis must inform the Bookings Secretary if they, for whatever reason, cancel or do not hold their regular session. The hirer should give at least two weeks' notice for such cancellation – failure to give this notice will result in them still having to pay for the cancelled session.
7. **CANCELLATION** - If the booking is cancelled within 28 days of the function the booking fee may be charged, less any amount from re-letting.
8. **TIMES** - The hirer must vacate the Hall at the agreed time. If the Hall is vacated after that time, some or all of the deposit may be withheld. The key must be returned immediately after the session
9. **EQUAL OPPORTUNITIES** - The Hall is open to all members of the Community regardless of race, nationality, gender, sexual orientation, age, disability, religious or political beliefs or marital status. The Management Committee reserves the right to refuse a booking that, in its opinion, promotes or supports discriminatory attitude or practice.
10. **HAZARDS AND NUISANCE** - Highly flammable substances shall not be brought into or used in the Hall. Smoking is not permitted anywhere in the building. Noise levels should be kept at a reasonable level, both during the hire and on leaving the building.
11. **ALCOHOL AND LICENCES** - No intoxicating liquors are permitted to be bought, sold or consumed in the Hall without the permission of the Management Committee, whose consent must also be obtained prior to seeking any occasional licence or permission for the sale of alcoholic liquor. Look in the "Hall Users' Manual" folder in the kitchen for how to apply for an alcohol licence. Hirers should ensure relevant legislation on betting, gaming and lotteries are observed.
12. **INSURANCE AND RISKS**- The Market Hall has Public Liability Insurance cover for all activities organised by and supervised by the Hall Management Committee. This insurance policy also covers accidents, injury or damage, the causes of which can be proved to be the responsibility or fault of the Hall Management Committee - whenever they may occur. However, this policy does NOT cover activities organised by Hall users and hirers which may result in damage, injury or accident. Hall users and hirers are therefore advised to take out their own Public Liability insurance cover so that they are insured against claims resulting from accident, injury or damage which can be proved to be their responsibility. If you bring in your own electrical equipment, you are responsible for ensuring it is safe to use and complies with all appropriate safety regulations. The Hall Committee will not be liable for injuries sustained as a result of the use of your electrical equipment.
13. **EMERGENCY EVACUATION PROCEDURE** - All groups and hirers accept responsibility for the safety of members of the group or hire occasion during the letting. Each group/hirer must nominate one person who will be present for the duration of the letting and who will act as the responsible person.
 - a. **Duties of the responsible person** - ensure you understand your duties and responsibilities; observe that on each Hall noticeboard there is a notice giving clear

instructions on emergency evacuation; bring the emergency evacuation procedure to the attention of members of the group or hire occasion; remind everyone of the locations of the emergency exits; check that the emergency exits are not blocked; check the location of the fire extinguishers; ensure all internal fire doors are closed and not propped open; note location of fire alarm point/s in the room/s you are hiring

- b. Emergency evacuation procedure - In the event of a fire the building, press hard on the nearest fire alarm point to sound the alarm, if it has not already been triggered; evacuate by the nearest safe exit; personal belongings should not be collected; muster point is in the Square to the front of the Hall, on the opposite side of the road; if safe to do so, the responsible person should carry out a search to ensure everyone has left the Hall, and the doors are closed; the responsible person should ensure nobody re-enters the Hall; the responsible person should dial 999 and ask for the Fire Brigade; the responsible person should report to the senior Fire Officer when the Fire Brigade arrives. Evacuate the upstairs room by descending the stairs and leaving by the nearest exit.
- c. Please note that the Hall Management Committee does not expect anyone to fight a fire. The top priority is personal safety. If the fire alarm has been triggered by mistake or in "mischief", or you can see that there is no fire, you may silence the alarm by inserting key (on top of alarm control panel) into front lock, turn on, and press "silence alarm" button. Or/and please ring one of the phone numbers displayed on the fire alarm control panel in the side foyer and someone will come to reset the system. If the alarm is going off for "zone 3" (upstairs) and you are downstairs, assume there IS a fire and evacuate the building.

14. **CHILD PROTECTION AND VULNERABLE ADULTS** – All hirers, whether individuals or organisations, should read and be aware of the Hall's VULNERABLE PERSONS POLICY and be expected to comply with it as appropriate to their activity. A copy is in the "Hall Users' Manual" folder in the kitchen.

REMEMBER TO READ THE "HALL USERS" MANUAL! Everything you need to know is in there!