

Fairburn Memorial Hall | Conditions of hire and using the hall

01 April 2023 (Rev1)

The hirer, booking contact, is responsible for ensuring hall rules are followed and accepting terms and conditions of let.

Hall rules

- The behaviour of everyone using the hall is your responsibility.
- Ensuring that everyone using the hall practices a common-sense and practical attitude towards health and safety when using the hall, including maintaining the building as a no smoking or vaping area.
- Setting out and stacking away correctly all chairs, tables and any other equipment being used. Enquiries about storage of your own equipment at the hall will be considered on a case by space basis.
- Leaving the hall in a safe, clean and tidy state, ready for the next hirer
- The removal, at the end of the hire, of all equipment brought to the hall and all food/drink from the kitchen. If you know you could have a large quantity of waste please mention to the booking team.
- Maintain clear access to all doors and emergency exits
- No parking of vehicles in Baddon Drive
- Consider parking arrangements if you expect many people to come by car. Make sure that you make the booking team aware of the parking plans.
- Mindful our hall is located in a residential area, quiet and respectful departure to avoid causing disturbance to local residents.
- Ensuring heating and lights are switched off and premises locked
- Children must be supervised by an adult in all areas in and around the hall. You must have appropriate insurance and/or policies e.g. child protection.
- You must not use the hall for any unlawful or unauthorised purpose.
- Only use the rooms which you have booked.
- Arrange your own supervision or security as per terms and conditions
- Please report all accidents to a member of the hall committee or booking team. Please report any matters requiring attention or ideas for improvements to the hall Trustees via the 'feedback book' in the foyer
- returning keys as agreed with the booking team.

Standard terms and conditions of hire

These standard conditions apply to all hiring of the Fairburn Memorial Hall. If the Hirer is in any doubt as to the meaning of the following the Hall Chair, Treasurer or booking team on fmhscio@outlook.com

1. Supervision and damages

- The Hirer is responsible for the supervision of the premises and its content, and the behaviour of all persons using the premises, including proper supervision of car parking arrangements. As directed by the hall booking team, the hirer shall make good or pay for all damage (including accidental damage) to the premises, its contents and for loss of contents.

- Deposits are fully refundable if no damage occurs and no additional costs are incurred. The cost of damage repair will be taken from your deposit, plus you must pay any additional payment needed to cover the costs incurred.
- If your booking did not require a deposit to be paid (regular bookings), all damage must be paid for by the Hirer, or repairs made within 2 weeks of the damage occurring.
- The hall committee accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded.
- Any property brought on to be left is at the discretion of the booking team. A list of all stored items must be provided for the inventory. Movement for storage may be required to accommodate others.

2. Invoicing

- The payment terms for regular bookers is 30 days from date of invoice.
- For all other bookings payment is required at time of booking. This is non-refundable 7 days before the date of use.
- A deposit of £200 is required for weddings, parties and functions. £50 non-refundable if cancelled within 14 days of the event.

3. Fire

- Call the fire service if you discover a fire
- You must follow all Fire Regulations.
- Make sure everyone knows where the fire exits and the fire assembly point are.
- Do not block any fire exit.
- Only open fire exits in an emergency.
- The fire assemble points are far end of the car park, or the playpark

4. Alcohol, health and hygiene

- You must have an appropriate license if you plan to sell/serve alcohol.
- Drinks must be served in disposable glasses. Must not be served in glasses.
- No alcohol may be consumed by under-18s.
- Illegal drugs/substances are not permitted to be consumed whilst on the premises, including car park.
- The Hirer shall if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

5. Smoking

- No smoking is allowed anywhere in the hall.
- Please do not leave cigarette butts outside. Please use the green bin ONLY for disposal of cigarette butts.

6. Cleaning and Tidying

- You are responsible for cleaning and tidying up after your event. The hall and surrounding areas should be left in the same condition as you found them.
- Turn off all lights, taps and electrical switches. There is a tick list in the entrance hall.

- Please use the correct cloths when cleaning: **GREEN** = kitchen, **RED**= toilets, **BLUE** = everywhere else.
- Let us know if you can't access the **cleaning cupboard** where you will find cleaning equipment.

7. Kitchen Use

- Ensure the surfaces, sinks and cooker are left clean, and floors are swept and mopped as necessary.
- Please do not leave items on the draining boards when your event has finished.
- You need to provide your own tea towels etc.
- All refuse should be put in the bins adjacent to the kitchen as follows:
 - **Black boxes** – Glass only.
 - **Blue bin** – Recycling (clean and loose items only – no film, milk tops or black plastic). Please recycle wherever possible. It would be appreciated if you could adhere to the recycling information on the inside of the kitchen door. Please do not use black refuse bags for recycling items in the blue bin.
 - **Green bin** – Non-recyclable refuse – please place in black refuse bags only.

8. General

- The Hall Management Committee reserves the right to cancel or refuse a let, even at short notice.

9. Capacity and bookings finish time

- Please note that you should indicate when booking the proposed finish time of your event. To respect our local residents, all events should not go beyond 11:30pm, with the building vacated by midnight.
- The maximum capacity at the hall for events is 180 people.
- Consider parking arrangements if you expect many people to come by car. Make sure that you make the booking team aware of the parking plans.

10. Cancellation and end of hire

- Regular bookers are asked to give early notice of breaks/holidays.
- A main hall or community room hirer can cancel their booking 7 days before the date of the event with no penalty.
- Exclusive use functions, parties, weddings require to give more than 14 day notice to receive a full refund of their deposit. After which time £50 is not refundable.
- Any keys given must be returned at the end of hire.

We have public liability insurance which (among other things) provides limited insurance cover to any organisation or person while using the Hall itself (but not the curtilage thereof) for non-commercial purposes (and which further provides that use by any non-profit making organisation or person shall not be regarded as use for commercial purposes). A copy of the relevant provisions of this cover is available on request to the booking team.

