

Standard Conditions of Hire for Stainton Institute

These conditions apply to all Hirers of the hall.

1. **Hirers** The Hirer must accept responsibility for being in charge of the premises at all times when the public or guests are present and for ensuring that all conditions in this and other hall policies are met.
2. **Supervision & Damage** During the hiring period, the Hirer is responsible for the supervision of the premises, including the hall field and car park; care from damage of the fabric and the contents and the behaviour of all persons using the premises, including proper supervision of car parking arrangements to avoid obstruction of the highway. If children are present in the hall, the appropriate ratio of adults to children for supervision must be met. The Hirer must make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings, or contents and for loss of contents.
3. **Use of Premises** The Hirer must not use the premises for any purpose other than that described when booking the hall and must not sub-hire nor do anything or bring onto the premises anything which may render invalid any insurance policies in respect thereof. All events must finish by 10:30 unless an extension has been agreed with the booking clerk and hall committee.
4. **Gaming, Betting and Lotteries** The Hirer must ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
5. **Licensable Activities** The Hall currently has no Licence for alcohol and entertainment. These will be applied for in due course. Purchasing of alcoholic drinks at events will thereby be by donation, as prescribed by the Committee. If other licences are required in respect of any activity in the hall, the Hirer is responsible for obtaining and holding the relevant licence as a condition of hiring
6. **Public Safety Compliance** The Hirer must comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, the hall's Fire Risk Assessment, or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is 'sold' via donation or provided at private functions which is attended by children.
7. **Fire and Accident** The Hirer must read and comply with the hall's Health and Safety policy and when arriving in the hall ensure their familiarity with:
 - o a) the Instructions in Case of Fire (posted in the foyer and kitchen)
 - o b) the location of fire alarms, fire extinguishers (main hall and kitchen)
 - o c) The first aid kit is contained within the cabinet located in the toilet area
 - o d) the location of fire exit is via the main and only door to the building. The assembly point in case of emergencies is on the lane outside, away from the building, the Hirer

must retain a list of names and numbers of people attending any event in order to ensure that all are present in cases of emergency evacuation that the escape route is free of obstruction and can be safely navigated and fire doors are not wedged open.

The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the secretary or member of the Stainton Institute management committee.

8. Health and Hygiene The Hirer shall, if preparing, serving, or selling food, observe all relevant food health and hygiene legislation and regulations. In particular, dairy products, vegetables, and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations.

9. Electrical Appliance Safety The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989.

10. Insurance and Indemnity (a) The Hirer shall be liable for:

- (i) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises.
- (ii) all claims, losses, damages and costs made against or incurred by the hall management committee, their employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises by the Hirer.
- (iii) all claims, losses, damages and costs made against or incurred by the hall management committee, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer.

(b) The Hall cannot be held responsible for any failure in the supply of services.

12. Accidents and Dangerous Occurrences The Hirer must report all accidents involving injury to the public to the booking clerk as soon as possible and complete the relevant section in the hall's accident book. Any failure of equipment belonging to the hall must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form to the local authority. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

13. Explosives and Flammable Substances The Hirer must ensure that: ○

(a) Highly flammable substances are not brought into, or used in any part of the premises and that.

(b) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings.

14. Drunk and Disorderly Behaviour and Supply of Illegal Drugs The Hirer must

ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol must not be served to any person suspected of being drunk nor to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way should be asked to leave the premises. No illegal drugs may be brought onto the premises.

15. Animals The Hirer must ensure that no animals except guide dogs are brought into the premises, or on the hall field parking area other than for a special event agreed to by the hall. No animals whatsoever are to enter the kitchen at any time.

16. Sale of Goods The Hirer must, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer must ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on appropriate recommended retail prices.

17. Cancellation If the Hirer wishes to cancel the booking before the date of the event and the hall is unable to conclude a replacement booking, the question of the payment or the repayment of the fee is at the discretion of the Institute Committee and Trustees. The hall reserves the right to cancel a hiring in the event of:

18. End of Hire The Hirer must be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured, and any contents temporarily removed from their usual positions properly replaced.

19. Noise The Hirer must ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning.

20. Stored Equipment The hall 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.

21. No Alterations No alterations or additions may be made to the premises nor may any fixtures be installed, or other articles be attached in any way to any part of the premises without the prior approval from the Stainton Institute Committee. Decorations or illustrative material attached to walls for weddings, funerals, or parties must be removable without damage should this occur, and made good or paid for.