

Corby Glen Church Rooms Hire Agreement Standard Terms and Conditions of Hire

Hire Agreements of Corby Glen Church Rooms ("The Hall") are subject to these Standard Terms and Conditions of Hire.

1. Undertaking of the Hirer

The Hirer undertakes to ensure he has an understanding and acceptance of the Hall Conditions for the time being in force.

2. Supervision by the Hirer

The Hirer undertakes to be present, or arrange for sufficient competent representatives to be present, throughout the hiring to ensure the provisions and stipulations contained, or referred to, in the Hall Conditions and any applicable licences are complied with.

3. Responsibility of the Hirer

The Hirer shall be responsible during the period of hire for:

- The number of people using each room hired not exceeding that permitted for those rooms under the Premises Licence for the purpose of the hire
- Supervision of premises, fabric and contents, their care and safety from any damage or change of any sort
- Adequate arrangements shall be made for the evacuation of disabled persons in an emergency. A disabled person confined to a wheelchair shall be accompanied by an able bodied person not being a person under 18 years of age, capable of assisting them from the building in case of emergency and who shall be seated adjacent to the disabled person. This condition only applied to public functions involving a seated audience.
- Ensuring that the purpose and conduct of the hire does not disrupt the use of any other room hired by others
- The Hirer is advised that minimal first aid items are available at the Hall (there is a first aid kit in the kitchen) for use if necessary. The Hirer is responsible for the provision of any other first aid facilities they deem necessary for any event.
- Ensuring that everything is left clean and tidy with rubbish removed at the end of the hire
- Ensuring that all equipment, chairs and tables have been returned to positions as found on entry, the premises are cleared of people, all lights and heaters switched off, and the building secured and alarmed by use of the keys supplied, except for any facilities or room or public area in use by another continuing hire
- Dishwasher must be operated only by people who have received training and are on the list displayed
- Hirers are responsible for ensuring they comply with food and hygiene regulations and standards
- Broken items such as china, glass etc. must be wrapped and placed in the committee room. Breakages and damage to the building must be reported to the key-holder. Replacement and repair will be charged to the hirer at cost.
- The hirer shall not permit the wearing of stiletto heels and it is the responsibility of the hirer for any damage to the floor caused by stiletto heels. Please inform your guests accordingly.
- No heavy, or sharp equipment, likely to damage the floor is to be used in the Hall. Please brush but do not wash the floor. Use only a dry or slightly dampened cloth if essential. Wipe up all spillages promptly. No items to be fixed to walls in any circumstances.
- The behaviour of all persons using the premises, whatever their capacity, including proper supervision of car parking arrangements, so as to avoid obstruction of the highway or access roads. The use of the car park cannot be guaranteed and may be restricted at certain times
- Ensuring no excessive noise occurs, with a minimum of noise being made by any person on arrival or departure. The premises and car park must be vacated by 10:30pm.
- Ensuring that no animals (including birds), except guide dogs, are brought into the building without written permission of the Management Committee on the occasion of a special event or hire agreed to by the Management Committee.
- Ensuring that NO animals whatsoever enter the kitchen at any time
- Ensuring that any electrical appliances brought onto the premises and used there shall be certified safe and in good working order, and used in a safe manner, using residual current circuit breakers where appropriate
- Ensuring that no LPG appliances or highly flammable substances are brought onto the premises.

4. Use of Premises

The Hirer shall not:

- Sub-hire or use the premises for any purpose other than that described in the hiring agreement
- Use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way
- Do anything or bring onto the premises anything which may endanger the premises or render invalid any insurance policies in respect thereof
- Allow the use of drugs on the premises or allow smoking in the building

5. Authority required by the Premises Licence to supply alcohol or to provide public entertainment

Under no circumstances may alcohol be supplied or consumed on the premises without the specific written authority of the Management Committee. The Management Committee may choose to require that the Hirer shall be responsible for obtaining a Temporary Event and /or Entertainments Licence, but no Hirer may seek such a licence

6. Compliance with the Children Act of 1989

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of the Children Act of 1989 and that only fit and proper persons have access to the children.

7. Compliance with other relevant legislation

The Hirer shall ensure that the users:

- Do not contravene the law relating to gaming, betting and lotteries
- Comply with all conditions and regulations required by the relevant licensing and entertainment acts.

8. Indemnity

The Hirer shall indemnify and keep indemnified each member of the Hall's Council and Management Committee and the Hall's employees, volunteers, agents and visitors against:

- The cost of repair of any damage done to any part of the premises including the curtailage thereof or the contents of the premises, and
- Against all actions, claims, and costs of proceedings arising from any breach of the Hall Conditions
- All claims in respect of damages, including damage for loss of property or injury to persons, arising as a result of the use of the premises (including the storage of equipment) by the Hirer.

As directed by the Management Committee, the Hirer shall 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.

9. Insurance

The Hall is insured against any claims arising out of its own negligence and its public liability cover extends to cover non-profit making, i.e. non-commercial hirers.

10. Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public to an authorised representative of the Management Committee as soon as possible, and complete the relevant section in the Hall's Accident Book. Any failure of equipment, either that belonging to the Hall, or brought in by the Hirer must also be reported as soon as possible.

11. Stored Equipment

The Management Committee accepts no responsibility for any stored equipment or other property brought onto or left at the premises and all liability for loss or damage is hereby excluded. All equipment and other property, other than that stored on the premises, by agreement, must be removed at the end of each hiring or storage period. The Management Committee may dispose of any such items 7 days thereafter at its discretion, by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer daily storage fees and costs incurred in storing and selling or otherwise disposing of the same.

12. No alterations

No alterations or additions may be made to the premises nor may any fixtures be installed (or placards, decorations, or other articles be attached in any way to any part of the premises without the prior written approval of the Management Committee. Any alteration, fixture or fitting, or attachment, so approved shall, at the discretion of the Management Committee remain in the premises at the end of the hiring and become the property of the Hall or, be removed by the Hirer. The Hirer must make good to the satisfaction of the Management Committee any damage caused to the premises by such removal.

13. Cancellation by the Hirer

If the Hirer cancels the booking before the date of the event and the Management Committee is unable to conclude a replacement booking, the Management Committee may, at their discretion, require a further payment of hire fees or withhold part of the special deposits and hire charge already paid.

14. Cancellation by the Village Hall

The Management Committee reserves the right to cancel a hiring by written notice to the Hirer in the event of the premises being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election or referendum or, the Management Committee reasonably considers that:

- Such hiring may lead to a breach of the licensing conditions, or other legal or statutory requirements, or
- Unlawful or unsuitable activities may take place at the premises as a result of the hiring, or
- The premises have become unfit for the use intended by the Hirer.

In any such case the Hirer shall be entitled to a refund of any deposit or hire fees already paid, but the Hall shall not be liable for any resulting direct or indirect loss or damages whatsoever.

15. Loss of Earnings

The Committee do not accept liability for consequential loss of earnings or any other loss whatsoever arising from the hire, use or cancellation of a booking(s) of the Corby Glen Church Rooms.