

# Shap Memorial Hall - Terms and Conditions of Hire

## **SUMMARY OF CONDITIONS – PLEASE MAKE SURE YOU READ THESE**

As you (the Hirer) would expect, hiring the Memorial Hall is bound to have a number of conditions attached. This is a summary of the main points and they are not a substitute for the Full Terms and conditions. These are available separately and are also displayed in the Memorial Hall.

### **THINGS YOU NEED TO KNOW:**

#### **1. AT THE TIME OF BOOKING THE HALL**

- Please note that you may not sub-hire the Hall or change your use or purpose of the hire.
- You **MUST** keep the number of people within the maximum for each room:
  - Main 180 sitting/dancing; 125 with tables and chairs.
  - Green 60
  - Reading 20
- **Your attention is drawn to Shap Memorial Hall's Policy covering Child and Vulnerable Adults Safeguarding Policy at the end of the terms and conditions. Acceptance of the Memorial Hall's Safeguarding Policy is part of the agreed contract taken out on hiring the Hall.**
- Only bring earthed and safety certified electrical equipment (such as projectors, CD players) or check with Booking Secretary when making the booking.
- Make sure that you can bring your own disinfectant to clean up any spillages you might make.
- If planning to bring alcohol, CHECK with the Booking Secretary before doing so.
- Make sure that any third party services you are using are adequately covered by public liability insurance

#### **2. ON ARRIVAL AT THE HALL**

- Park safely and cause no obstructions.
- Familiarise yourself with the Fire Procedures and Exits plan in the Kitchen and make one adult over 18 responsible for safe evacuation in case of fire. (Fire marchall).
- Note the positions of all furniture, moveable equipment, kitchenware etc so that you can put them back where you found them at the end of your session.

#### **3. DURING THE TIME YOU ARE USING THE HALL**

- The adult named on the booking form is responsible for the safety and well-being of those using the Hall during the time of the hire and for the final condition of the building at the end of the hire period.
- Be aware that others may be using other rooms in the Hall at the same time so keep noise to a minimum.
- Take care when lifting or moving items such as chairs or tables.
- If you find anything is broken, report it in the notebook in the Kitchen and tell the caretaker.
- If you break anything, write it in the notebook in the kitchen and tell the caretaker.
- If there is an accident, report it in the Accidents book in the kitchen and contact the emergency services if necessary. Report all accidents to the Booking Secretary.

#### **3. THINGS YOU MAY NOT DO**

- NO candles, indoor fireworks or any other incendiary or naked flames.
- NO drugs can be taken on the premises.
- NO animals allowed in the kitchen.
- NO children allowed in the kitchen unless supervised AT ALL TIMES by an adult.
- NO LPG appliances or highly flammable substances may be brought into the hall.
- Please **DO NOT ADJUST** the Central heating timers, thermostats or other apparatus.
- NO fixtures or fittings applied to any structure including walls ceilings, curtains *EXCEPT by prior agreement at the time of booking.*

#### **AT THE END OF YOUR SESSION**

- Return everything you have moved and used to where it was when you arrived.
- Make sure everything, including the kitchen and toilets are clean and tidy.
- Make sure all lights switched off.
- Make sure all damages are written up and reported.
- Make sure ALL windows and doors are closed, locked and secured.
- Make sure you take your own belongings and equipment with you.
- Leave the Hall and car-park without disturbing the neighbourhood.

## **PAYMENT**

You must pay for the hire of the Hall within 14 days of the date of hire. You will be invoiced for this.

## **LIABILITY**

You are liable for all breakages and damage that occurs during your time of hire. You are also liable for any additional hours you use the hall. These costs will be added to your invoice.

## **CANCELLATION POLICY**

If you cancel the booking less than 7 days before the date, the Management committee reserve the right to keep your deposit if an alternative booking is not found.

The Hall management committee reserves the right to cancel any booking in the event of the premises being required as a polling station, for emergency repairs/decoration or if the premises have become unfit for your purpose.

We will cancel the booking if we consider the booking to be in any way in breach of licensing conditions or other legal or statutory requirements.

In all cases above, the Management committee will refund any deposit or booking fees received but are not liable to any other losses incurred by the cancellation.

## **Conditions Summary approved by The Management Committee, Shap Memorial Hall, January 2018**

### **SHAP MEMORIAL HALL MANAGEMENT COMMITTEE**

#### **Child and Vulnerable Adults Safeguarding Policy.**

**This statement of policy and procedures applies to users of, and activities in, Shap Memorial Hall which is the responsibility of the Management Committee of the Hall. The policy is in place to protect all children and vulnerable adults regardless of gender, ethnicity, disability, sexuality, religion or faith.**

**The welfare of the child or vulnerable adult is paramount and is the responsibility of everyone. All children and vulnerable adults have the right to protection from abuse whether physical, verbal, sexual, bullying, exclusion or neglect.**

**All people associated with the Memorial Hall and its use have a responsibility for the safeguarding of children and vulnerable adults.**

**The Management Committee will endeavour to keep the premises safe for use.**

**No member of the Management Committee, outside contractors, hirers or volunteers will have unsupervised access to children or vulnerable adults unless in possession of appropriate clearance such as DBS**

**The Management committee will ensure that all hirers/users of the Hall are aware that any safeguarding of children or vulnerable adults is the responsibility of the hirers.**

**Hirers need to be aware that facilities such as the toilets might be shared with other groups and Café users and that appropriate supervision/ arrangements should be made.**

**The committee will ensure that all hirers are made aware of their obligations under the Licensing Act 2003 to ensure that alcohol is not sold to those under the age of 18 and that no children may be admitted to any film or performance when they are below the age classification for the film or show.**

**No gambling or entertainment of an adult or sexual nature shall be permitted on the premises.**

**Acceptance of the Village Halls Safeguarding Policy is part of the agreed contract taken out on hiring the Hall.**

**A copy of this policy is available on the Memorial Hall website at [shapcumbria.co.uk](http://shapcumbria.co.uk) and will be displayed for the attention on the Hall notice board.**

**This policy will be reviewed on a regular basis.**

**January 20018**