

Charlton Recreational Centre

Standard Conditions of Hire

These standard conditions apply to all hirings of Charlton Recreational Centre – comprising Charlton Village Hall and Playing Field (the “Recreation Centre”). If the Hirer is in any doubt as to the meaning of the following, the Hall Bookings Secretary should immediately be consulted.

For the purposes of this document the term ‘**Premises**’ relates to use of the hall, car park and the outside patio. A Hirer wishing to make use of the playing field must advise so at time of booking. Depending on the use proposed, the management committee reserve the right to make an additional charge for such use.

Our Premises License conditions prohibit the hire of the hall to anyone under the age of 18 years.

1. Supervision

The Hirer shall, during the period of the hiring, be responsible for: supervision of the Premises, the fabric and the contents; their care, safety from damage however slight or change of any sort and the behaviour of all persons using the Premises whatever their capacity; including proper supervision of car parking arrangements to avoid obstruction of the highway.

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.

2. Use of Premises

- The Hirer shall not use the Premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the Premises or allow the Premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the Premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.
- The Village Hall operates a Smoke Free policy throughout all the enclosed spaces of the hall.
- The maximum number of people at any function shall be 100 for a sit-down function and 150 for other functions.
- The Hirer is responsible for ensuring that nothing is fixed to the walls or supporting pillars without prior permission being sought from the Hall Management Committee.
- The Hirer is responsible for the cost of repair for any damage caused to walls and pillars.
- Tables must be erected carefully and legs locked into position before use. Table tops need to be covered if used for children’s events and activities (e.g. painting).
- Tables must be carried or transported using the trolleys provided. They must not slide across the floor as this may cause damage and any cost incurred to repair such damage will be recovered from the Hirer.
- The Hirer is responsible for ensuring that chairs are fully open before use. DO NOT stand on the chairs under ANY circumstances!
- The terms of hire include use of the car park however the Hirer must ensure that access to the gravel to the right of the building is kept clear at all times, as it provides access to the Premises and Playing Field for emergency vehicles.

3. Times of Letting

The Premises can be hired by the hour. When making a booking the Hirer must reserve the Premises for the total time of their intended occupancy, including set-up and cleaning after the event.

The Recreation Centre offers a range of packages which are for specific time periods. These are:

Children's Party	4 hours access (to include set -up and clear up) for children up to and including 12 years of age
Special Events Package	All day booking, plus access to the Premises from midday the previous day to 10.00 a.m. the following day
Friday and Saturday Evening	Access from 6.00pm to midnight (to include set -up and clear up)

4. Licences

The Hall does not have an alcohol licence. The Hirer shall be responsible for obtaining such licences as may be needed whether for the sale or supply of intoxicating liquor, or in respect of public performances.

5. Gaming, Betting and Lotteries

The Hirer shall ensure that nothing is done on or in relation to the Premises in contravention of the law relating to gaming, betting and lotteries.

6. Charges

- Charges are laid down by the Hall Management Committee and are payable in advance to the Hall Bookings Secretary.
- Charges and deposits policy are in accordance with those published in the Hall, on the hall website (www.charltonvillagehall.co.uk) and held by the Hall Bookings Secretary.
- Charges for hire give access to the hall solely for the times stated. If any time is required for set-up or clearing up, then the Hirer will need to book and pay for the preceding or subsequent time periods required. In all cases, the entire time required must be agreed at the time of booking. On request and at the discretion of the Bookings Secretary, Hirers may be given access to the Hall for a short period (up to 30 minutes) prior to an evening booking.

7. Public Safety Compliance

- The Hirer shall comply with all conditions and regulations made in respect of the Premises by the Wiltshire Fire Authority, Local Authority, the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
- A fire-risk assessment for the known hazards has been carried out by the management committee.
- The introduction of a new fire risk by the hirer either as a source of ignition e.g. lighted candles, or as new flammable materials e.g. solvents, paper hangings is NOT permitted.

8. Health and Hygiene

The Hirer shall, if preparing, serving or selling food observe all relevant food health and hygiene legislation and 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 and in good working order and used in a safe manner. The Hall Management Committee accepts no liability for accidental injury caused by a third party's electrical equipment.

10. Indemnity

- The Hirer shall indemnify and keep indemnified each member of the Recreation Centre management committee and the Recreation Centre's employees, volunteers, agents and invitees against:

- a) the cost of repair of any damage done to any part of the Premises including the curtilage thereof or the contents of the Premises and
- b) all claims in respect of damage or 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.
- The Hirer shall ensure that any entertainer or performer that they engage is adequately insured and complies with all current legislation.
- The Hirer shall take out adequate insurance to insure the Hirer and members of the Hirer's organisation and invitees against all claims arising as a result of the hire and on demand shall produce the policy and current receipt or other evidence of cover to the Hall Bookings Secretary. Failure to produce such policy and evidence of cover will render the hiring void and enable the Hall Bookings Secretary to re-hire the Premises to another hirer. (The Recreation Centre is insured against any claims arising out of its own negligence).

11. Accidents and Dangerous Occurrences

- The Hirer must report all accidents involving injury to the public to a member of the Recreation Centre management committee as soon as possible. Certain types of accident or injury must be reported on a special form to the local authority. The Hall Bookings Secretary will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- Any failure of equipment either that belonging to the Recreation Centre or brought in by the Hirer must also be reported as soon as possible.

12. Animals

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the Premises, other than for a special event agreed to by the Recreation Centre. No animals whatsoever are to enter the kitchen at any time.

13. Compliance with The Children Act 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.

14. Sale of Goods

The Hirer shall, 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 shall 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 Manufacturers' Recommended Retail Prices.

15. 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 shall be at the discretion of the Recreation Centre Management Committee.
- The Recreation Centre reserves the right to cancel this hiring by written notice to the Hirer in the event of:
 - a. the Premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election
 - b. the Recreation Centre management committee reasonably considering that
 - i. such hiring might lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or
 - ii. unlawful or unsuitable activities will take place at the Premises as a result of this hiring
 - c. the Premises becoming unfit for the use intended by the Hirer

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

16. End of Hire

At the end of the hire period, the Hirer shall be responsible for:

- the removal of all rubbish and recyclables associated with the Hirer's event
- leaving the Premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise
- returning any contents temporarily removed to their usual positions
- ensuring all tables and chairs are clean and stored in the special trolleys provided for this purpose.

If, on subsequent inspection, the Recreation Centre discovers any of these conditions has not been met or any damage has occurred to the fabric or contents of the Premises, the Management Committee reserve the right to make an additional charge. This could be via non-return of the deposit, a charge of £12 per hour for additional cleaning or the cost of repairing or replacing damaged items.

17. Noise

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

18. Stored equipment

- The Recreation Centre Management 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. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed.
- The Hall may, in its discretion, in either of the following circumstances, dispose of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same:
 - a) in respect of stored equipment, failure by the Hirer either to pay any storage charges due and payable or to remove the same within 7 days after the agreed storage period has ended;
 - b) in respect of any other property brought on to the Premises for the purposes of the hiring, failure by the Hirer to remove the same within 7 days after the hiring;

19. 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 Hall Bookings Secretary. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the Hall remain in the Premises at the end of the hiring and become the property of the Hall or be removed by the Hirer who must make good to the satisfaction of the Hall Management Committee any damage caused to the Premises by such removal.

20. No rights

The hiring agreement constitutes permission only to use the Premises and confers no tenancy or other right of occupation on the Hirer.

Safety Procedures when hiring Charlton Village Hall

- 1 Read Emergency Policy on the noticeboard in the Hall
- 2 Familiarise yourself with location of fire extinguishers
- 3 Unbolt both front and side doors (to facilitate rapid exit in case of emergency)
- 4 Ensure emergency exit doors at rear of hall are kept clear at all times
- 5 Hirer to be responsible for:
 - a) Raising alarm
 - b) Supervising evacuation
 - c) Reporting incidents/accidents/potential hazards to a committee member
 - d) Complete a simple building check on departure

AND at the end of your event - Don't Forget!!

- Electricity off – light switches/appliances/plugs (including hot water switch)
- Water off at all sink taps
- Heating off
- External doors (& emergency exit doors) closed/bolted/locked
- Windows closed
- Toilets vacated, all cubicle doors left open
- Remove all rubbish and recyclables associated with the event.

CAR PARK LIGHT FOR LATE NIGHT USERS OF THE HALL

- Switch on at silver grey box below fuse box in lobby of the toilet.
- Please leave it on – a timer switches it off automatically shortly after midnight.
- Please switch off all other lights when you leave the hall.