

# SYCHDYN MEMORIAL HALL MANAGEMENT COMMITTEE

Registered Charity No. 513911

## TERMS AND CONDITIONS OF HIRE

If the hirer is in any doubt as to the meaning of any of the following, please consult the Booking Clerk or Treasurer

1. The hirer will, during the period of hire, be responsible for the supervision of the premises, the fabric and Premises contents, their care safety from damage however slight, or change of any sort, the behaviour of all persons using the premises whatever their capacity, and proper supervision of car parking arrangements to avoid the obstruction of the Highway. Please note: cars are parked at owner's risk.
  - 1a. The hire period must include time for setting up and clearing the hall.
2. The hirer shall not use the premises for any other 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.
3. The hirer shall be responsible for obtaining and displaying licenses as may be needed, whether for the sale or supply of intoxicating liquor, from the Performing Rights Society, from Phonographic Performance Ltd. You need a Temporary Event Notice if you want to carry out a 'licensable activity' on unlicensed premises in Wales. The notice is available from Flintshire County Council and a copy should be provided to the Booking Clerk.
4. The hirer shall ensure that nothing is done on or in relation to the premises in the contravention of the law relating to gambling, betting and lotteries.
5. The hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, the Local Authority, and the Magistrates Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage. Hirers are responsible for the recording of attendance details for the purpose of evacuation.
6. On arrival at the premises, the hirer will check that all the emergency exit doors open easily.
7. The hirer shall, if preparing serving or selling food, observe all relevant food health hygiene legislation and regulations.
8. The hirer shall ensure that the use of the cooker has been agreed in advance with the Booking Clerk and an agreed charge has been paid. The hirer is responsible for cleaning the cooker after use and ensuring that the appliance has been switched off.
9. 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, PAT tested and used in a safe manner. If a hirer is operating any portable electrical appliance not provided by the Management Committee, this equipment must have a valid portable appliance test label or certificate. If the valid label or certificate is not available then this equipment will not be able to be used within the premises.
10. The hirer is responsible for any loss or damage to the building, fixtures, fittings, contents and decor during the hire period.
11. A £200 cash deposit is required for bookings in relation to Weddings or Special events where the premises is booked for the weekend (8pm Friday until 12:00 noon Sunday). A £100 deposit is required for adult parties and single events and a £20 deposit is required for a children's party. Deposits are fully refunded within 7 days provided that no damage or loss has occurred, the premises has been left in a clean and reasonable condition and rubbish taken home.
  - 11a. Cancellation of Booking: You are liable for 100% of the agreed fees (excluding your deposit) if you cancel your event within 14 days of the event. All cancellations must be confirmed in writing.
12. For regular bookings invoices will be raised termly in arrears. Any amendments to regular bookings should be notified to the Booking Clerk and charges will be adjusted accordingly. Any unpaid charges or damage/loss to the premises may result in the cancellation of any regular bookings at the discretion of the Management Committee.

13. The hirer shall ensure the minimum of noise is made on arrival and departure. As courtesy to surrounding properties noise levels outside of the premises should be kept to a minimum and consumption of alcohol outside of the premises is not permitted.

14. The hirer shall ensure that no dogs, except Assistance dogs, are brought in to the premises.

15. At the end of the hiring, the hirer shall be responsible for leaving the premises, Car Park, surrounding area and any equipment used in a clean and tidy condition, and any contents temporarily removed from their usual positions properly replaced, otherwise the committee shall be at liberty to make an additional charge. The hirer will ensure that all rubbish is removed from the premises at the end of the hire period. **Please take any rubbish and recycling home for safe disposal in your own bins. A £20 charge will be levied for any waste disposed of in the hall bin or in the public bin nearby.**

16. The Committee reserves the right to cancel this hiring in the event that the premises is required for use as a Polling Station, for a Parliamentary or Local Government election or by-election, or Emergency shelter, in which case the hirer shall be entitled to a refund of any monies paid. Further consideration will be given to acts of God.

17. In the event of the premises or any part thereof being rendered unfit for the use for which it has been hired, the Committee shall not be liable to the hirer for any resulting loss or damage whatsoever.

18. The hirer must strictly adhere to the maximum capacity of the Hall. Failure to comply with the given maximum capacities may result in the termination of the hire at any time by the Management Committee without the Committee being liable to the hirer for damages. Attendance shall not exceed 120 people.

19. Nothing shall be attached to the plaster walls in any of the rooms.

20. Sports and games. The premises may be hired for sport and games by responsible organisations or individuals who arrange their own insurance. A responsible person shall be in attendance at all times. The premises should be checked for potential hazards that could lead to accidents and any necessary risk assessments carried out by a suitably qualified individual.

Please note: a first aid kit is not provided. All hirers are advised to supply their own.

21. The notice boards are for the announcement of local events and their use for other purposes is at the discretion of the Management Committee.

22. It is illegal to smoke in the Hall. Smoking is only permissible outside of the premises and cigarettes should be discarded in the receptacle provided.

23. The hirer will be responsible for the safety of their guests personal possessions for which the Management Committee cannot take responsibility.

24. No bubble machines, fog machines, indoor fireworks, Candles, Joss/Incense Sticks or similar are to be used within the Hall as these activate smoke alarms. The use of naked lights in any part of the building is strictly prohibited.

We hope and expect that everyone who uses the Community Hall will take great care of it and leave it as they found it as it is a Community facility, run by Trustees and is a registered Charity.

Thank you

**Sychdyn Memorial Hall Management Committee**