

Standard Conditions of Hire

If the Hirer is in any doubt as to the meaning of the following, the Booking Officer should be consulted immediately. The term Hirer means an individual Hirer or where the Hirer is an organisation, the authorised representative.

1. The hirer will during the period of hiring be responsible for the care of the hall, including the buildings and content, preventing damage or change of any sort and supervising the behaviour of everybody using the premises in whatever capacity. This includes proper supervision of the car parking arrangements.

2. Car Parking

Twelve car parking spaces, which are marked "Community Hall" are available to Hall users in the adjoining shoppers car park. There is one marked space at the front of the hall within the Catherine Wheel Gardens Development for the use of a disabled driver and there are three car parking spaces situated at the rear of the hall, access to which may be gained via Hurn Road through the private access at the rear of the shops. **PLEASE DO NOT PARK within the Catherine Wheel Garden development.** These spaces are for the residents only.

3. Noise

The Hirer will ensure that the minimum of noise is made on arrival and departure. Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to nearby residents

4. Use of Premises

The hirer will not use the premises for any purpose other than that described in the hiring agreement. The hirer will not sub hire the premises or allow the premises to be used for any unlawful way. The Hirer will not do anything or bring anything on to the premises which may endanger the premises or render invalid any insurance policies in respect of the premises. Any failure of equipment belonging to the hall or brought by the hirer must be reported as soon as possible. The Hirer will not allow the consumption of alcohol on the premises without written permission from the Management Committee.

5. Licences

St Catherine's Hill Community Hall is licensed by the following authorities:

Christchurch Borough Council

Licensing Act 2003 Premises License No PL0095

Performing Rights Society

Phonographic Performance Limited

Copies of the Licenses are available for inspection at the Hall.

6. 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.

7. Public Safety Compliance

The Hirer must comply with all conditions and regulations made in respect of the premises by the 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,

8. Health and Hygiene

If preparing, serving or selling food, the hirer must observe all relevant food health and hygiene legislation and regulations.

9. Electrical Appliance Safety

The Hirer will ensure that any electrical appliances brought to the premises and used there are safe and in good working order and are used in a safe manner. Where a residual circuit breaker is provided the hirer must make use of it in the interest of public safety. No electrical or other equipment is to be touched or altered by hirers or general users. Any faults are to be reported to the Bookings Officer.

10. Indemnity

The Hirer indemnifies the committee from the cost of repairing any damage to the property buildings or contents as a result of the hiring. The hirer is responsible for making arrangements to

insure against third party claims against the hirer or the organisation represented by the hirer while using the hall.

11 Accidents and Dangerous Occurrences

In the event of accident or injury the accident book which is kept in the kitchen must be completed before vacating the premises. In accordance with the Executive Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, certain types of accident or injury must be reported on a special form to the local authority. The Bookings Officer can help with completing this form.

12. Animals

The hirers must ensure that no animals (including birds) except in special circumstances and prior agreement are brought into the hall. Guide Dogs / Dogs for the disabled are permissible.

NO ANIMALS WHATSOEVER IN THE KITCHEN AREA.

13. Compliance with the Children Act

The hirer must ensure that activities for children, under eight years old comply with the provisions of the 1989 Children's Act and that only fit and proper persons have access to the children

14. Fly Posting

The hirer will not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the hall and indemnifies the Management Committee against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the Local Authority.

15. Sale of Goods Act

The hirer will, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in conjunction with such sales. In particular the hirer will ensure that total prices of all goods and services are prominently displayed, as are the organisers name, address. Any discounts offered will be based on Manufacturers Recommended retail Prices.

16. Cancellation

A minimum of 7 days notice in writing is required if the hirer wishes to cancel a booking before the date of the event. Failure to do so will result in the full hire fee being charged.

The Management Committee reserves the right to cancel this hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election, or by election in which case the hirer will be entitled to a refund,

17 Unfit for use

In the event of the hall or any part thereof being rendered unfit for the use for which it has been hired the Management Committee shall not be liable for any resulting loss or damage.

18 Refusal of Booking

The Management Committee reserves the right to refuse a booking without notice or to cancel this Hiring agreement at any time either before or during the term of the agreement upon giving 7 days notice in writing to the hirer. The hirer will be entitled upon such notice to a refund of the deposit already Paid but the Management Committee will not be liable to make any further payments to the Hirer.

19 End of Hire

The Hirer is responsible for leaving the premises and surrounding area in a clean and tidy condition. In particular we ask the Hirer to ensure that all crockery and cutlery is thoroughly cleaned and stacked in the appropriate cupboards and drawers. Please ensure that the tables are wiped down and put away as directed and leave the premises secure.

HEALTH AND SAFETY POLICY / PROCEDURES

The term Hirer means an individual Hirer or, where the Hirer is an organisation, the authorised representative.

Supervision

1. The hirer, being a person not under 18 years of age, accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions of the Premises License (Licensing Act 2003) relating to management and supervision of the premises are met
2. There shall in addition to the hirer, be a minimum of three competent attendants, 18 years of age or older, on duty on the premises to assist people entering and leaving. If most of the audience is under 16 the number of attendants should be adequate for their care. All persons on duty must be instructed as to their essential responsibilities in the event of a fire or other emergencies, including attention to disabled persons, the location of the fire fighting equipment available, how to call the fire brigade and the evacuation procedure.
3. **Capacity**
The number of people on the premises shall not exceed 100 for dancing or 96 seated (the number permitted under the entertainment or premises licence granted in respect of the premises hereinafter called "the Licence"
4. **Fire Procedures and Means of Escape**
The Hirer acknowledges receipt of instructions in the event of fire including (see separate Safety Plan)
 - The safe evacuation of the hall
 - The location of the fire equipment.
 - Escape routes and the need to keep them free of obstruction, immediately available for instant public exit.
 - Method of operation of escape door fastenings
 - Appreciation of the importance of any fire doors and of closing all the fire doors at the time of a fire. When the building is in use all hirers and users are to ensure all fire exit doors are to be left unlocked and free of obstruction.
5. **In advance of the entertainment or play the hirer shall check the following items:-**
That all fire exits are unlocked and panic bolts in good working order.
That all escape routes are free of obstruction and can be used safely
That any fire doors are not wedged open, only installed automatic door closing devices to be used for this purpose
That exit signs are illuminated.
That there is no obvious fire hazards on the premises.
Outbreaks of Fire
6. The Fire Brigade will respond to any outbreak of fire, however slight, and details thereof shall be given to a member of the Management Committee. The emergency lighting supply illuminating all signs and routes is operated by an automatic mains failure switching device.
Dangerous Performances
7. Performances involving danger to the public shall not be given.
8. **Explosives and Flammable Substances** - No real flame, explosives, highly flammable substances or smoke (real or artificial) shall be produced or used on the premises.
9. **Heating**
Portable appliances burning Liquefied Petrol Gas or fuel oil shall not be used in the building,.
10. **No Smoking Policy** –
A no Smoking Policy is in operation within the premises. (Health Act 2006) Smoking will set off the fire alarms which are connected to a central control.
11. **Accidents**
The location of the first aid kit is in the kitchen, all accidents, however minor, must be recorded in the accident book.
12. **Health**
The hirer is responsible for ensuring the cleanliness of the kitchen and that the required standards of hygiene are met if food is being prepared.
13. **Hours of Opening**
The premises shall not be used for public entertainment except between the hours of 7am and 11pm unless special permission has been issued by Christchurch Borough Council and by the Management Committee.

ST CATHERINE'S HILL COMMUNITY HALL SAFETY PLAN

It is a legal requirement of the Hirer / Responsible person for the function, event, class etc., to inform the persons attending or assisting at the function of the safety plan for the Hall. (Fire Safety Order 2005)

The hall is fitted with an automatic fire alarm system with smoke detectors and manual call points at the fire exits, which is connected to a monitoring control centre. Automatically activated door closure devices are fitted to the doors to main function room and to the kitchen door. These will activate on the sounding of the fire alarm.

In the event of a fire the alarm bell will sound and the Fire Brigade will attend on the instructions of the control centre.

The hall will be evacuated in an orderly manner using the nearest emergency exit (*do not stop to collect personal belongings*)

EMERGENCY FIRE EXITS

MAIN HALL:

Front and kitchen door exits – assemble in the Marlow shops Car Park

Rear Door - Exit through the Green Room –

Assemble in the open area at the rear of the shops

FIRST FLOOR MEETING ROOM:

Downstairs to front exit - assemble in the Marlow shops Car Park

DO NOT RE ENTER UNTIL TOLD IT IS SAFE TO DO SO

Please Note: The use of Bubble Machines, Dry Ice & Smoke Machines are strictly forbidden. Failure to comply could result in a charge being levied. Bouncy Castles are not permitted due to the low ceiling.

All music is to be set up in the main hall and not the Conservatory.

Any comment or observation that you may have regarding your hire should be addressed to the Booking Secretary.

WE WISH YOU A HAPPY AND SUCCESSFUL FUNCTION