St Catherine's Hill Community Hall

Charity No 1088266

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. **Responsibility of Hirers**

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**

There are 6 car parking spaces available to Hall users in the adjoining shoppers car park. They are not marked, but a sign indicates their position (NB shoppers use these spaces, so no actual demarcation exists). 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 is one car parking space 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. The premises shall not be used for public entertainment except between the hours of 7am and 11pm unless special permission has been issued by Bournemouth,Christchurch and Poole Council and by the Management Committee.

5. Licences

St Catherines 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. All electricity is distributed by RCD distribution boards. 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 should be allowed in the kitchen area.**

13. Safeguarding children, young people, and adults at risk

You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported. St Catherines Community Hall- Safeguarding Procedure.pdf

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 Lost and Found Property

19.1 Ownership and Responsibility

The Management Committee accepts no responsibility for any items of personal property left unattended or lost in the Hall during or following a booking. It is the responsibility of the Hirer to ensure that all guests check the premises for personal belongings before vacating.

19.2 Discovery and Custody

Any property discovered on the premises by Hall staff, cleaners or Committee members will be placed in storage appropriate to its value. Owners reclaiming their property will be expected to provide appropriate proof of ownership before collecting the items. Items and equipment can only be left stored with the permission of the trustees and must be clearly labelled. If not labelled they will be considered Lost Property.

19.3 Holding Periods and Disposal

The Management Committee will hold found items according to the following schedule from the date of discovery:

Low-Value / Perishable Items: Items of negligible value (e.g., clothing, water bottles, umbrellas) or perishable goods will be held for a maximum of 30 days, after which they will be donated to charity or disposed of.

High-Value Items: Items of significant value (e.g., jewellery, electronics, wallets, cash) will be held securely for a minimum of 90 days (3 months).

If a high-value item remains unclaimed after the 90-day holding period, the Management Committee reserves the absolute legal right to dispose of the item. This includes selling or auctioning the item, with 100% of the net proceeds being deposited directly into the Charity's funds as an unrestricted donation

19.4 Reclaiming

Proof required will be appropriate to the value of the item. In the case of clothing or items of low value a description will suffice. With higher value items proof of ownership will be required appropriate to the item in question. The Management Committee reserves the right to withhold items if ownership cannot be satisfactorily proven.

19.5 The Management Committee will make reasonable efforts to identify owners appropriate to the value of the items identified

20 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. The hirer shall ensure that there are sufficient competent adults to assist those requiring help to enter or leave the building. If most of the audience is under 16 the number of adults 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 that:**
   - All fire exits are unlocked and panic bolts in good working order.
   - All escape routes are free of obstruction and can be used safely.
   - Any fire doors are not wedged open, only installed automatic door closing devices to be used for this purpose.
   - Exit signs are illuminated.
   - There is no obvious fire hazards on the premises.
6. **Outbreaks of Fire** The Fire Brigade will respond to any outbreak of fire, 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.
7. **Dangerous Performances -**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. **Prohibited Activities -** 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.

10. **Heating**
    Portable appliances burning Liquefied Petrol Gas or fuel oil shall not be used in the building,.
11. **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.
12. **Accidents**
    The location of the first aid kit is in the kitchen, all accidents, however minor, must be recorded in the accident book.
13. **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.
14. **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 Bournemouth,Christchurch and Poole Council and by the Management Committee.

St Catherine's Hill Community Hall

Fire Safety Plan

The Hall is fitted with an automatic fire alarm system connected to an alarm monitoring centre.

In the event of an alarm, at night, they will summon the Fire and Rescue Service and inform the key holders. During the day they will inform keyholders only.

Except for the kitchen, the Hall is fitted with highly sensitive ionisation detectors which detect smoke of fine dust in very small quantities giving occupants pre-warning in the event of fire. The kitchen is fitted with a raised temperature alarm. Manual call points are located at the exits to the building

Fire Exits

Upstairs -the staircase, lobby to the front entrance door. The staircase must be kept free of any obstruction.

Conservatory – rear fire exit

Main Hall – rear fire exit or front entrance door.

Assembly Point

Marlow Drive Car Park

Fire Action

In the event of the fire alarm sounding evacuate by the nearest safe exit and assemble in the Marlow Drive Car Park. If there are evident indications of a fire dial 999 to summon the Fire and Rescue Service.

If you discover a fire leave the building sounding the alarm as you leave the building. Dial 999 to summon the Fire and Rescue Service.

Do not re-enter the building until it is safe to do so.

Please Note:

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