

SPARSHOLT MEMORIAL HALL

Woodman Lane, Sparsholt, Winchester
SO21 2NR
Registered Charity 205359

SUMMARY TERMS & CONDITIONS OF HIRE

This document is a summary of the main terms & conditions of hire. Copies of the **full Standard Conditions of Hire**, under which any Hiring Agreement is made, are available on request to the Booking Secretary, are displayed at the Hall and can be downloaded at:

<http://www.sparsholtparish.org/index.php?&pg=Organisations>

1. The Hall **cannot be hired to a person under the age of 18 years** and, for the purposes of these terms & conditions the term Hirer shall mean an individual Hirer or, where the Hirer is an organization, its authorized representative.
2. The Hirer must pay a **security deposit of £60**, on receipt of the Hiring Agreement, in order to secure the booking.
3. The Hirer must pay the **hire fee in full**, at least **14 days prior to the commencement of the hire period**. The agreed hire fee is stated in the Hiring Agreement, together with any conditions that apply to the hire period.
4. The security deposit will be **refunded within 28 days** of the termination of the hire period, provided that no damage or loss has been caused to the premises and/or contents, nor complaints made to the Hall Booking Secretary about noise or other disturbance during the hire period, or as a result of the hiring.
5. The Hirer shall **be present throughout the hire period and be responsible for:**
 - a. all aspects of the Hall including its safety from damage and care of its contents.
 - b. supervising the car park and avoiding highway obstruction.**
 - c. the Hall keys, if provided to the Hirer, and locking the Hall securely on leaving.
 - d. not allowing any alterations to the Hall unless approved by the Hall Management Committee.
 - e. the prevention of behaviour which could be construed as a public nuisance.
 - f. ensuring all events for young persons are adequately supervised.**
 - g. removing all recyclable materials (glass, cans, cardboard etc) from the site.
 - h. returning all furniture to its usual place.**
 - i. leaving the Hall in a clean and tidy condition.**
6. The Hirer's **security deposit will be used** if the Hall Management Committee determines that paragraph 5 (above) has been contravened and/or the premises or furnishings or fittings have been damaged, or that extra cleaning is required.
7. The Hirer shall only use the Hall for the purpose described in the Hiring Agreement and shall not sub-let the Hall or use it for any unlawful purposes, including contravening the **Betting, Gaming & Lottery Laws, Health & Safety Regulations and Local Authority and Fire Service Regulations**.
8. **The premises are not licensed for the sale of alcohol.** If alcohol is to be sold during the event, a Temporary Event Notice (TEN) shall be given to the Licensing Authority by the Hirer, after first obtaining the written consent of the Hall Management Committee. Alcohol provided by the Hirer may be consumed on the premises, as long as it is not sold.
9. The Hirer is responsible for ensuring that the stated **maximum number of persons** for the event is not exceeded. Details of this restriction are displayed at the Hall and are described in para. 2.2 of the Hiring Agreement.

10. The Hirer is responsible for **meeting the interests of local residents** by ensuring that:
 - a. arrivals and departures should be made quietly.
 - b. all external doors are kept closed, except when persons are arriving or departing.
 - c. music is stopped by **11.30 pm latest** and persons have departed by **12.00 midnight**.
11. The Hirer should advise the local farmers if they intend having an **external fireworks display** and this should take place **before 10.00 pm**. Contact details for the local farmers can be obtained from the Booking Secretary.
12. The Hirer's attention is drawn to the **no-smoking policy** that applies to the premises.
13. **The Hirer is responsible for all aspects of Hall safety. This includes making themselves aware of the Hall Fire Safety details, which are displayed at the Hall.**
Additionally, before admission of the public to an event, **the Hirer shall check all items on the Fire Safety Checklist for Hirers**, with is attached to the Booking Form.
In the event that the Fire Brigade or Ambulance Service needs to be called, the best mobile phone signal is obtained up by the front door of the Church. (The Hall post code is: SO21 2NR).
14. All **electrical appliances** brought onto the premises by the Hirer must be safe, in good working order and properly certified. **LPG gas powered appliances are NOT PERMITTED inside the Hall.**
15. The Hirer must **report all accidents** involving injury to the public, to a member of the Hall Management Committee **as soon as possible** and complete the relevant section in the **Hall's Accident Book**. (Stored in the kitchen drawer). Any **failure of equipment** belonging to the Hall must also be reported **as soon as possible**. Certain types of accident or injury must be reported on a special form to the local HSE authority under RIDDOR ((the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995). The Booking Secretary will give assistance in completing this process.
16. The Hirer must ensure that there is **adequate supervision by adult attendants** during the hire period, with additional supervision being required during young persons' events.
17. The Hirer must comply with the **Childrens Act 1989** by ensuring that only fit and proper persons have access to children.
18. The Hirer shall, if preparing and serving food either directly or through sub-contractors, observe **all relevant food, health and hygiene regulations**.
19. The Hirer must **remove all posters and promotional material** from the premises and surrounding area within 48 hours of the event. Failure to comply with this requirement will result in loss of the Hirer's Security Deposit.
20. The Hall Management Committee **reserves the right to refuse an advance booking without notice or terminate an event taking place** when it considers that the Hirer is not carrying out the terms of the Hiring Agreement. Such action may be taken when the Committee is dissatisfied with the supervision of, or behaviour of, participants at an event, or where general and/or fire safety is compromised.
21. The Hall Management Committee shall refund any monies paid by the Hirer, in the event of a cancellation **where the Hall is judged by the Committee to be unfit for hire**, for reasons beyond their control.
22. The Hall Management Committee reserves the right to cancel a booking when the Hall is **required as a polling station** for a general, local or by-election.

-----end-----