

# RSPCA WESTMORLAND

Charity number. 1209358

## Conditions of Hire

All applications for hire of any facilities of The Ruth Pedley Building hereafter referred to as the Hall, must be made on the official booking form which the hirer must sign to declare that the hirer has read and fully understands and accepts the terms of these Conditions of Hire and that the hirer fully accepts responsibility for any damage/loss incurred to the Hall or its contents during the period of hire. If there is any doubt as to the meaning of any of the following, the booking secretary should be consulted. The hirer can also familiarise themselves with the Information for Hirers and Guide for Coffee Mornings.

A copy of the Information for Hirers and the Guide for The Coffee Morning is on display on the Hall's notice board by the kitchen; on the Branch's website; or a copy can also be requested from the Bookings Secretary. For the purposes of these conditions, the term 'hirer' or you shall refer to an individual hirer or, where the hirer is an organisation, the authorised representative. The 'Committee' and we/us/our refers to Westmorland Branch board of trustees or its representatives.

The price of letting is reviewed annually and prices charged will be those in force at the time of the let regardless of when the booking was made. The Hirer is responsible for any damage or loss to the Hall and grounds during the hire period, and for the Hall and grounds being left in a reasonably clean condition ready for the next hirer. If the Hall and grounds are left in an unsatisfactory state, or if there is loss or damage and in extreme cases additional costs for cleaning, repairs or loss replacement may be levied on the Hirer. You must ensure that the responsible person (the person whom you nominated at the time of booking who must be over 21, or 25 if during the period selling alcohol) is in the Hall at during the hire period and ensures compliance with these Conditions of Hire and takes responsibility of the fabric of the building and its contents, their care, their safety from damage however slight, or change of any sort, and the behaviour of all persons using the premises in whatever capacity.

Unless the Bookings Secretary is informed in writing the person named in the booking form will be regarded as the responsible person for these purposes The Committee does not accept any responsibility whatsoever attributable to any damage or loss by fire, theft or from any other cause to any articles or other belongings brought into the building for sale, exhibition or for any other purpose or cars parked on the car park. We shall not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or act of God which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled. The hirer should have their own Public Liability insurance for such an event. All hirers will be allowed time to set out their room prior to the event. Please ensure to book a time for set up with the booking's secretary.

## **General Care of The Hall**

The maximum number of persons present shall be limited to 100 standing and 80 seated.

- The emergency lighting must be switched on and working during occupation. (Light switches to the right of the main doors inside the hall)
- All main hall bookings include use of the kitchen and contents. The hot water boiler, fridge, crockery, worktops etc. must be left clean. Floors to all areas must be swept and tidied after use. Mops and brooms are in the main hall and kitchen.
- All parts of the premises will be left in a clean state fit for the next hirer. Any litter left after an event must be cleared away. If excess litter is left, the hirer will be required to reimburse the Committee's costs for its removal.
- Decorations such as balloons and streamers may only be attached by string to the hooks above the windows. Do not use pins or adhesive tape on the walls or paintwork.

## **Licensing and Selling of Alcohol.**

- If you are planning to supply/sell alcohol (apart from the provision of raffle or tombola prizes or similar in sealed bottles or cans, not to be opened on the premises) you will need to seek written permission from the Committee. They will ask you to appoint a responsible person over the age of 25 to take full control and ensure that the conditions of the 2003 Licensing Act are complied with.
- Alcohol shall not be served under any circumstances to any person suspected of being 18 years of age, Challenge 25 Policy – (anyone who appears to be under the age of 25 needs to be asked for identification to prove that they are over the age of 18.). Alcohol must not be supplied as a raffle or tombola prize or similar to a person aged under 18: they must be asked to nominate an adult to accept the prize on their behalf or must accept an alternative non-alcoholic prize.
- Alcohol must not be served to any person suspected of being drunk. Any person who is suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way should be asked to leave the premises.
- There is a charge of £30 to run a full bar all evening.
- No illegal drugs are to be brought onto the premises.
- You must not do or allow anything in contravention of the Laws relating to gaming, betting and lotteries.
- Glasses if used must be washed and dried and returned to their boxes at the end of the event.

The dishwasher is available if needed

## **Health and Safety**

- The hirer must report all accidents involving injury to any person to the Bookings Secretary as soon as possible and record the details in the Hall's accident book (kept in the fire box by the entrance door).
- Animals, other than guide and assistance dogs, are not allowed on the premises, without the prior written permission of the Committee except where an organised dog training event is taking place.
- No gas appliance must be used in the Hall or no electrical goods and knives may be sold. Smoke machines are not to be used.

- All organisations using the premises should, in their own interest, take out insurance cover on behalf of their property and members. Public liability insurance only is provided at no cost to the hirer when the Hall is used for non- commercial purposes. At all other functions where the general public are admitted, public liability cover should be obtained.
- Persons or organisations hiring the Hall must not mount other activities within the precincts of the Hall or in the vicinity unless prior approval of the Committee has been obtained. Please see a copy of our insurance policy (on the noticeboards and website) if you need to clarify cover for activities.
- If it is anticipated that the event will attract an excessive number of cars to the hall, the use of the car park on Beezon Fields is advised. Please check for charges out of hours
- Do not allow children under 16 in the kitchen. Avoid overcrowding in the kitchen and do not allow running.
- Any electrical appliance brought into the premises and used there shall be safe, in good working order, used in a safe manner and have an up-to-date PAT testing certificate / sticker.
- If preparing, serving, or selling food, you must observe all relevant food health and hygiene legislation and regulations covered in the Food Safety Act 1990.

## **Fire Safety**

- The Hirer must nominate a competent person to take charge in case of Fire, to ensure that all persons at the Hall can escape unimpeded through the Fire Exits and to assemble at the assembly point. Improper operation of the Fire Alarm or extinguishers will result in a compensation fee being charged. Fire Doors MUST remain unobstructed during a hire period. This is either from the inside the Hall or in the car park. Fire Doors are the main entrance, the function room exit, next to the Kitchen door.
- Bringing fireworks into, or the ignition of fireworks in the hall buildings or the car park, is expressly forbidden. No flares, gas or oil-fired heaters, flammable liquids, chemicals or gases, any display stands, theatrical scenery, play equipment or similar items that are not fire retardant or any kind of gas cylinder, other than domestic helium cylinders for party balloons or for personal oxygen cylinders.
- No smoking is permitted anywhere within the hall building.
- No naked flames to be lit inside the hall (apart from birthday cake candles)

## **Leaving the Hall**

- Report any evidence of damage or faults to equipment or to the building's facilities to the booking's secretary.
- Please take all rubbish with you including emptying the kitchen bin.

Waste bins are provided and will be outside the kitchen fire escape. Please ensure the recycling bin only has the stipulated recycling in it.

- Switch off all the lights.
- Close all doors and shutters as you leave the Hall. The last person to leave must exit through the Function room door, locking it behind them.
- In respect for those who live in the proximity of the Hall, please be as quiet as possible when leaving the Hall, especially if it is late at night.

## **Cancellation of a Booking.**

If a booking is no longer required, the Booking Secretary must be notified without delay, so that the date may be offered to another applicant. It is not open to individuals or organisations to offer the date to another applicant on their own initiative. Bookings transferred without the agreement of the Booking Secretary will not be valid. **If a booking is cancelled less than 4 weeks before the date of the booking, then the full fee will be payable.** If a person other than the hirer has been named as the person responsible for the payment of the hire charge, then, if that person has not paid in full within one month of the invoice date, the hirer will assume full responsibility for the payment. By hiring The Ruth Pedley Building you are agreeing to abide by these conditions. For further information from outside sources please also see our links on our website in the hire conditions page.