**CAM MEMORIAL HALL HIRING CONDITIONS (15/8/19)**

**General**

The hiring of the hall by individuals or organisations assumes that these conditions and any other policies in force at the time of hiring (available in the hall) have been read and will be fully complied with. It is stressed that all activities that take place in the hall are unsupervised by the trustees, management committee and employees of the hall and are the full responsibility of the hirer. Any member of the management committee has the right to enter the hall at any time subject to agreed safeguarding procedures. Failure to sign these conditions does not relieve the hirer of his responsibilities under any circumstances

Fly-posting of events around the area is not permitted. Your booking may be cancelled if you are found to have fly-posted. The hall noticeboard may be used for the advertising of events by management agreement. Local shops will often display posters free of charge.

Please note that there are several function rooms within the building and it is possible that another activity will be taking place. Please show respect for each other in this circumstance.

All hall activities are to be concluded by 23:00 unless a ‘Temporary Event Notice’ has been granted by the appropriate authority.

**Booking and Finance**

All use of the hall shall be preceded by booking of the building through the prescribed booking mechanism (online at [www.CamMemorialhall.org.uk](http://www.cammemorialhall.org.uk) or via the booking line 07407249780). Please note that set-up /close-down time is to be included in the booked time frame.

Booking is not confirmed until the agreed payment for the booking and any deposit required is received by the hall bank account.

You can pay in any of the following ways:

* through a BACS transfer on-line to sort code 08 92 99, account no 65264739.
* By cash or cheque at Cam Post Office. Please take your signed Terms and Conditions with you together with your payment. The Post Office will supply a paying in slip for either the cash or the cheque and will issue a receipt.
* By cash or cheque in a sealed envelope containing the money and the booking details through the hall post box. Please be aware that this last option is vulnerable to theft and is thus not guaranteed until the hirer is notified of a successful transaction.

Provisional bookings are not accepted.

You may be able to cancel your booking online or by ringing the booking line on 07407249780 and may be subject to an agreed charge. Cancellation by the hall management will only occur if the hall is required for a National emergency, for its use as a polling station or should the trustees deem that the intended use is not fit for the hall or that unlawful practices are likely to be undertaken.

**Alcohol**

The sale of alcohol is not permitted unless such sale is covered by a licence, issued by the appropriate authorities. This includes “free” alcohol that is included within any ticket sale for the event. All use of alcohol must comply with the law and intoxication of users is not permitted under any circumstances.

**Deposit**

A refundable deposit is required prior to using the hall, payable at the time of booking. Return of any deposit taken shall be made once the hall manager has confirmed with the hall caretaker that no damage to the building’s fabric has been incurred.

The deposit will be returned by cheque or direct to your bank account. We cannot refund cash or refund your card.

**Safeguarding the Users**

The person responsible for hiring the hall is fully responsible for safeguarding the users and their property. The hall management can accept no responsibility for loss or damage to property brought onto the hall premises, including the car park.

The person/organisation hiring the hall shall have in place such insurance to cover the activity taking place to protect the hall and its users for injury or damage. You may not automatically be covered by your home insurance. A range of insurers can be found online.

All equipment brought into the hall to carry out the activity shall be safe for use and if hired in for the activity, shall be separately insured and approved by the hall management committee for the activity. All electrical equipment shall be PAT tested or exempt from such testing and suitably marked.

All supervisors of the activities to be employed shall be suitably DBS registered for working with children (if relevant) or with vulnerable adults and there shall be sufficient adults/carers/leaders/organisers to keep everyone safe. It is assumed that all activities may include vulnerable adults unless the management is advised to the contrary prior to the activity taking place.

Any injury occurring on the premises howsoever caused must be entered into the accident book situated in the back room next to the serving hatch. There is a first aid box on the premises for the treatment of minor injury also next to the serving hatch. Any such injury requiring further professional treatment must be immediately notified to the management. Failure to abide by these procedures will negate any claim against the management.

The hirer shall familiarise themselves and all users with the evacuation procedure and all exits. Illuminated exit signs shall be turned on during the period of hire (and turned off at the end). Fire exits must be kept clear at all times and any fire alarm being activated must immediately lead to evacuation of the building.

Use of the kitchen and any catering must comply with safe and hygienic methods and legislation. It is the hirer’s responsibility to ensure that all who are preparing food have the appropriate training and are doing so to the appropriate standard.

**Safeguarding the Building**

Smoking in any of the rooms of the building is not permitted. Neither is the use of candles.

Any agreed equipment entering the building is to be wheeled/carried into the building. Under no circumstances can equipment be dragged in, as this will seriously damage the floor surface and the repair cost will be to the hirer’s responsibility. All such equipment is to be approved by the hall management and suitably insured. Any leg/weight required for the equipment is to be provided with a cushion between it and the floor for protection of the floor surface.

Any damage to the building or its contents is to be reported to the management at the earliest opportunity.

At the end of the hire period:

It is expected that all hire users will leave the hall as they found it and as they would expect it to be at their hire commencement. This includes but is not limited to, the toilets, the toilet floors, all kitchen worktops, kitchen equipment and the hall floors. Cleaning equipment is provided in the cupboard adjacent to the Toilet for the Disabled but you are required to make sure that any equipment is fit for purpose and used safely.

* All waste resulting from the activity is to be cleared and taken home.
* All windows and doors must be closed and locked.
* All lights and electrical equipment must be turned off.
* The sound system must be reset to the original settings.

**Data Protection**

By signing this agreement you agree to the Management Committee holding your personal details in order to administer the hiring and payment in accordance with our Privacy Policy which is available online at www.CamMemorialHall.org,uk or available on paper at request.

**Terms Agreement**

I confirm that I have read and agreed to the above conditions of hire and will comply with them in their totality.

Name of Organisation:

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| --- | --- |
| Signature of Person Responsible and Position within the Organisation: |  |

Name: Position: Date: