

# THE NEVILLE HALL CHARITABLE TRUST

## CONDITIONS OF HIRE

### The Responsibilities of the Hirer:

The Hirer must be over 18 years of age and have the necessary authority to sign the hire agreement forms. During the period of hire, it is the responsibility of the Hirer, to ensure that these 'Conditions of Hire' for the Neville Hall are understood and adhered to by all persons using the hall. The conditions are permanently displayed in the main hall and a copy accompanies each confirmed booking. There must be supervision of the premises, the fabric and the contents of the hall during the hire period. The behaviour of all persons using the premises in whatsoever capacity should be reasonable so as to avoid nuisance to neighbours - this includes conduct in the car park – avoiding any obstruction on the road or noise to neighbours when leaving. For children's parties any legal supervision ratio per child and child care regulations must be adhered to. The maximum number permitted in the hall for any function is 100. From 1st July 2020 onwards it is your responsibility to follow the Government's recommendations on distancing and hygiene during your hiring of the hall. To help you plan, please note the hall will have been cleaned with all door handles and light switches wiped with sanitiser prior to your booking, and hand sanitiser is available in the foyer for use by all. If you use cutlery or crockery from the kitchen, please just leave it beside the sink so that we can clean it and store it in line with any current advice.

### Licences & Royalties

If alcoholic drink is to be sold in the Neville Hall the Hirer is required to obtain a licence from the local authority. The Hirer will be required to organise a licence if copyright music is to be performed as no licence is held. Any person who hires the Neville Hall regularly during the week and whose activities involve children or young people will be required to operate a recognised Child Protection Policy based on Home Office Guidelines. The Hirer shall provide the Neville Hall Charitable Trust with a copy of their child protection Policy on request, including criminal records bureau checks that have been sought and approved. The Hirer shall ensure that nothing is carried out in relation to the premises in contravention of the gaming, betting and lotteries Acts.

### Payment Arrangements

**Ad-Hoc Hire:** The hire charge will be applicable at the time of booking in accordance with the current rates. Payment must be made at the time of booking either by electronic transfer (sort code: 20-39-53, account number: 80186163) referencing the hire date or via cheque, payable to The Neville Hall Charitable Trust. A deposit may also be required, at the discretion of the lettings manager, payable prior to the booking and refunded post the event, providing the premises are left in good order. The opening of the Neville Hall or the Keys will be organised by arrangement. Cheques should be sent to John Kiss, Coltmans Cottage, The Street, Waltham St Lawrence, RG10 0JJ.

**Regular Users:** Payment is requested in advance for regular users. The regular user hire dates will be booked in advance and shown as blocked in the diary, once payment has been submitted to the clerk for the full amount. Individual contracts for regular users will confirm their intended or preferred methods of payment, (quarterly or termly) and intended dates for hiring the hall.

### General Use

- Smoking and naked flames are not permitted in the Hall at any time.
- For safety reasons, children are not permitted in the kitchen.
- If the fridge is used, it must be emptied after the hire period ends.
- The electric cooker and all other electrical items must be turned off after use.
- It is the responsibility of the Hirer to ensure that the hall is left in the condition it was found, clean and tidy ready for the next hire. The floors must be swept and washed and the kitchen and toilets clean after the hire period. All work surfaces and tables should be washed.
- The rubbish from the hire must be removed and placed in bin-bags inside the wheelie bin, which is situated outside.
- No rubbish is to be deposited in the car park area.
- Bottles and anything deemed as dangerous to others should be disposed of sensibly.
- The Hall is only available for hire until midnight.

- Hirers are responsible for the safe working of any electrical equipment they bring to the hall.
- The Hirer should familiarise themselves with the position of the main fuse box in the bottom right hand corner of the Hall as you enter, so that power can be turned off in an emergency.
- The Hirer should familiarise themselves with the potential risks of using the hall as outlined in the Neville Hall Risk Assessment available on the hall's website at: [www.nevillehall.co.uk/hall-for-hire](http://www.nevillehall.co.uk/hall-for-hire)

## Windows & Doors & Lights

Hirers must be certain that all windows and doors are closed and securely locked before leaving the Neville Hall. The last user should lock the main entrance and turn the lights off, returning or leaving the key as discussed with the caretaker or lettings manager – as arranged at time of hire.

## Cancellation

**Hirer:** If the Hirer wishes to cancel the booking, a full refund (booking fee & deposit cheque) will be offered, if notice is given by the Hirer, at least one month prior to the intended date of hire. A full refund will be sent in the form of a cheque, issued by the Secretary of the Neville Hall Charitable Trust. If the cancellation takes place less than one months notice, the booking fee will not be refunded, only the deposit cheque.

**Neville Hall Charitable Trust:** The Neville Hall Trustees reserve the right to cancel any hire by written notice to the Hirer in the event of:

- The premises being required for use as a polling station for a Parliamentary or Local Government election or by-election.
- The Neville Hall Trustees reasonably considering that such a hiring would lead to a breach of licensing conditions or other unlawful or unsuitable activities likely to take place at the premises as a result of the hiring.
- The premises becoming unfit for the use intended by the Hirer
- An emergency requiring use of the premises as a shelter for victims of flooding, snowstorm, fire, explosion, or those at risk of these or similar disaster.
- In any such case the Hirer shall be entitled to a refund of any monies already paid, but the village hall shall not be liable for any resulting, direct or indirect loss of business/damages whatsoever.

## Furniture & Equipment

The Neville Hall Trustees accept no responsibility for any stored equipment or other property brought into or left at the premises. All liability for loss or damage is hereby excluded. All equipment and other property (other than agreed stored equipment or property owned by Neville Hall) must be removed at the end of hire period or fees will be charged for each day or part of a day at the specified rate of hire until same is removed. Hirers are asked to leave all chairs, tables and kitchen equipment as they were found. This includes replacing items removed from storage areas. No notices are to be displayed on the lobby windows. Out of date notices will be removed from notice boards. ALL breakages are to be reported to Neville Hall caretaker/letting manager either by telephone or via the comments book. This will enable such faults/defects to be rectified quickly. It would be appreciated if faults (Such as blown light bulbs or leaks in toilets) could be reported quickly by telephoning the manager. The defects/comments book is kept in a kitchen drawer. A charge will be payable by the Hirer for replacement costs to damaged property, either through-unapproved alterations or accidental damage (broken windows or damage to décor). The management committee welcomes comments and observations that you may have about your hire of the Neville Hall.

## Fire Safety

The Hirer is the responsible fire officer during the hire period. All users are to be made aware of fire risks and exit points. In case of a fire, all persons should be evacuated from the hall as soon as possible and stand in the car park. Fire exits are illuminated and unlocked and free from obstruction. No attempts should be made to tackle the fire. Dial 999 for assistance. Details of an outbreak of fire, however slight, should be given to Fire Brigade and the lettings manager or Neville Hall Trustees.

## Parking

Milley Road the road leading to the Neville Hall is a public road and must not be obstructed. The Neville Hall car park will accommodate a good number of cars but please note these are parked at the owner's risk at all times.

**David Crawley-Boevey, Chairman of The Neville Hall Management Team**