

**Conditions of Hire**

**Definitions in the context of this Hire Agreement**

* LRH shall mean Lady Rose Hall, Laverstoke and Freefolk, Laverstoke Lane, Laverstoke, Whitchurch, Hants. RG28 7NY
* The hirer shall mean the person who has signed this Hire Agreement.

Booking & Deposit

1. All hire charges and deposits must be paid in advance, PRIOR to hire. Hire times must include set up time and clearing away time. (See our hire charges list attached).
2. Provisional bookings will be held for 7 days only from date of enquiry. If a booking form and deposit are not received within 7 days, the provisional booking will be removed from the diary without further notice
3. Block bookers hall hire charges will be invoiced on the first day of each month. Payment must be made within 7 days of the invoice date and can be paid by cash or cheque but ideally by BACs. Single booking hall hire charges should be paid at the time of booking or at least two weeks prior to the event.
4. In addition to the hire charge a returnable: **cash deposit** must be made at the time of booking. This is **£100**.
5. **Refund of any deposit is at the discretion of the Management Committee. Deposits will not be refunded in cases of late cancellations, except in exceptional unavoidable circumstances. Deposits may also be kept if hirers’ or their guests’ behaviour is considered unreasonable and if terms and conditions have not be adhered to.**
6. Private hirers of the hall for “one off” private functions/parties will be able to collect their deposit from the Key Holder in the week following their function/party.
7. **Please Note:** Hire charges and conditions will be reviewed on a 6 monthly basis and events booked to take place after 1st June or 1st December each year will be charged at possible revised cost.

Cancellation

1. We require 14 days’ notice of cancellation otherwise deposit is forfeited and a proportion of the hire charge may apply.
2. The Management Committee reserves the right to cancel any booking at its discretion, should they have reason to do so, and to change or amend the terms and conditions of hire at any time without prior notice. We, of course, endeavour to honour all bookings.
3. The Mgt. Committee reserves the right to close the premises at any time for emergency or periodic maintenance and also when the premises are required for public elections or similar events. We will always try to give block bookers a month’s notice of closure.

Use of the LRH

1. The closing hours of the building are 11pm Monday-Thursday, 12pm Friday-Saturday and 10pm on Sundays and Bank Holidays. All music and/or dancing **must stop** and premises cleaned &cleared prior to these times.
2. Hirers must leave the premises clean, swept and tidy. All hall and kitchen equipment and furniture must be put away tidily in the cupboards provided. The toilet areas must be left clean. Cleaning materials and toilet rolls are kept in a lockable cupboard. The key to the cleaning cupboard will be made available to the hirer only and must be kept secure at all times.
3. The hirer is liable for the cost of any heavy additional cleaning, should this be necessary, and also for any damage or breakages that may occur during the hire period. This cost may be taken from the deposit, prior to the deposit refund being given.
4. All equipment hired can only be used within the facility and must not be removed.
5. Any equipment brought into the building by the hirer must have passed relevant safety tests and be fit for purpose. Permission from the Management Committee **must** be sort before a hirer can bring in any equipment. Any accidents resulting from equipment brought into the building are the responsibility of the hirer.
6. Bouncy Castles may be permitted on the public playground area to the side of the hall with permission of the Parish Council. Please gain permission prior to hire. Bouncy Castles **must not** be erected within the building.
7. The Hirer will collect the hall keys from the Key Holder at the start of the hire time. The hirer should ensure that someone is present within the building throughout the hire period**.**
8. Applications for hire are only accepted from persons over 21years old. The hirer must ensure their assistants understand the LRH hiring conditions.
9. **All Rubbish** must be disposed of by the Hirer. Please bring black sacks for rubbish removal and take all rubbish away with you.
10. Approval for the use of the LRH by political parties shall be determined by the nature of the occasion. Public meetings, such as rallies, will not be permitted.
11. The LRH shall be used for community purposes only and shall not be used as the hirer’s postal address.
12. No alterations or additions shall be made to the LRH
13. No advertising or publicity material will be displayed inside or outside the building without the prior approval of the Management Committee

Health & Safety

1. Upon entering the building the hirer must check they have located the fire exits as detailed in the Hiring Pack available from the Key Holder. They must read the fire procedures in place for the building also within same pack**.** Fire safety notices are displayed within the building.
2. The Key Holder’s and other relevant person’s contact numbers will be clearly displayed on the notice board in the kitchen
3. Fire exits must not be obstructed in any manner at all. It is the hirer’s responsibility to ensure that the fire procedures displayed in the building are also communicated to their guests/clients. **N.B. the door from the foyer onto the balcony, and marked as a fire exit, must be unlocked at all times during an event. The main front door should also be kept unlocked at all times during the hire.**
4. **It is illegal to smoke inside the building** therefore if you or your guests smoke you/they must only do so on the balcony and cigarette ends must be safely disposed by the hirer. There is to be no smoking on the ramp area or outside the front of the building.
5. No fireworks (indoor or outdoor) are allowed.
6. No hazardous liquid substances or items that may be seen as a fire or safety risk are allowed.
7. No hot drinks should be present in areas where activities involving children are taking place. Risk assessments should be carried out.
8. Hirers are responsible for their guests at all times whilst in the building or surrounding area. Block bookers are responsible for ensuring their policies are relevant for the activity taking place and appropriately shared with their service users.
9. Block bookers working with families and children must have safeguarding procedures and policies in place and practice.
10. Risk assessments are the responsibility of the hirer and as such the hirer needs to be satisfied that the space hired is safe and fit for purpose.
11. Children should not be allowed in the kitchen.
12. No smoke machines or any other equipment that may affect the sensors are allowed.
13. No betting, gaming or lotteries shall take place on the premises, except that allowed by law and the hirer shall obtain any licence or certificate required, prior to booking the premises for such use.
14. The hirer shall ensure compliance with all the relevant legislation, orders and regulations, in particular, that relating to music, singing and dancing and the sale and supply of alcohol. We do not hold an Alcohol Licence, so if you are selling alcohol you must bring your own licence. It must be displayed at all times during the event and a copy of the Licence must be forwarded to the Community Centre Manager **before** the date of the booking. Failure to do so will result in the event being cancelled. An alcohol licence is not required if you are bringing alcohol onto the premises for your guests, as long as you are not selling the alcohol.
15. If alcohol is present then the hirers are responsible for the action of their guests. The Management Committee does not endorse the consumption of alcohol if children are present, or if guests are driving, so this is at the hirer’s discretion.
16. Hirers have a Duty not to cause public nuisance or annoyance to local residents or adjoining occupiers by the playing of unreasonably loud music, parking in front of driveways etc. Young people (18 and under) must be supervised by responsible adults at all times during the course of any booking. There should be a minimum ratio of 1 adult to 10 young people. For young children there should be a minimum ratio of 1 adult to 8 children for children 3 - 5 years old. Parents should be present for all under 3 year olds.
17. Noise on or around the premises should be kept to a minimum late at night or early in the morning.
18. With the exception of assistance dogs, no animals will be allowed on the premises, unless agreed by the Management Committee.
19. Note the LRH bounds an archery field. When the red flag is flying in the field **no one** may enter the Safety Zone. This is marked by signs. It includes the covered area immediately behind the LRH.

Car Parking

1. Cars should be parked in the main LRH car park beside Kingfisher Day Centre. This is the main wheelchair access car park. There may also be additional parking available in 6 bays on the playground side of the LRH. No parking is allowed immediately to the side of the disabled ramp.
2. Please do not drop off or park in Laverstoke Lane.

Insurance

1. Block Bookers’ Public Liability Insurance Certificates must be shown and a copy held by the LRH..
2. The LRH’s insurance **does not cover the hirer’s property and equipment**. Items left at the Hall are done so at the hirer’s own risk and the LRH takes no responsibility for any loss or damage.
3. The Management Committee reserves the right to cancel the booking if the hirer breaks any of the terms and conditions

**We are very proud of our community facility, so ask that you remain respectful at all times of our property, equipment and neighbours.**

We welcome your comments and feedback, so that we constantly strive to improve our service to the community.

Contacts

**Bookings & Key Holder**: Nicky Nicklin, Parish Clerk, Lady Rose Hall, Laverstoke Lane. Email: laverstokeclerk@gmail.com Tel: 07725 368012

**Alternative Key Holder:** Clare Albert - 16 Laverstoke Lane. Email: simonandclare123@googlemail.com Tel: 07776 214311

**Feedback:** laverstokeclerk@gmail.com



**Booking Form**

**I have read and understood the terms and conditions and agree to abide by them:**

Signature of Hirer: …………………….………………..…………… Print Name: ……………………………….………………….……………..Date: …………………….……….

Period of Hire: Date………………………………………………and Timing\*: From …………………………………..………To …………………………………………………….

Address …………………………………………………………………………………………………………………………………………………………………………………………….……

Email ………………………………………………………………………………………………………….

Tel Number ………………………….…………………………………………………………………….

\*Timing is from moment of entry to moment of exit of hall and includes clearing up time. This ensures we cover the running costs (i.e. utilities) adequately.

**Please scan and email (preferably) or send completed booking form to:**

Nicky Nicklin at laverstokeclerk@gmail.com or

Parish Clerk, Lady Rose Hall, Laverstoke Lane, Laverstoke, Whitchurch, Hants. RG28 7NY Email