



HIRING AGREEMENT

Hamble Parish Council agrees to permit the hirer to use of the committee room at the Roy Underdown Pavilion for the purpose and for the period as described below.

Name of hirer

Company / Organisation (if applicable)

Address.....

.....

Postal code..... Telephone numbers.....

E-mail address.....

Purpose of hire

Hire period: Date From.....Until
(Must include set up/clear down time)

Total time required

How many people are expected to attend the function

I agree that I have read and will abide by the "Terms and Conditions of Hire".

Name of authorised hirer.....

Signed

Date.....

THANK YOU FOR YOUR BOOKING



Terms and conditions of Hire

1. **Bookings** are provisional until the required payment and a completed booking form confirming acceptance of these terms and conditions have been received.
2. **Hirers** must pay in full 14 days before the event.
3. Hamble Parish Council reserves the right to cancel the hire **at any time** by giving notice to the hirer.
4. **The person hiring the Hall** must be over the age of 21 years and it is the responsibility of the hirer to be present at all times during the period of hire.
5. In accordance with fire regulations the **maximum number of people** allowed in the room is 60 people
6. The latest **finishing time for all functions is 11.00pm and the premises must be vacated by midnight.**
7. The hirer is responsible for **setting up and clearing away** and the time taken to do this must be included in the booked time. Failure to vacate the premises at the correct time will count as misuse and will result in loss of deposit.
8. **The hirer shall not sub-let** the premises or use the premises for any purpose other than that described on the booking form. Bookings are not transferable.
9. **The hirer is responsible**, during the period of hire, for **supervision of the premises** and its contents and the behaviour of all persons using the premises whatever their capacity and including proper supervision of the car parking arrangements and ensuring that order is maintained.
10. **The hirer shall comply** with all conditions and regulations made in respect of the premises by the fire authority, local authority and the licensing authority, particularly in connection with an event which constitutes regulated entertainment, or at which alcohol is sold or provided or which is attended by children. **Provision of alcohol** to persons over 18 years is permitted so long as it is not sold.
11. The hirer shall not allow the premises to be used for any **unlawful purpose** or allow any **unlawful** or **hazardous substance** to be brought on to the premises. **The use of candles or any form of naked flame is not allowed.**

12. **It is against the law to smoke** or to allow others to smoke on these premises. The hirer accepts responsibility for ensuring that this law is upheld.
13. **The hirer is responsible for all damage** or loss to the committee room and its contents during the period of hire or use. Nothing may be fixed on walls, ceilings or paintwork by any means other than those fittings provided by the Hall. Please consult staff if you require to use this facility
14. **Hirers wishing to use their own electrical equipment** will need to provide evidence that the equipment is compliant with safety regulations and suitable for the purpose.
17. **Food** The hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.
18. **Compliance with the Children Act.** The hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989.
19. **Bouncy Castles** If a Bouncy Castle is hired then the hirer must ensure that the supplier has their own Public Liability Insurance.
20. **Incidents and Accidents.** There is a **FIRST AID KIT** in the kitchen and. The Hirer must ensure that **ALL ACCIDENTS** are reported to the Parish Council Office
21. **Failure or defects** of equipment belonging to Hamble Village Memorial Hall, must be reported to the parish Council Office either in person or via asstclerk@hamblepc.org.uk
22. **Noise.** The hirer must ensure that noise is kept within reasonable limits at all times, that doors and windows are closed after **11pm** and that everyone leaves the premises quietly. Respect must be shown for neighbours.
23. The Management Committee accepts no responsibility for the actions or omissions of any other users of the site but accepts full responsibility for the actions or omissions of its own staff provided they are acting within the scope of their employment.
24. The Management Committee reserves the right of inspection of the Premises at all times by any of its members or duly authorised representatives.
25. The Management Committee does not accept responsibility for loss of property, damage to personal belongings or equipment not the property of Hamble Village Memorial Hall or injury to persons arising as a result of the use of the premises (Including the storage of equipment)

FIRE SAFETY PROCEDURES

At the start of an event the hirer must inform those present of the position of fire exits and the assembly point.

- All exits must be kept free of obstructions at all times.
- Ensure all internal fire doors are closed.
- Note the position of fire extinguishers, fire alarms and fire blankets.
- If a fire is discovered, however small, sound the nearest alarm.
- In the event of a fire or if the alarm sounds:
 - **IMMEDIATELY EVACUATE THE BUILDING**
 - **CALL THE FIRE BRIGADE.**
 - **Do not re-enter the building until it is declared safe by the Fire Officer.**
- Details (even of false alarms) must be recorded and given to the Parish Council Office as soon as possible.

LEAVING PROCEDURE

When leaving the hall you must:

- Ensure that the premises are in a clean and tidy condition including vacuuming floor, cleaning up any spillages and checking that toilets are in a decent state.
- Report breakages, damage, faults or deficiencies to the Parish Council Office
asstclerk@hamble pc.org.uk
- Put furniture back from where it was taken making sure that tables are clean and that chairs and tables are correctly stacked.
- Take all rubbish off site (unless you have a prior agreement).
- Ensure the oven is turned off at the wall switch
- Check for smouldering fires.
- Check that there is no one left in the building.
- Turn off all appliances and lights.
- Close and fasten all windows.
- Close all internal doors. Secure / lock all outside doors.