

# **THE HIRER MUST KEEP THESE CONDITIONS OF HIRE TO HAND DURING THE HIRING PERIOD**

## **Conditions of hire of Fanshaws Room (Brickendon Parish Hall)**

Brickendon Green, Brickendon, Herts SG13 8PB

*Fanshaws Room Management Committee (referred to in the following as 'the Committee') accept email, telephone and other bookings on the agreement that the Hirer accepts and agrees to the following conditions. If the Hirer does not agree to adhere to these conditions the booking will immediately be cancelled.*

1. The Hirer will be advised of the hiring charge when booking the hall; this includes the use of equipment in the hall. The Hirer will personally be responsible and must be present throughout the hire period.
2. On booking, a deposit may be asked for. This will be retained until after the booking to cover any additional cleaning or damage. The full amount for the hire period must be paid at least two weeks BEFORE the start of the hire unless alternative arrangements have been agreed beforehand. If no claim is made by the committee the deposit will be returned. Receipts will only be issued if requested.
3. 14 days notice of cancellation for all bookings must be given to the Booking Secretary. Any deposit paid will be forfeited unless a replacement booking is made. If a weekend booking is cancelled less than 14 days before the booking date a full charge for the hiring of the hall may be made. If, due to unavoidable circumstances, the Committee has to cancel any booking it is liable only to return any deposit paid and will try to offer a suitable alternative booking at the same venue. All other conditions apply at the discretion of the Committee.
4. After the hiring, the hall must be left in good order and condition. All chairs to be stacked safely at the back of the hall. The Committee will deduct from the deposit any additional cleaning or other cost incurred as a result of the hiring. The Hirer is responsible for ensuring all rubbish is taken away immediately the hall is vacated. The dishwasher must also be emptied and its clean contents put back into the correct cupboards before the hall is vacated. The dishwasher should not be used for small quantities of washing up (e.g. less than 12 cups and saucers etc) and no dirty dishes or cutlery must be left in the dishwasher and the dishwasher must not be left on. Tables and chairs are for use inside the hall only and should not be removed for any reason. Items washed in the sink should be dried and put away.
5. The Hirer will be held responsible for any damage to the hall or its contents during the hire period. Fanshaws Room Committee will estimate the cost and its decision is final. Any damage must be reported to the Booking Secretary at the first opportunity but no later than 12 hours from the start of the hire period. Under no circumstances should anyone:
  - adjust the dials or interfere with the switches on the floor standing heater
  - alter or interfere with the electricity supply;
  - fix anything with screws, nails, drawing pins, adhesive tape etc anywhere inside or outside the building;
  - bring oil lamps, candles or other means of artificial lighting or heating, nor any other inflammable or dangerous substances into the hall.
6. Heating in the hall is provided by electric wall heaters which have independent switches below them. Please ensure these are all turned off when leaving the hall.

*(continued over the page)*

7. If the Hirer wishes to put up decorations inside or outside the hall they must obtain permission from the Booking Secretary beforehand. Such decorations and fixings (blue tack, sellotape, cotton etc) must be removed at the end of the hire without damage to any surfaces.

The use of 'party poppers', streamers and 'silly string' in the hall is strictly forbidden as these can cause a fire hazard and cleaning problems. Inflatable play equipment is not allowed inside the Hall or in the entrance area. If using the step ladder please ensure another person is present to steady the ladder and to minimise the risk of a fall.

8. For reasons of health and safety, and to comply with our insurance, the maximum number of people allowed in the hall is 60 reduced to 40 if seated at tables.
9. Fanshaws Room Committee is not responsible for any loss or damage to property incurred during the use of the Hall or Car Parking area on the Green, nor for any injury to persons invited to the hall by, and during the tenure of, the Hirer: nor for any financial loss due to the unavoidable closure or cancellation of the hall booking.
10. The Hirer must obey all the terms and conditions of licences for music, singing and dancing and all regulations of the Justices. It is the Hirer's responsibility to ensure that no works are performed which will infringe any form of copyright. In view of the close proximity to residential properties we cannot accommodate loud music of any kind.
11. No alcohol may be sold inside or outside the hall.
12. At all times the Hirer must keep the fire exit at the front of the hall free from chairs and other obstacles. During meetings a clear gangway must be allowed to the exits.
13. The hall is a **NO SMOKING** area.
14. Cars must not park in front of the emergency exit doors outside the hall.
15. The Booking Secretary, any other member of the committee, the police, fire officers or other person with the authority of the Committee shall have the right of entry to the hall during a hiring.
16. ***In case of fire***  
As soon as arriving at the hall the Hirer must ensure that he/she is aware of all emergency exits and the position of all the fire equipment including the fire bell (to the left of the emergency exit at the front end of the hall). The Hirer must also immediately nominate two responsible adult persons who, in the event of a fire, will open each fire door, check both toilets and cloakrooms and the kitchen and ensure everyone leaves the hall and assembles in the car park to be accounted for.  
***The Hirer is responsible for:***
1. Sounding the alarm
  2. Calling the Fire Brigade (999)
  3. Without taking any risks but, if possible, attacking the fire using the equipment provided.
  4. Attending the assembly point to ensure everyone is accounted for.
  5. Ensuring no one returns to the Hall unless authorised to do so by the Fire Brigade.
  6. Alerting the occupants of the adjoining building and either the Booking Secretary (01992 511551) or other keyholder.