

HAMMERWOOD & HOLTYE HALL

CONDITIONS OF HIRE & HIRE AGREEMENT – APRIL 2021

1. The **Hirer** is the person or persons in whose name the Hall is booked.
2. The **Hirer**, during the period of hire, will be responsible for the supervision of the premises, the fabric and contents and the behaviour of all persons using the premises, including the supervision and use of the car park.
3. The Management Committee (“the **Committee**”) is not responsible for any item or equipment brought into the Hall by the **Hirer** or attendees at the function. All such items must be removed from the Hall at the end of the hire period, unless specifically agreed with the Bookings Secretary.
4. The **Hirer** must ensure sufficient time to include setting up and clearing up, including specific Covid Secure requirements, has been included in the hire period.
5. The **Hirer** shall not use the premises for any purpose other than that described in the Hire Agreement and may not sub-hire or allow the premises to be used for any unlawful purpose or used in any way which would invalidate the Hall’s public liability insurance.
6. The **Committee** has prepared a risk assessment for the use of the Hall, including specific Covid Secure requirements. It is the responsibility of the **Hirer** to familiarise themselves with this document and to comply with any additional Covid Secure requirements.
7. Where the **Hirer** is a business or corporate body, the **Hirer** will be responsible for obtaining public liability insurance and will provide a copy of the Certificate of Insurance to the Bookings Secretary before the period of hire. The Hall has public liability insurance for private hirers only. A copy of the insurance certificate is displayed at the Hall
8. The **Hirer** shall be responsible for obtaining any such licences as may be needed for the sale or provision of alcohol or the playing of music for a paying event. A Temporary Events Notice (TEN) can be obtained from <https://www.wealden.gov.uk/licences-and-registers/licensing/alcohol-and-entertainment-licensing/temporary-events/>. The licence should be deposited with Wealden District Council and the Police as instructed on the web page and payment made. If you are providing music for the event, it may be necessary to obtain a licence from the Performing Rights Society. <https://www.prsformusic.com/licences>.
9. **Alcohol may not be consumed in the Car Park.**
10. The **Hirer** shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gambling, betting, lotteries or any other activities.
11. The **Hirer** shall ensure they are aware of and comply with any conditions and regulations covering the hire of such premises to ensure that the Hall is used safely.
12. It is the responsibility of the **Hirer** to ensure that all attendees are aware of the fire exits and what to do in the event of a fire or an accident.
13. The **Hirer** must record all accidents involving injury to an individual in the accident book located in the kitchen and report any serious incidents to the Bookings Secretary immediately.
14. A ladder is not provided at the Hall. Chairs or tables may not be used to hang decorations from the cross rails.
15. The **Hirer** shall be responsible for any breakages or damage done to any part of the premises and will be responsible for the cost of repair or replacement. Any damage or breakages must be reported to the Bookings Secretary as soon as possible. A **Hirer** may be required to provide a £25 deposit at the time of booking, which will be offset against the invoice for the hire of the Hall if there is no damage or breakage.
16. Any malfunction of any equipment in the Hall must be reported immediately to the Bookings Secretary.

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17. The **Hirer** shall leave the Hall in the condition in which it was found. Care must be taken when moving tables and chairs which must not be dragged across the wooden floor. Chairs must be stacked **no more than five chairs high**. All rubbish must be removed from the Hall, including but not limited to waste paper towels from the toilets, and placed in secured (tied) black sacks in the general rubbish bin outside the hall. If these conditions are not met the Committee reserves the right to make an additional charge to the **Hirer**.
18. Where a member of the **Committee** is not present at the end of hire, the hirer shall ensure that all windows are firmly shut and all doors locked at the end of the hiring; all light and heating must be turned off and the key returned to the Bookings Secretary or other member of the **Committee**, as appropriate.
19. **The Hirer shall ensure that no stiletto heels or spiked shoes are worn in the Hall. The Hirer shall not stick any notice or attach decorations etc to the painted wall surfaces as this causes damage to the paintwork.** Any damage to the paintwork or the wooden floor may incur an additional charge to the **Hirer**.
20. The **Hirer** shall ensure that no animals (except assistance dogs) are brought into the Hall, except with the express permission of the Bookings Secretary.
21. If the **Hirer** wishes to cancel the booking, they must give as much notice as possible. Where less than seven days' notice is given, the **Committee** reserves the right to charge the **Hirer** in full for the booking.
22. If the **Committee** is required to cancel a booking at short notice for example in the event that the Hall is required to be used as a Polling Station, the **Hirer** shall be entitled to a refund of any monies paid.
23. The **Committee** reserves the right to refuse a booking or to cancel a Hire Agreement at any time provided seven days' notice is given in writing to the **Hirer**. The **Hirer** shall be entitled to a refund of any monies already paid in respect of the hire.
24. All events must finish at **midnight**, which includes any clearing up time. **The Hirer must ensure that any noise by attendees at the event is kept to a minimum, especially when leaving the event late at night.** Please respect the residents.
25. The **Hirer** is responsible for the safe use of the car park and for informing attendees of the parking restrictions. **There must be no parking on the lane.**
26. **Bouncy Castles.** The **Committee** have had to decide that for reasons of safety **Hirers** may not erect or use bouncy castles in the Hall due to the building structure having steel cross braces.

COVID SECURE RESTRICTIONS AND CERTIFICATION

The **Committee** has taken all reasonable steps to ensure that the Hall is Covid Secure in accordance with current Government guidelines. It is the responsibility of the **Hirer** to comply with all reasonable instructions to ensure the **Committee** is able to fulfil its responsibilities in hiring the Hall:

- 1 All visitors to the Hall must **scan the QR Code** on entry. If some attendees do not have a suitable device to scan the QR Code, the **Hirer** must keep a list of all such attendees.
- 2 The **Hirer** is required to clean all frequently used surfaces including door handles, kitchen surfaces and equipment, toilets, BEFORE and AFTER their event and to sign the cleaning register that this has been completed. Anti-bacterial wipes are provided to facilitate this. **All Chairs and tables which are used during the hire should be left in the hall and not stored away so that they can be cleaned.**
- 3 **The maximum number of people allowed in the hall is 30.** This restriction will be reviewed regularly and in accordance with Government guidelines.
- 4 **Hand sanitisers** are provided in the entrance hall and outside the kitchen. All visitors to the Hall must use these on entry.
- 5 **A social distance of two metres by all visitors** must be maintained during the hire.
- 6 **Windows and doors** should be kept **open** during the hire to provide maximum ventilation.
- 7 **Kitchen** – a maximum of two people allowed in the kitchen at any one time.
- 8 If someone is taken ill while using the Hall, they must follow all Government guidance for self-isolation, test and trace.

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The **Committee** confirms that it has carried out a Covid-19 risk assessment in accordance with Government guidelines for the use of the Hall, a copy of which is displayed in the Hall and taken all reasonable steps to provide a safe environment for hire.

Signed

Committee Member

Date:

HIRE AGREEMENT

As **Hirer**, I agree to abide by the Conditions of Hire of Hammerwood & Holtye Hall as outlined above.

Name of Hirer:

Signed:

Address:

Date:

Telephone:

Contact details:

Bookings Secretary

01342 850660