



## HIRING CONDITIONS (General)

1. **Confirmation of booking** – The booking must be confirmed in writing by completion of the booking form after having read these terms and conditions.
2. **Surety** – a refundable surety may be required to be deposited for private parties, dances etc. If this is the case, The Hirer will be notified at the time of booking.
3. **Responsibility** - The Hirer, being a person over the age of 18, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring all conditions relating to management and supervision of the premises are met. For teenage parties (13 and 14 year olds only), there should be a minimum of two adults present with a ratio of 1:10 thereafter.
4. **Restricted numbers** – Up to 300 persons are permitted in the Main Hall (150 when tables and chairs are used). Up to 120 persons are permitted in the Club Room and Pavilion (80 when tables and chairs are used). Up to 80 persons are permitted in the Griffin Lounge (60 when tables and chairs are used).
5. **Use of premises** – The Hirer shall not use the premises for any purpose other than for which it has been booked.
6. **Safety and conduct** – The Hirer at all times during the hire shall be solely responsible for the safety and conduct of all members/guests using the premises. For evening functions The Hirer must give due regard to the level of music and general noise from departing guests and vehicles. As directed by the Hall Manager, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents (including china). Children are not allowed in the kitchens except for supervised food preparation.
7. **Fire** – The Hirer should familiarise themselves with the Fire Procedures displayed in all halls and ensure all present are aware of the location of the fire exits. Smoking is prohibited in the building. No flammable items shall be used or left in the building. The use of any naked flames in the building, with the exception of ordinary birthday cake candles, is prohibited. The use of smoke machines is also prohibited. The Hirer shall ensure that all fire exits remain clear and that fire equipment is not interfered with or used in an irresponsible manner.
8. **Licenses** – Where appropriate The Hirer will ensure that the conditions of the Premises License are observed.
9. **Intoxicating Liquor** – Long Ashton Community Centre is licenced for the sale of alcohol on the premises. The Hirer must notify the Manager if they intend to sell intoxicating liquor at their event and pay the additional charge for this.
10. **Health and Safety Policy** – The Hirer will comply with the Centre's Health and Safety Policy which is in a file in all kitchen areas and in Keeds Hall. The Hirer must report all accidents involving injury to the public to the Manager as soon as possible and complete the relevant section on an accident form (in the Health and Safety file).
11. **Tea towels.** The Hirer should provide their own tea towels.
12. **Electrical Appliance Safety** – The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe

manner in accordance with the Electricity at Work Regulations 1989. No unauthorised heating appliances shall be used on the premises without the consent of the management committee.

13. **Animals** – The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises.
14. **Access.** A maximum of one hour setting up time is included in the hire charge. If longer is required, this may be charged for.
15. **End of event** –The hall, kitchen and equipment must be left in a clean and tidy condition. Lights should be turned off and windows and doors secured unless otherwise instructed by the caretaker. Premises must be vacated within 30 minutes of the end of the booked time and any equipment etc. brought in, removed.
16. **Rubbish.** Dry rubbish should be deposited into the plastic bags provided. **Any perishable rubbish such as left-over food must be removed by the user.** All glass, bottles and cans must be removed by the user. No broken glass to be left or disposed of in the refuse bags. The Hirer must inform the Manager if they expect their event to generate excessive amounts of rubbish, as a charge may be made for this.
17. **Faults** – Any faults found on facilities or equipment should be reported to the caretaker or Manager as soon as practicable or within 48 hours.
18. **Non-liability statement** – LACA will not be responsible for property lost or damaged on the premises. Cars are parked at owner’s risk. Lost property will be retained for 30 days after the event and then disposed of.
19. **Right of entry** - The officers of the Community Association have the right of entry at all times.
20. **Cancellation** - Bookings for the Village Hall and Pavilion are subject to cancellation for public enquiries. Three weeks’ notice will be given. The management committee also reserves the right to cancel a booking if the hall has become unfit for the use for which it has been hired.
21. **Queries** – Any queries relating to the hire should be referred to the Manager - Sarah Leong 01275 393570.