

MANOR HALL AT COALPIT HEATH

Registered Charity 1093035

The under mentioned terms and conditions relate to contract hirers of rooms at the Manor Hall administered by the Manor Hall Management Committee.

TERMS AND CONDITIONS OF HIRE

1. The Hirer shall be 18 years of age or above.
2. The Manor Hall Management reserve the right of entry by authorised members of its committee and staff to the premises at all times during the period of hire.
3. The Hirer is responsible for all persons in the hired premises during the period of hire. The hired premises must not be used by any person other than those authorised by the Hirer.
4. The Hirer is not permitted to sub – let any part of the hired premises.
5. The Manor Hall Management Committee reserves the right to cancel any hiring in the event of the hall being required for use as a Polling Station for Parliamentary or Local Government election or by-election, in which case the hirer shall be entitled to a full refund of any deposit paid.
6. Access to the premises must be made by the appropriate doors. All User Groups have right of access through the corridor.
7. The premises shall only be used for the purposes stated in the agreement attached to this document and in an orderly fashion.
8. Heating and lighting is included in the cost of hire as is the use of buckets, mops, dustpan and brush which can be found on site. Should the user group not have paid for hire of the kitchen but choose to use the facilities the Manor Hall Management Committee cannot be held responsible for any accident or injury within that part of the Hall.
9. At the end of each period of hire the User Group must ensure that the toilets are clean and left in a clean and tidy condition.
10. In the event of the premises or any part thereof being rendered unfit for the use for which it has been hired the Manor Hall Management Committee shall not be liable to the hirer for any resulting loss or damage thereof.
11. The hire charges shall be as indicated in the schedule of rates. Deposits shall be returned within 28 days following the hire period providing the Manor Hall Management Committee are satisfied that the building has been left in its original state.
12. For damage caused the deposits shall NOT be returned and any further costs are to be met by the Hirer. The Hirer to submit a stamped addressed envelope for return of the deposit. The Hirer shall compensate the Manor Hall Management Committee for damage caused during the period of hire or as a result of any breach of this agreement to the building or to any apparatus, fittings or appliances belonging to the Manor Hall Management Committee or its staff.
13. The Hirer shall compensate the Manor Hall Management Committee or any member of its staff should any theft occur or any items during the period of hire or as a result of breach of this agreement

14. Induction will be given to new hirers to familiarise them with procedures.
15. Hirers are responsible for acquainting themselves with the fire safety equipment, exits and action in the event of fire. Location of the Fire Assembly point is on the notice board inside the main entrance. Fire apparatus and equipment must not be interfered with nor any emergency exits from premises locked or obstructed.
16. The hire charges include heating and lighting.
17. The Manor Hall Management Committee shall not be responsible or liable for any damage to or loss of property, articles or objects placed or left on the premises by the hirer or any other person. Hirers must arrange adequate insurance cover on their own property and cover all third party risks including public liability (and employees' liability if appropriate).
18. The Hirer accepts full responsibility for and to indemnify the Manor Hall Management Committee against all costs, charges and claims in respect on injury to any person using the hired premises except such as may be caused by the negligence of the Manor Hall Management Committee or its staff or agents.
19. If an accident occurs in the building, the Hirer must report it to the keyholder immediately. In addition, full details of the accident must be recorded in the accident book held in the kitchen.
20. The Manor Hall Management Committee reserves the right to alter or vary terms and conditions of hire without prior notice. Contracts for Hirers will be reviewed annually. Payment of the annual fee shall be paid in monthly increments in advance on 1st day of each month.
21. The Manor Hall Management Committee reserves the right to terminate any hire of any event which, in their view is undesirable or occurs during the course of hire. There shall be no obligation on the Manor Hall Management Committee to pay compensation or refund any pre paid fees for any prematurely terminated hire.
22. It is agreed that Contract Hires may be terminated by either side giving three clear months notice in writing to the other party. If events outside the control of the Manor Hall Management Committee require them to cancel any booking within three clear months then pre paid fees shall be returnable.
23. If the Hirer cancels within three clear months then the Manor Hall Management Committee shall have the discretion to retain all prepaid fees.
24. No alteration by the Hirer to any part of the premises, fixtures or fittings are to be attempted.
25. The Hirer shall vacate the premises promptly at the end of the contracted hire period. It is hereby agreed that in the event of the hirer continuing beyond the pre paid period then the Manor Hall Management Committee shall have the right to charge extra use at the Regular Hirers rate.
26. Tables and Chairs owned by the Manor Hall Management Committee are for internal use only and must not be removed from the premises.
27. All portable electrical appliances owned and used by the Hirer must comply with requirements to have annual PAT inspections.
28. Heating and Ventilation is to be kept to an adequate temperature for the needs of the users. There are to be no excesses above these guidelines. All users are encouraged to exercise conservation of energy wherever possible.
29. Any potential hazards must be reported immediately to the Manor Hall Management Committee.

30. The premises are licensed for a total number of 230 people to include loan/catering staff as follows

Jubilee Room	100
Massey Room	30
Newman Room	100

31. If an outside caterer is hired in conjunction with your use of the premises and individual room, then such caterers must be registered with South Gloucestershire Council Environmental Department. This ruling still allows you to do catering in conjunction with a booking yourself. It is only applicable if a caterer is employed. The Manor Hall Management Committee take no responsibility for caterers employed by you in conjunction with your booking. If food is prepared by the hirer, all relevant food health and hygiene legislation and regulations must be observed. Details may be obtained from South Gloucestershire Council Environmental department.
32. The Hirer shall be responsible for obtaining such licences as may be needed for the sale or supply of intoxicating liquor.
33. The Hirer shall ensure that no smoking takes place inside the building.
34. The Hirer shall ensure the no animals except guide dogs are brought onto the premises without Management Committee approval.
35. The Hirer or their representative is to remain on the premises until they are checked by the key holder.
36. The Hirer will provide, as necessary, suitable coverings to protect the structure, fittings and furniture from any damage. This includes protection against water, paint on floor etc or any activity that could cause damage.
37. The Hirer shall ensure that all equipment owned or used by them is in a sound condition and does not damage floors or surfaces. Particular attention must be paid to the legs of chairs or tables which must have effective buffer pads in place to protect the wooden floor from damage. If equipment does not have the protection required management will ask for it to be removed. Any damage to the premises including fittings, furniture, floors and walls shall be made good at the hirer's cost to the satisfaction of the Manor Hall Management Committee and all deposits forfeited or payment of any invoice will be due within 7 days incurring interest thereafter.
38. The use of sand is not permitted indoors.
39. The window sills or radiators must not be used for drying paintings, glue or modelling projects. A drying rack specifically made for purpose must be used at all times.
40. If portable safety fencing is used to create a safe area for children to play, it must be returned to the space between the outside stores at the end of outdoor play.
41. If notices are displayed they must be secured with bluetac or similar product. **Sellotape must not be used** to secure objects to the walls, doors, glass or windows. Drawing pins are only permitted on designated notice boards.
42. It is the responsibility of the Hirer to ensure the kitchen surfaces, sink, toilets and floors are left in a clean and tidy condition returning tables and chairs to their original position. All litter should be bagged.

43. The fridge is a shared resource for **ALL** User Groups and therefore fridge contents to be kept to a minimum and kept in a clean condition. This includes removal of all items by sell by dates and disposed of in an environmentally friendly and sensitive manner.
44. **ALL items and property related to the Hirer are to be removed from ALL areas at the end of each hire period.** If you have use of storage facilities within the Manor Hall by agreement of the Manor Hall Management Committee then the following applies.
- It is the responsibility of the Hirer to keep cupboards and drawers tidy to a standard required by the South Gloucester Food and Hygiene Inspectorate. It is the responsibility of the Hirer to ensure they know what those standards are.

Any complaints or issues the Hirer wishes to raise will only be considered if placed in writing and addressed to the Chairman of the Manor Hall Management Committee, 45, South View Crescent, Coalpit Heath, South Gloucester, BS36 2LW. The letter will appear as an agenda item at the next meeting.

I confirm I have read, understand and agree to be bound by the terms and conditions as stated above

Signed _____

User Group _____

Date _____