

NORTON IN HALES
Jubilee Hall
Terms and Conditions (25/11/2019)

The Hall is for the residents of Norton in Hales and is there to promote educational, cultural and recreational activities in the village.

It is a registered charity, managed and maintained by a voluntary committee of Trustees drawn from the village.

Whilst the Hall's principal function is to cater for the needs of Norton in Hales village residents, the Trustees welcome its additional use by other individuals and organisations that are free to book the Hall for private functions through the Booking Secretary.

All hirers are required to comply with the conditions of hiring which are displayed in the Hall and confirmed by signature at the time of hiring.

Hiring Agreement and Conditions of use

1. The Hirer will be responsible for the Supervision of the premises, the fabric and the content, their care, safety from damage and the safety and behaviour of all persons using the premises, during the period of the letting. They shall ensure that a responsible adult person is in charge and present at all times. The Hirer's attention is drawn to the Jubilee Hall Health and Safety Policy and Health and Safety check list/Risk Assessment - attached.
2. The Hirer shall not permit the premises to be used for any unlawful purpose or in any unlawful way, nor do anything or bring onto the premises anything, which may endanger the same or render invalid any insurance policies thereof.
3. The Hirer shall be responsible for obtaining such licences and complying with all statutory regulations as may be required. A copy of the licences must be provided to the Trustees prior to the event.
 - A. For the sale or supply of intoxicating liquor
 - B. From the Performing Rights Society (we hold this certificate for Music)
 - C. From Phonographic Performance Ltd.
 - D. Any other License deemed necessary to keep your event within the law.

4. The sale of intoxicating liquor without the necessary license is strictly forbidden.
5. The Hirer shall ensure compliance with all conditions and regulations made in respect of the Premises by the Fire Authority, Local Authority and the Magistrates Court or otherwise, particularly in connection with any event that includes sale or supply of intoxicating liquor, public dancing or music or other Public Entertainment or stage plays. It is the responsibility of each hirer to complete their own risk assessment prior to their event.
6. The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
7. If preparing, serving or selling food, the Hirer shall observe all relevant food, health and hygiene legislation and regulations.
8. The Hirer shall ensure that any electrical appliances brought by any person or on another's behalf to the premises and used there are safe, in good working order and used in a safe manner and shall be covered by a residual current circuit breaker.
9. The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of the "The Children's Act 1989" and that only fit and proper persons have access to the children.
10. Not more than 80 persons shall be permitted to be on the premises at any one time when the premises are in use for the purpose of dancing with perimeter seating or theatre style only; not more than 60 persons shall be so permitted when they are in use for the functions utilising tables and chairs; and not more than 60 persons shall so be permitted when there is a combination of dancing and seating at tables.
11. The playing of Ball Games (other than table tennis, billiards, indoor bowls or bagatelle) and the use or letting off of fireworks or any other dangerous activity within the Hall is forbidden. Hirers are forbidden to use "Bouncy Castles" within the Hall.
12. The Hirer shall be responsible for ensuring people with food Allergies are aware of the ingredients of any food distributed during your event.
13. Animals brought into the Hall must be accompanied and supervised by their owner at all times to ensure everyone's safety.

14. The Hirer shall leave the Hall in a clean and tidy condition, properly locked and secured, with the crockery (if used) washed and put away all rubbish deposited in the bins and any contents (including chairs and tables) temporarily removed from their usual positions, properly replaced. If cleaning is not completed by the Hirer, it will be arranged by the Trustees and charged to the Hirer.
15. The Hirer shall not permit his/her use of the Hall to continue after the period for which the Hall is hired.
16. All breakages to be reported and paid for.
17. The premises are to be locked up, windows secured and the key returned to the authorised person or placed in the key safe as agreed with the Trustees.
18. Heating appliances must be turned off after use. Heating controls and thermostat in the Hall must not be tampered with.
19. Please be considerate to neighbours when entering or leaving the premises.
20. The playing of music must stop by 11.30pm and the premises cleared by midnight.
21. Cost to hire the Hall £13 per hour from 1st October 2019.
22. Please acquaint yourself the Health and Safety Policy for the Jubilee Hall.

PLEASE COMPLETE ALL OF THE FOLLOWING

DETAILS OF HIRE

Event Name

Date of hire.....

Time from.....

Time to.....(see 20 above)

Total cost.....(To be paid either before the event or within 1 week of the event taking place.)

CONDITIONS OF HIRING

I/We.....

Please print.....

Having read the Terms and Conditions of the hiring of The Jubilee Hall agree to observe and be bound by them and agree to pay the appropriate fee.

Signed.....

Hirer must be 25 years of age or over

Address.....

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Telephone number.....

Email address.....

PLEASE RETURN THE COMPLETED FORM AND FEES (if paying in advance) TO:-

C/O Mrs S Walton
14 Napley Drive
Norton in Hales
Market Drayton
TF9 4QY