

## Holtwood Community Hall Terms and Conditions of Use

**Please note:** These are the standard Conditions of Hire for Holtwood Church & Community Hall. From 13 July 2020, the Hirer must also comply with the *COVID-19* conditions and have read the *Risk Assessment* for Hirers (and any other necessary or duty-bound documentation).

For the purposes of these conditions, the term **Hirer** shall mean any individual hirer or, where the Hirer is an organisation, the authorised representative. The terms **Holtwood Church & Community Hall** or the **Hall Bookings Team** shall mean, depending on context, either the physical entity which comprises the Hall and its contents or any authorised representative of the Management Committee.

### **Special conditions we wish to bring your attention prior to making a booking:**

- **Alcohol Free Site:** Please do not bring or allow anyone else to bring or consume alcoholic drinks onto the premises in any form. Kindly respect this requirement as it is part of the church's beliefs.
- **Gambling:** No illegal gambling/betting/lottery activities may take place on the premises, and we request that prizes are moderately limited to a £50 limit (unless donated).
- **Beliefs and Practices:**

Holtwood Community Hall is a part of Holtwood Methodist Church. This means that no events or activities may take place on our premises which would contravene the core beliefs and values of the Methodist Church e.g. alternative forms of spiritual rituals and practices.

If the **Hirer** is unsure as to the meaning of one or more of the following conditions, the Bookings Team should be contacted by email: [bookings@holtwoodcommunity.org](mailto:bookings@holtwoodcommunity.org) before the period of hire. Please note that the Hall is managed and run entirely by volunteers, and an immediate reply cannot be guaranteed.

### **Standard Conditions**

1. Whilst the Hall is being hired, the **Hirer** shall be responsible (and liable) for the supervision of the premises, the fabric and the contents, their care, safety from damage however slight, or any alteration of any sort and leaving the premises as they were found on arrival.
2. It is the responsibility of the **Hirer** to ensure that the maximum seating capacity is 100. The **Hirer** shall also be responsible for the behaviour of everyone using the Hall whatever their role, and for the proper supervision of car-parking arrangements so as to avoid obstruction of the public highway.
3. The **Hirer** shall ensure all guests/attendees are made aware of the emergency procedures, especially the fire evacuation drill (exits, fire assembly point in the car park).
4. The **Hirer** shall comply with all requirements and recommendations contained in the Hall's Information for Hirers document which is located in a folder on the Notice Board. It is also available on the Hall website.

5. The **Hirer** shall not use the premises for any other reason than that described in the hiring agreement and under no circumstances sub-hire the premises or permit the premises to be used for any unlawful purpose
6. The **Hirer** shall refrain from doing anything or bringing anything onto the site, which may endanger the Hall or its contents, to invalidate any insurance policies in respect thereof.
7. The **Hirer** shall ensure that the No Smoking policy is upheld within the Hall, the Field or indeed the entire property. However, smoking is permitted in the layby by the old telephone kiosk.
8. The **Hirer** shall ensure that any activities arranged for children under the age of eight are in compliance with the provisions of The Children Act 1989, ensuring only responsible and trustworthy persons have access to the children. **Please note:** Bouncy Castles are to be placed in the centre of the hall at its highest point. Hall dimensions (approx.) 13m long x 9.35m wide. The ceiling slopes on three sides but there is a 3m wide flat ceiling centrally which is 3.65m high.
9. The **Hirer** shall be responsible for making sure that **no alcohol is either brought or consumed in the Hall, the Hall premises, or the outside areas.**
10. The Hirer shall ensure that no contravention of the law relating to gaming, betting, and lotteries takes place on or in relation to the Community Hall. The Methodist Church places a maximum limit of £50 on prizes (not including donated prizes).
11. The **Hirer** shall be in compliance with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, etc. particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays. Music must not be played at a volume audible outside the Hall and must end by 22.30 hours. The Hall must be vacated by 23.00 hours and **Hirers** are reminded to respect near-by residents by vacating the premises quietly by 23.00 hours at the latest.
12. The **Hirer**, if preparing serving or selling food, is to comply with all the relevant food, health and hygiene legislation and regulations. The use of Barbecues is not permitted either inside the building, on the Field or in the car park.
13. The **Hirer** shall ensure that all portable electrical equipment brought into the Hall; either by the Hirer or their contractors has been PAT tested and displays current certification labels. Holtwood Church & Community Hall reserves the right to disconnect and/or remove electrical equipment which does not display a valid PAT test label. No electrical equipment shall be left charging unsupervised in any circumstances. **Please Note:** all electrical equipment provided by the Hall is PAT tested regularly by a suitable persons.
14. The **Hirer** shall indemnify the Church Property Committee for repair costs of any damage done, however caused, during the hire period to any part of the Hall, contents and surrounding area.
15. If the **Hirer** cancels the booking with less than one week's notice before the date of the event the Hirer will be liable and the Hall Committee not be able to refund the hire charge. On occasions the fees already paid may be transferred to another time, but this shall be at the discretion of the Hall Bookings Committee and a £5 admin fee incurred.
16. The **Hirer** shall ensure that noise on arrival and departure is kept to a minimum.

17. The **Hirer** shall ensure that no dogs or animals of any sort, except guide dogs, are allowed into the Hall, unless prior permission from the Church Property Committee is obtained. Under no circumstances are animals allowed into the kitchen.

17a. No children are allowed into the kitchen below the age of 5 years and adult supervision is required at all times..

18. At the end of the hiring, the **Hirer** must ensure that:

(a) the Hall, contents and surrounding area are left in a clean and tidy condition and any contents temporarily moved are put back in their original positions.

(b) all general (non-recyclable) refuse created during the period of hire is removed from the premises.

(c) all recyclable refuse (glass cardboard, paper) is removed from the premises and disposed of at a suitable facility.

d) All the lights that have been used during the hire are switched off.

(e) the Hall is properly locked and secured and the key returned to the Keypad Safe. The **Hirer** agrees that, should the Hall and/or its contents be left in an unfit state for subsequent use, an additional charge based on the cost of any necessary cleaning or repairs may be payable.

19. If an accident or injury occurs during the hire period, the **Hirer must** complete an accident report form and inform the Bookings Team by email on [bookings@holtwoodcommunityhall.org](mailto:bookings@holtwoodcommunityhall.org) as soon as possible. This is required in case of further query or investigation and the Church Property Committee, if relevant, contact all the necessary parties.

20. If, as a result of a previous booking, the **Hall** or any part thereof has been rendered unfit for purpose, the Hall Bookings Team liability to the **Hirer** shall be limited to a refund, in whole or in part, of any fees already paid. The Hall Bookings Team jointly or severally, shall not be liable to the **Hirer** for any consequential loss or damage.

21. The contact information of the **Hirer** is strictly confidential and will not be made available to any third parties. The full Holtwood Church & Community Hall Privacy Statement is available here: [Privacy Information](#)

22. All contact with the Hall or its representatives must, in the first instance, be through the website, which is [www.holtwoodcommunityhall.org](http://www.holtwoodcommunityhall.org)

23. The Holtwood Church & Community **Hall** is managed and run entirely by unpaid church members and volunteers, and as a result, particularly by telephone, may not receive an immediate response, but will be dealt with as promptly as possible.

24. In the event of any dispute between the **Hirer** and **Holtwood Church & Community Hall**, the laws and relevant regulations of England shall apply.

25. **Heating.** The Premises are served with underfloor heating which is independently controlled by the Hall Maintenance Manager. Therefore, the **Hirer** shall ensure that no unauthorised heating appliances of any sort shall be brought into the Hall and subsequently used. And the heating thermostat to be left at the temperature that has been pre-set.