

GREEN SCHOOL MANAGEMENT COMMITTEE

**THE GREEN SCHOOL
CHURCH STREET
MARKET DEEPIING**

CONDITIONS OF USE FOR HIRERS

1. BOOKING

The Hall may be booked, if available, on completion and acceptance of the booking form. The Management Committee reserves the right to decline booking.

The Caretaker or representative of the Green School Management Committee (Management Committee) shall have free access to the premises.

2. SUPERVISION

The Hirer is responsible for the supervision of the premises during the period of hire and must ensure that the Hall is not used for any unlawful purpose. The hirer is not allowed to sub-hire the Hall under any circumstances.

Hirers should ensure that due consideration is given to residents in neighbouring properties when leaving the property.

3. DAMAGE

The Hirer is responsible for any damages to the building and contents, and agrees to indemnify the Management Committee for the full cost of any necessary repairs and replacements and in the event of death or injury to any person whatsoever.

4. LICENCES

The Hirer must state, on the booking form, whether or not alcoholic drinks will be made available for purchase during the period of hire. The obtaining of a Temporary Event Notice is the responsibility of the Hirer.

On Saturdays and Sundays, the use of the Hall for dancing and music, is restricted to the hours of noon to 10.00 pm.

The Hirer is responsible for ensuring that a Performance Rights Society licence is obtained to permit the playing of records, tapes, discs and films.

Appropriate licenses for performance of all musical works, whether published or manuscript, performed on the premises vocally, instrumentally or mechanically as entertainment, for which a charge is made, must be obtained from the Performing Rights Society.

Any necessary licenses required must be obtained by hirers from the local authority e.g. for performance of plays, public dancing, music or other entertainment, games of bingo. Hirers must ascertain from the District Council whether or not a license is required for such use for any use to which the premises are to be put to and, if so, obtain and ensure full compliance with the necessary licence.

5. HEALTH & HYGIENE

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with food Temperature Regulations.

6. ELECTRICAL APPLIANCE SAFETY

The Hirer shall ensure that any electrical equipment brought in 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.

7. CAR PARKING

The Hirer is responsible for supervising car parking arrangements to ensure that the Highway is not obstructed.

8. INSURANCES

The hall is insured under an appropriate Village Halls Policy. The Policy Covers Buildings, Landlords fittings, fixtures and decorations, Public Liability and Employers Liability. Any organisation using the Hall for Commercial Purposes MUST have their own Public Liability cover.

9. FIRE

Fire appliances are situated in the following places:

- (a) Kitchen – Multi-purpose Dry Powder extinguisher.
- (b) Hall – two water extinguishers.

The fire door is for use in an emergency only and must not be propped open as this contravenes fire regulations.

Compliance with the Fire Arrangements, as displayed in the Hall, is the responsibility of the hirer.

10. TELEPHONE

Hirers should ensure that they have access to a mobile phone in case of emergency.

11. FIRST AID KIT

A First Aid kit is situated in the kitchen. The contents are for First Aid Use only. An items used must be recorded in the Record Book enclosed with the Kit. Any accident must be recorded in the accident Book. The Hirer should seek to ensure that at least one person in attendance is competent to give first aid.

12. CANCELLATION

The Management Committee reserve the right to cancel the hiring in the event of emergency repairs. The Management Committee shall not be liable to the Hirer for any resulting loss.

If the hirer wishes to cancel the booking before the date of the event the following cancellation penalties will apply.

Parties and one-off hire

Two weeks or more notice – 10% of the booking fee

Two weeks or less notice 100% of the booking fee

Any penalty charges charged or repayment of fees shall ultimately be at the discretion of the Green School Management Committee.

13. COMPLETION

At the end of the function the Hirer is responsible for ensuring that the Hall is left in a clean and tidy condition. All rubbish should be taken away from the premises.

14. SMOKING

The Hall is designated a public place and smoking is prohibited to comply with the law. Visitors who wish to smoke are requested to use the area outside the entrance door and afterwards extinguish their materials in the receptacle provided.