

North Mymms Memorial Hall Management Committee
36 Station Road Welham Green Hatfield Herts AL9 7PG

Reg Charity no.302439

Request to Hire

You must complete and return this page, you can use "Word" or print out, sign and return by post or put in the post box outside the Hall.

We will contact you about your booking by email/phone and we will detail the costs and how to pay.

No Booking can be treated as confirmed until an invoice is issued, and payment received.

Organisation	
Name of Hirer	
Address	
Email	
Contact Phone/s	
Event Date	
Event Time from – to You must include time to set up and clear up.	
Event Name	
Type of Event	
Public/Private	
Numbers attending	
Likely Age Group No 13 – 23 Parties	
Proposed Facilities you will supply, i.e. caterers, live music, entertainer, bouncy castle, etc.	

Have you arranged your own public liability insurance, see item 29 of our T&C's?

Access to the Hall will be at the times requested. If you require extra time to set and clear up this must be booked and paid for.

By signing this form, I confirm I am over 23 years of age and I have read and understood the Terms and Conditions and agree to be bound by them. Also, I am aware that the data I have provided is only going to be used to record my booking and for invoicing/ contact purposes and that no information will be used for marketing or shared with others.

Hirer's Name:

Signed:

Date:

North Mymms Memorial Hall Management Committee

36 Station Road Welham Green Hatfield Herts AL9 7PG

Reg Charity no.302439

Schedule of Standard Conditions of Hire for all Hirers of the North Mymms Memorial Hall, hereafter referred to as the Hall. January 2018

These Terms & Conditions apply to all hiring of the Hall and must be read and understood. If the Hirer is in any doubt as to the meaning of any of the following the Booking Secretary should be consulted immediately.

1) **Charges for Hire**

Are set according to the published prices issued by the Hall's Management Committee at the time of booking. These will be set out on your hire confirmation. All hire charges and damage deposits must be paid 28 days before the booking, and if any booking or damage deposit is not paid within this period the booking will be considered to be cancelled.

2) **Damage Deposits**

Will be refunded within 7 days of the hire date subject to the premises being left in a satisfactory condition. Any costs you generate will be advised to you and deducted from the deposit.

3) **Smoking.**

To comply with current laws, no smoking is allowed anywhere inside the building or the front porch. A cigarette end bin is provided to the exterior front left hand side of the Hall which must be used.

4) **Fire.**

You must make yourself fully conversant with the Automatic fire alarm system, all regulations must be adhered to and the safety information in the lobby and kitchen areas must be followed. Exit routes are clearly marked and nothing shall be put in gangways or in front of fire exit doors or fire extinguishers. Fire extinguishers must not be taken from their mounting points. ***A call out charge payable by the hirer of £250 will be made if the alarm is activated deliberately.***

5) **Supervision.**

The Hirer must be over 23 years of age and will be, during the ***whole*** period of the hire responsible for supervision of the premises: the fabric and the contents: their care, safety from damage however slight or change of any sort and the behaviour of all persons both inside and outside the premises whatever their capacity during the period of the hire. 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 the loss of contents. The Hirer shall ensure that the premises are not left unattended or unsecured at any time during the hire period and is responsible for the premises until the end of the hire period.

6) **Use of Premises.**

The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-let nor use the premises nor allow the premises to be used for any unlawful purpose nor in any unlawful way nor to do anything nor to bring onto the premises anything which may endanger the same nor render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereof without written permission.

7) **Licenses.**

The Hirer shall be responsible for obtaining such licenses as may be needed for the sale or supply of intoxicating liquor. The North Mymms Memorial Hall Management Committee holds a license from Welwyn Hatfield Borough Council no. PA28350 and a performing rights society license.

8) **Gaming, Betting and Lotteries.**

The Hirer shall ensure that nothing is done on or in the premises in contravention of the law relating to gaming, betting and lotteries.

9) **Public Safety Compliance.**

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority and the Local Magistrates Court or otherwise, particularly in connection with any event which includes public dancing or other similar public entertainment or stage plays.

10) **Health, Hygiene & Rubbish**

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. ***All rubbish generated by your event must be taken away or a £50 charge will be made.***

11) Electrical Appliances Safety.

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be PAT tested and certified as safe, in good working order and used in a safe manner. Residual circuit breakers are provided on all 13amp sockets in the Hall and have child safety plugs which must be replaced if you remove them.

12) Indemnity.

The Hirer shall indemnify and keep indemnified each member of the Hall's Management Committee and the Hall's employees, volunteers, agents and invites against

a) the cost of reports of any damage done to any part of the premises including the curtilage thereof or the contents of the premises and

b) all claims in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including storage of equipment) by the Hirer.

13) Accidents and Dangerous Occurrences.

The Hirer must report all accidents involving injury to the public to a member of the Hall's Management Committee **as soon as possible** and complete the relevant section of the Hall's Accident Book prior to the end of Hiring. Any failure of equipment either that belonging to the Hall or brought in by the Hirer must also be reported *as soon as possible*. Certain types of accident or injury must be reported on a special form to the Local Authority. The Hall Booking Secretary will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 as amended.

14) Car Parking.

The Hall has its own car parking to the front, to the left hand side and to the rear of the building for a total of approx. 30 cars. The hire of the Hall does not constitute a right to a car parking space. No vehicle shall be left parked before or after the event, any found so will be reported as abandoned. The Hall's Management Committee accept no liability to the hirer or other attendees for loss or damage however caused. For large events consider if you need parking marshals, **the site speed limit is 5MPH.**

15) Animals.

The Hirer shall ensure that no animals (including birds) except Guide Dogs are brought onto the premises other than for a special event agreed to by the Hall's Management Committee. No animals whatsoever are to enter the kitchen at any time.

16) Compliance with the Children Act 1989.

The Hirer shall ensure that any activities for children age comply with current legislation and that only fit and proper persons have access to the children.

17) Fly Posting.

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and shall indemnify and keep indemnified each member of the North Mymms Memorial Hall's Management Committee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the Local Authority.

18) Sale of Goods.

The Hirer shall, if selling goods on the premises, comply with the Fair Trading Laws and any code of practice used in connection with such sales. In particular the Hirer shall ensure that the total prices of all goods and service are prominently displayed as shall be the organiser's name and address and that any discounts offered are based only on Manufacturer's Recommended Retail Prices.

19) Cancellation by Hirer.

If the Hirer wishes to cancel the booking before the date of the event and the North Mymms Memorial Hall is unable to make a replacement booking the question of the payment or repayment of the fee shall be at the discretion of the Hall's Management Committee, who will follow the following guide lines.

Cancellations over 28 days before the event, full refund.

Cancellations under 28 days before the event, no refund.

All damage deposits paid will be refunded in full;

20) Cancellation by Hall.

The Hall's Management Committee reserves the right to cancel any hiring by written notice to the Hirer in the event of:

The premises being required for use as a Polling Station for a Parliamentary or Local Government election or bye -election.

The Hall's Management Committee reasonably considering that such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements or unlawful or unsuitable activities will take place at the premises as a result of this hiring.

20) cont.

The premises becoming unfit for the use intended by the Hirer.

The premises being needed for an event deemed to be of higher priority.

The premises being required for use by local Authority for their use during an emergency.

In any such case the Hirer shall be entitled to a refund of any monies already paid but the Hall's Management Committee shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

21) End of Hire.

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual position properly replaced, otherwise the Hall's Management Committee shall be at liberty to make an additional charge. The Hirer shall be responsible for ensuring that all fire exit doors are safe and secure, all lights are switched off and that they leave by the front doors ensuring that they are closed correctly. Any electrical points or switches used must be switched off and any child safely plugs replaced any windows unlocked and opened must be closed and locked with the keys provided, any rubbish must be removed as the Hall has no means off disposal and a charge will be made, see item 10.

22) Noise.

We value the good relations we have with our neighbours and as the Hall is in close proximity to residential properties the Hirer shall ensure that all music is kept within reasonable levels and that the minimum of noise is made on arrival and departure particularly late at night or early in the morning.

23) Rights of Entry by the Management Committee.

For reasons of safety or to ensure that the event is being correctly supervised and complies with these terms, any authorised officer of the Committee shall at all times during the hiring have free access to and from the hired premises.

24) Stored Equipment.

The Hall's Management Committee offers no storage facilities with regard to any lettings and accepts no responsibility for any property brought on to or left at the premises and all liability for loss or damage is hereby excluded. All equipment and other property must be removed at the end of each hiring or fees will be charged for each day or part of a day at the Hire fee pertaining until the same is removed.

The Hall's Management Committee may, at its discretion in respect of any item brought onto the premises for the purpose of the hiring and not removed by the Hirer, either to remove the same within 14 days after the hiring any such items by the sale or otherwise on such terms and conditions as it thinks fit and charge the Hirer any costs at the end of the hiring to make good to the satisfaction of the Hall's Management Committee any damage or loss caused to the premises by such removal.

25) No Alterations.

No alterations or addition(s) may be made to the premises nor may any fixtures be installed nor placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Hall's Management Committee.

26) Temporary fixings/ effects.

Strictly no adhesive tapes to be used on the walls, windows, doors, no nails, pins to be used anywhere inside or out. Blue Tac is acceptable but must be removed carefully and when directed to do so. Glitter, Sand Dry/Wet colours, Foam or Smoke effects must not be used.

NO lighted candles, Bar-B-Q's or naked flame cooking permitted anywhere.

27) No Rights.

The Hiring Agreement constitutes permission only to use the premises and confers no authority or other right of occupation on the Hirer.

28) Social Media.

No party/event for whatever reason shall be promoted on any form of Social Media without the express written permission of The Hall's Management Committee. Failure to comply will result in the event being cancelled and the Hire Fee and damage deposit forfeited.

29) Insurances.

The Hall holds public liability insurance to cover incidents that may be caused by the Hall or its contents, this does not cover incidents caused to and by you or your attendees, items or equipment or entertainers, brought in by you, nor does it cover loss or damage to items however caused, you must provide this insurance yourself.