

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. March 2025.

These Terms & Conditions apply to the hiring of the Hall and/or any sub-areas 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 by emailing booking@northmymmsmemorialhall.co.uk.

1) Charges for Hire

- a. These 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 at least 28 days before the event date, and if any booking or damage deposit is not paid within this period the booking will be considered to be cancelled.

2) Damage Deposits

- a. It is very important that you follow and complete the **checklist** at the bottom of the **"Memorial Hall User Guide"**, which can be found [here](#), when you end your event. This is one of the requirements that need to be met for your security deposit to be approved for refund. The hall is inspected after the end of each hire to ensure that all the conditions of the hire have been met.
- b. Another requirement is that you comply with all the terms and conditions defined in this document.
- c. Refunds will be issued within 14 days of the hire end date subject to the premises being left in a condition deemed by the hall management team as being both satisfactory and in compliance with both the current terms and conditions as defined in this document and the checklist.
- d. Any costs you generate will be advised to you and deducted from the deposit.
- e. If the deposit amount is insufficient to cover the costs you caused, you will be required to cover the additional costs with your own funds by reimbursing the hall directly.

3) Smoking or Vaping.

- a. To comply with current laws, no smoking or vaping is allowed anywhere inside the building or the front porch. A cigarette ashtray / end-bin is provided to the exterior front left hand side of the Hall which must be used.
- b. You are required to ensure that 2nd hand smoke is not permitted into any area of the hall from smokers outside the building, by keeping the main door closed if necessary, and/or keeping your smoker guests further away from the hall's open windows and doors.

4) Fire.

- a. You must make yourself fully conversant with the Automatic Fire Alarm system.

- b. All fire and safety regulations must be adhered to and the safety information in the lobby and kitchen areas must be followed.
- c. 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.

- a. The Hirer;
 - i. Must be over 23 years of age at the time the hire booking is **requested**,
 - ii. Will be, during the whole period of the hire, responsible for the supervision of the premises: the fabric and the contents: their care, safety from damage however slight or change of any sort,
 - iii. Will be responsible for the behaviour of all persons both inside and outside the premises whatever their capacity during the period of the hire.
 - iv. 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.
 - v. 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.
 - vi. Shall ensure that when leaving the premises at the end of the hire;
 - 1. all windows and doors for the hired premises are closed and locked, and
 - 2. all lights are switched off, and
 - 3. all water taps / faucets are turned off.

6) Use of Premises.

- a. The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement (confirmed booking form) 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 in advance.

7) Licenses.

- a. The Hirer shall be responsible for obtaining such licenses as may be needed for the sale or supply of intoxicating liquor.
- b. The North Mymms Memorial Hall Management Committee holds a license from Welwyn Hatfield Borough Council no. PA28350, for events organised and run by the Committee.
- c. The North Mymms Memorial Hall holds a performing rights society (PRS) license.

8) Gaming, Betting and Lotteries.

- a. The Hirer shall ensure that no activity of any kind takes place on or in the premises in contravention of the law relating to gaming, betting and lotteries.

9) Public Safety Compliance.

- a. 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.
- b. Do not block **any** exits with any furniture, equipment or boxes - always keep them clear.
- c. Do not allow children to play on the stage at any time.

10) Health, Hygiene & Rubbish

- a. The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.
- b. All rubbish generated by your event must be taken away or a £50 charge will be made.
- c. If used, the Kitchen area must be thoroughly cleaned and all kitchen utensils, crockery and/or cutlery must be washed, dried and returned to their correct original storage location.

11) Electrical Appliances Safety.

- a. 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.
- b. Any cables of any type, including power extension cables, must be kept away from door openings and places where a trip hazard is likely to exist.

12) Indemnity.

- a. 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:
 - i. the cost of reports of any damage caused to any part of the premises including the curtilage thereof or the contents of the premises and,
 - ii. 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.

- a. 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. The location of the book can be found in the document "Guide to starting and ending your hall event", the link for which can be found in the booking confirmation email sent to you.
- b. Any failure of equipment either that belonging to the Hall or brought in by the Hirer must also be reported as soon as possible if deemed to pose a danger or if an accident of any type occurs.
- c. 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

14) Car Parking.

- a. 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 approximately 30 cars.
- b. The hire of the Hall does not constitute a right to a car parking space.
- c. No vehicle shall be left parked before or after the hire period; any found so will be reported as abandoned.
- d. The Hall's Management Committee accept no liability to the hirer or other attendees for loss or damage however caused.
- e. For large events consider whether you need parking marshals.
- f. The site speed limit is 5MPH.
- g. Under no circumstances should vehicles be parked on public roads in a way that blocks driveways or disrupts or hinders our neighbours from their daily activities, or their access to and from their properties. Our neighbours have been asked to take photographic evidence of any breaches to this condition of hire so that further action may be taken. The Hirer will be charged a penalty fee of £50 for every evidenced breach of this condition of hire.

15) Animals.

- a. 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 in advance in writing.
- b. No animals whatsoever are to enter the kitchen at any time.

16) Compliance with the Children Act 1989.

- a. 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.
- b. The Hirer shall ensure that all children are supervised by an adult when leaving the premises for whatever reason.

17) Fly Posting.

- a. The Hirer shall not carry out or permit fly posting (sticking, pinning or adhering in any way posters and/or flyers) or any other form of unauthorised advertisements in or on the hall or any private or public spaces or properties, without written permission, 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.

- a. 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.

- a. 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 guidelines:
 - i. Cancellations over 14 days before the event, full refund.
 - ii. Cancellations under 14 days before the event, no refund.
- b. All damage deposits paid will be refunded in full within 14 days of the cancellation request being confirmed by the Hall's booking team.

20) Cancellation by Hall.

- a. The Hall's Management Committee reserves the right to cancel any hiring by email or phone notice to the Hirer in the event of:
 - i. The premises being required for use as a Polling Station for a Parliamentary or Local Government election or bye -election.
 - ii. 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.
 - iii. The premises becoming unfit for the use intended by the Hirer.
 - iv. The premises being needed for an event deemed to be of higher priority.
 - v. The premises being required for use by local Authority for their use during an emergency.
- b. 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.

- a. The Hirer shall ensure that all items listed in the checklist provided in the "**Memorial Hall User Guide**", which can be found [here](#), are completed at the end of the hire.
- b. 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.
- c. 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 behind them, checking that they have correctly locked automatically.
- d. Any electrical points or switches used must be switched off.
- e. All water taps / faucets are turned off.
- f. Any windows unlocked and opened must be closed and locked with the keys provided.

- g. Any rubbish must be removed as the Hall has no means of disposal and a charge will be made for non-compliance - see item 10.

22) Noise.

- a. 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.
- b. Monitor your sound levels if you are using any sound systems – complaints from neighbours will result in the forfeit of your security deposit.

23) Rights of Entry by the Management Committee.

- a. 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.

- a. 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.

- a. 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.

- a. 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.
- b. No lighted candles, Bar-B-Q's or naked flame cooking permitted anywhere.
- c. No Helium balloons - otherwise you are responsible for bringing down all escaped balloons resting at the top of the hall ceiling.

- d. No confetti, spray string, or any fireworks of any kind (indoors or outdoors) including party poppers.

27) No Rights.

- a. 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.

- a. 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.
- b. Any social media posted after an event should conform to all privacy and conduct laws in effect and follow the guidelines of the social media platform, while also ensuring that the faces of all persons are obscured or blurred out if you do not have their express written permission.

29) Insurances.

- a. The Hall holds public liability insurance to cover incidents that may be caused by the Hall or its contents, however 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.
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