

# South Creake Memorial Pavilion: Conditions of Hire

**1. Supervision:** THE HIRER will, during the period of the hire be responsible for the supervision and care of the premises, the building's fabric and its contents; the prevention of damage however slight; the behaviour of persons using the hired areas of the Pavilion whatever their capacity; the avoidance of damage or obstruction in the car parking areas.

**2. Use of the Premises:** THE HIRER shall not use the premises for any purpose other than that described in the hire agreement, and shall not sub-let or use the premises for any unlawful purposes or in any unlawful way, or do anything or bring anything into the premises which may endanger the same or render invalid any insurance policy.

**3. Licences:** THE HIRER shall be responsible for complying with the following licencing conditions:-

**Alcohol:** The facility does not have a licence to sell alcohol. If alcohol is consumed on the premises free of charge as part of THE HIRER'S function, it is the responsibility of THE HIRER to ensure that it is not supplied to anyone under the age of 18 years unless accompanied by an adult and in conjunction with food; also to avoid disturbance of neighbours through drunken, disorderly or criminal behaviour; care should be taken to avoid excessive drinking.

**Music:** There is a PPL music licence in place for the premises. It is important that THE HIRER is aware of the conditions of the licence and complies with them.

**Gaming and Betting:** It is the responsibility of THE HIRER to ensure that nothing is done in relation to the premises in contravention of the law relating to gaming and betting.

**4. Health and Hygiene:** It is the responsibility of THE HIRER to ensure the health and hygiene of all attending the event for the period of the hire.

**Serving food:** When storing, preparing or selling food, the Health and Hygiene regulations must be followed. Normal kitchen utensils and crockery are available. Any used must be thoroughly washed, dried and stored in the original storage areas on completion. All kitchen surfaces and tables must be cleaned with anti-bacterial cleaner. Washing up liquid, cleaner and drying cloths must be provided by THE HIRER. There is a fridge available for keeping food chilled but it must be left clean and empty.

**5. Public Safety:** It is the responsibility of THE HIRER to ensure the safety of all participants or attendants at the activity for which the facility was hired, and throughout the period of hire.

**Movement of furniture:** It is the responsibility of THE HIRER to ensure the safety of all attendants when moving furniture or heavy items. There is a barrow in the store room specifically for moving the stacked chairs; under no circumstances must these or any other items be dragged across the floor.

**Electric equipment:** It is the responsibility of THE HIRER to ensure that any electrical equipment brought into the Pavilion is in safe working order and is not a safety hazard to the user or others. No power sockets are to be used for outside purposes without prior permission.

**Fire:** THE HIRER or a nominated representative must be aware of the emergency arrangements for the Pavilion and what action to take in the event of a fire:-

- The location of the fire appliances.
- The location of the fire assembly point in the event of a fire.
- The fire doors and escape routes must be kept clear.
- No indoor fireworks or naked flames are allowed.

Action to be taken in the event of a fire.

- When the alarm is activated by a fire, all emergency exit door hold-backs will automatically release and the internal doors, including the kitchen hatch roller shutter will close.
- All fire exit doors can always be opened by the normal action of the lever door handle.

**Facility capacity:** The capacity is governed by the number of fire escape routes available and the estimated exit time in case of a fire. Under no circumstances exceed the numbers stated for each room or combination of rooms.

**6. Activities with children:** It is the responsibility of THE HIRER to ensure that any children's activities comply with the appropriate Children's Act regulations.

**7. Animals:** THE HIRER shall ensure that no animals (including birds), except guide dogs, are brought into the Pavilion unless agreed by the Pavilion Management.

**8. Cancellation by the Pavilion Management Committee:** The Pavilion Management Committee reserves the right to cancel or postpone a booking if they consider there is a need to do so.

**9. Cancellation by THE HIRER:** the Pavilion Management Committee reserves the right to use discretion regarding repayment of a booking fee in the event of THE HIRER cancelling a booking prior to the event.

**10. Unfit for Use:** The Pavilion Management Committee shall not be liable to the hirer for any resulting loss or damage in the event of the Pavilion or any part thereof being rendered unfit for the purpose of the booking.

**11. Refusal of Booking:** The Pavilion Management Committee reserves the right to refuse any booking or to cancel a hire agreement by giving 7 days' notice in writing to the hirer. THE HIRER under such circumstances shall be entitled to reimbursement of any outstanding monies.

**12. End of hire:** THE HIRER shall be responsible for leaving the premises and surrounding areas in a clean and tidy condition. The rooms hired must be swept and all the furniture and fittings replaced in the original storage position, otherwise the Management Committee shall be at liberty to make an additional charge. On leaving, ensure the intruder alarm is set and the building is locked up unless otherwise directed.

**13. Noise:** In the interest of the neighbours THE HIRER shall ensure that the minimum amount of noise is made after 11pm and on departure.

**14. Damage:** THE HIRER must report any damage caused during the hire and will be responsible for the cost of repair or replacing any item damaged. They will also be liable for the cost of repair of any damage to the building or the car parking areas.