

COLERNE OLD SCHOOL

Conditions of hire

The hiring of any room in the hall is subject to the conditions below and overleaf and of the Licensing Conditions. The charity will not be held liable for any circumstances arising by anyone not complying with these conditions.

If you are the person who has made the booking but will not be present during the session, it is your responsibility to pass on this document to the person who will be overseeing the session on the day.

1. The charity accepts no responsibility for the loss of, or from, or to, personal property while in the Old School building or grounds, nor for any personal accident or injuries.
2. The hirer must restrict their activities to the specific room(s) that has/have been booked. If the booking is for the middle hall only, the hirer may access the kitchen facilities in the upper hall if agreed in advance with the booking secretary.
3. The fee includes normal heating, lighting and cleaning and the cost of reasonable replacement of small breakages (e.g. crockery), but not the cost of repair of damage to other items (e.g. tables, chairs, piano, structure of the building) nor to abnormal cleaning, the cost of which is the responsibility of the hirer. Any damage or breakages should be reported immediately to Jacqui Bradburn 01225 743041.
4. Any electrical equipment brought into the building must comply with current health and safety standards. The charity reserves the right to prohibit the use of any electrical equipment not displaying a compliance sticker. If electrical equipment taken into the building by the hirer causes difficulties, a charge may be made. No unauthorised heating appliances may be used without the consent of the charity. **Portable liquid petroleum gas appliances are not allowed in any circumstances.**
5. No equipment or furniture is to be removed from the building. Outdoor chairs are available for use in the playground area, but will need to be booked in advance.
6. The hirer will need to request permission in advance to enter the building via the back door (i.e. from the churchyard) during the daytime when the playgroup is in session.
7. The hirer is responsible for preparing the room(s) for his/her use by arranging tables, chairs, etc and for clearing them away afterwards.
8. If decorating the room **DO NOT** stick anything to the walls using cellotape or blutack. Use non-combustible decorations and take care to avoid damage to paintwork, doors, windows, lights etc. All decoration must be removed after the function.
9. Clearing up and cleaning must be completed within the booked time. Washing up must be done and small amounts of rubbish should be placed in the refuse bin in the kitchen. We encourage hirers to take all recyclable refuse away with them for appropriate disposal.
10. It is the hirer's responsibility to control noise, both inside and outside the building during and immediately after the hiring session so as not to cause disturbance to nearby residents. A RESPONSIBLE ADULT **MUST BE IN THE HALL AT ALL TIMES DURING THE HIRING SESSION.**
11. Exit signs are illuminated at all times and clear access must always be left to all exit doors.
12. Late night refreshment: the building is not licensed for the provision of late night refreshment between the hours of 23.00 to 06.00. No hot food is to be served during these hours.
13. The hirer shall not sub-let the building for any unlawful purpose or do anything which may endanger the building and/or contents or endanger any insurance policies covering the building and/or contents.
14. If any problem occurs concerning Public Safety, the booking secretary must be informed no later than the day following the incident.
15. **The hirer is responsible for ensuring that, when the building is vacated, the room(s) is/are left in a clean and tidy state and are empty of people, all doors (including fire exits) are securely locked, windows latched, and all lights and the cooker switched off.** If the lights or cooker are left on, a reasonable charge will be assessed for the excess electricity, which the hirer will be called on to pay. If doors or windows are left open resulting in theft or damage to the property, the hirer will be charged for any loss or damage in full.
16. All keys must be returned to where they were obtained immediately after the hiring session.
17. Under insurance rules, if this hiring is for Commercial Purposes, then the hirer must ensure at least £1M (million) of public liability. Evidence of this must be provided before the booking can be accepted.

18. If a booking has been made and it is desired to cancel it, at least seven days notice must be given, otherwise the charity may levy a cancellation charge.
19. The supervisors or organisers of the function/group should make themselves aware of the location of all fire-fighting equipment, fire exits and fire notices. The supervisors or organisers should thoroughly read the emergency evacuation procedure (enclosed) and appoint a person to take responsibility in an emergency. AN INCIDENT BOOK IS LOCATED IN THE MAIN KITCHEN AND ANY INCIDENT SHOULD BE RECORDED IN THIS BOOK.
20. **THE FRONT DOOR TO THE BUILDING AND THE FIRE DOOR IN THE MIDDLE HALL MUST REMAIN UNLOCKED FOR THE DURATION OF THE BOOKING SESSION IN CASE THERE IS A NEED FOR EMERGENCY EVACUATION.** See item 13. above re. securing these doors at the end of the session.
21. It is against the law to smoke on these premises and it is the hirer's responsibility to ensure that no-one smokes whilst in the building.
22. There is a sink in the storeroom for cleaning non-food related items.

THE CHARITY RESERVES THE RIGHT FOR A MEMBER OF THE CHARITY TO ATTEND ANY HIRING TO ENSURE THAT ALL CONDITIONS OF HIRE ARE BEING OBSERVED.

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