

# Conditions for Hiring Lord Pirbright's Hall

**1:1** You (the Hirer) must check that the proposed use of Lord Pirbright's Hall is acceptable to Lord Pirbright's Hall Managing Trustees, who reserve the right to refuse your application. Please inform the Trustees' Clerk in advance of cancellations, changes to timing or variations of your normal use or you may be charged. Hirers must be aged 18 or over.

*If you wish to cancel your booking, we require 72 hours' notice for small club bookings or 7 full days for parties/special events. If you cancel within the timeframe, you will receive a refund minus £25.00. If you cancel outside, then no refund will be given.*

**1:2 Access to the Hall is available from 9am-11.45pm, unless a prior arrangement has been agreed in writing. ACCESS IS ONLY FOR THE TIME BOOKED AND YOU MAY ONLY HAVE ACCESS TO THOSE PARTS OF THE HALL AGREED WHEN BOOKING. TIME NEEDED FOR SETTING UP AND CLEARING UP MUST BE BOOKED AND WILL BE CHARGED PRO RATA.** Light use of the kitchen may be on a shared basis with other hirers.

**1:3** You are responsible & have a duty of care for the safety, security and operation of the booking and you, or a nominated substitute, must be on the premises for the whole period booked. **You are liable for any damage** or loss of property arising from your use of the Hall plus costs of extra cleaning necessary. No placards, notices or other objects may be attached to the Hall structure & no decorations of a combustible nature (e.g. cotton wool or polystyrene) may be erected. Electrical equipment brought into the Hall by your group must have been checked for safety by a qualified electrician & bear a PAT sticker. All equipment should be **switched off & unplugged** if left in the Hall over night. Please do not flush nappies, fat or "slime" down the toilets or other drains.

**1:4** The Hall is fitted with a **fire alarm**—please read the instructions by the control panel in the lobby area between the kitchen and clubroom. It is inadvisable to use smoke effects for discos as they may set the alarm off. No highly flammable substances, **including fireworks**, may be brought into, or used, in any part of the Hall and grounds. Written permission for use of candles **must be given** by PPC. **By law, all the fire exits, and gangways must be kept clear, and no obstructions should be placed in them.**

**1:5 You are responsible** for setting out tables and chairs and for putting them away **as found, safely and tidily afterwards.** The blue tables and chairs must not be taken outside the Hall. If you wish to use any furniture outside, please inform the Trustees' Clerk. Please do not move the pianos without prior consultation with the LPH Managing Trustees.

**1:6** LPH Managing Trustees **accept no responsibility for personal injury sustained in use of the Hall.** Please enter accidents in the accident book and report them to the Trustees' Secretary. The book and **first aid box** are located in the kitchen.

**1:7 Activities for children** under 8 years of age must comply with the provisions of the Children's Act of 1989 and only fit and proper persons should have access to the children. Children should not be allowed into the kitchen or on to the stage area, unless under the direction of an adult.

**1:8 Dogs are not permitted** in the Hall, with the exception of trained guide dogs for the blind and deaf or for organised dog training or shows. **Dogs are not allowed into the kitchen.**

**1:9 Smoking is not permitted** anywhere in the Hall. **No illegal drugs** may be brought onto the Hall. Nothing should be done that will endanger the Hall's **Premises Licence and insurance policy** or to contravene the Law on Betting, Gaming and Lotteries.

**1:10** If you are playing **music** at your function, you must ensure that the volume is kept to a considerate level and be prepared to turn it down if requested by other Hall users or residents nearby.

**1:11 Please inform LPH if you are serving/selling alcohol at your function.** Alcohol may be served only between the licensable hours of noon and 11.30pm (or 12.30am the following day on New Year's Eve) and must not be served to anyone who is suspected of being drunk or under the age of 18. Anyone suspected of being drunk, under the influence of drugs or who is behaving in a disorderly or violent way shall be asked to leave the premises. Violation of these conditions may lead to the function being closed down by the licensee. Information about licensing may be obtained from the Trustees' Secretary, the designated premises supervisor.

**1:12** It is **your** responsibility to ensure that food and refreshments are handled hygienically and safely in accordance with current Food Hygiene regulations. (If individuals prepare refreshments to serve on behalf of your organisation, the organisation is responsible for compliance with the regulations. If a contract caterer is employed, your organisation is legally responsible for ensuring compliance with all relevant provisions of the regulations, and it is essential to check that the

caterer is registered as a food business with the local council in the area where their premises are based.) **Hired catering equipment** must be removed as soon as possible after the event to avoid inconvenience to the next user. Please inform the Trustees' Secretary if this is not possible.

**1:13** Access to the Hall is granted once your invoice is paid in full, before the time of your booking. You will not need a key. Once your invoice has been settled you will be provided with a digital code. The code provided is timed and will activate at the time of your booking and deactivate at the end. Please do not share your code with anyone. If you are a regular Hall user, please check with the Trustees Secretary about opening arrangements.

**1:14 Hirings must finish at the time agreed.** You are responsible for leaving the Hall and its contents in a **SAFE, CLEAN, TIDY** and **SECURE** state. Wipe tabletops and sweep the floors (brooms etc can be found in the utility area but other cleaning materials should be supplied by you) and remove all rubbish, leaving it in the outside bin provided. Cardboard and empty bottles should be placed in the recycling bins. Ensure people attending your meeting/event leave quietly, with consideration for the residents nearby.

**1:15** Remove or put away all property belonging to you at the end of the hiring. **The management can accept no responsibility for damage, loss, or theft of property that you have brought into the premises.**

**1:16** All rooms have their own heating thermostats. Turn up as required and turn down when leaving. The external doors are self-locking, so you will not require a key. Walk through the Hall to **check that all doors and windows have been closed and all lights switched off. Make your final exit via the door on the east side of the building, checking that it is securely shut behind you.**

**1:17** Contact the Trustees' Secretary with queries or to report any faults or damage as soon as possible so that they can be rectified quickly.