



TERMS AND CONDITIONS OF HIRE

THE HIRER will make all hire arrangements through online booking systems by visiting the “Calendar of Bookings” page of our website www.burtonpidseamemorialhall.org. A non-returnable deposit will be required to secure the booking. Preferred payment by bank transfer to Burton Pidsea Memorial Hall Sort Code 40-24-36 Account 40200166. Please contact us if you prefer to pay by any other method.

THE HIRER will be responsible for adhering to Policies of the Burton Pidsea Memorial Hall (available to view on our website or by request). The hirer is responsible for their own Police Check (DBS), Safeguarding, Insurance and Risk Assessments.

THE HIRER is responsible for all food safety whether the food is prepared on or off site but served at the Hall.

THE HIRER should be aware that no animals except Guide Dogs are allowed on the premises.

THE HIRER should be aware that this is a NO SMOKING building and should make sure that everyone within the group is aware of this. The use of any combustible tobacco products or electronic vaping devices is prohibited.

THE HIRER must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children’s Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide a copy of your Safeguarding Policy and Safeguarding Qualification Certificates. The hirer will provide evidence of checks for all volunteers/employees through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.

THE HIRER will be responsible for the supervision of the premises, the fabric, the contents, their care and safety. Be responsible for the protection of the Hall and its contents from damage or change of any sort. Be responsible for the behaviour of all persons using the Hall, Playground and Field facilities whatever their capacity. Be responsible for the proper supervision of car parking arrangements and to ensure avoidance of obstructing the Highway. Regular users of the playing fields will be expected to make good any ground damage to ensure suitability of use by other users.

THE HIRER shall not sub-let or use the premises or playing field areas for any unlawful purposes or in any unlawful way nor do anything or bring onto the premises or ground areas anything, which may endanger the same, or any insurance policies in respect thereof.

THE HIRER will be responsible for ensuring the health & safety of all users of the premises and playing field areas during the period of hire. In case of sports events this will include supporters/observers of the event. The hirer will be expected to hold insurance for any activities, which are the purpose of the hire where injury may occur.

THE HIRER shall indemnify the committee for the cost of repair of any damage done to any part of the property including the fixtures and fittings that occur during or as part of the hiring. For certain functions a damages bond of up to £200 will be requested at the time of the booking. The bond will be returned in full in the event of no damage occurring to the hall or contents during the period of hire. The bond will be used to cover immediate repairs ‘making good’ and damage caused during the period of hire. Should any insurance claim arise from the Hirer’s booking the Hirer will be responsible for the Insurance excess of £250.



IF THE HIRER wishes to cancel the booking before the date of the event the committee will retain the right to request a cancellation fee. This will be at the discretion of the committee.

THE HIRER should be aware that whilst we have ample carparking facilities onsite consideration should be given to our neighbouring properties when parking and also be respectful of an appropriate noise level outside the building.

THE HIRER is responsible for making sure that the premises is **NEVER** left unattended during or at the end of the booking time until the appropriate person is on site to lock/secure the Hall.

AT THE END OF THE HIRE PERIOD the hirer shall be responsible for leaving the premises and surroundings in a clean and tidy condition, and any contents temporarily removed replaced properly. All rubbish should be contained in rubbish bags and removed by the hirer. The hirer should remove any large quantities of rubbish or an extra cost may be applied. Special care should be taken where there is broken glass as the hall is used regularly by children and for sports activities. Any outside equipment brought in for the period of hire to be removed at the end of the hire.

THE COMMITTEE reserve the right to refuse bookings, if it becomes necessary to alter or cancel a booking the hirer will be notified in advance.

THE COMMITTEE or any bar staff reserve the right at their own discretion to refuse admittance or refuse to serve alcohol to any person or persons.