

# WIGGINTON RECREATION HALL TRUST- CONDITIONS OF HIRE

1. The Hall is a Registered Charity (Wigginton Recreation Hall Trust, No.1154768). The Management Committee is obliged by the terms of the Trust Deed governing the operation of the Hall to give priority to bookings for public and community purposes, and therefore reserves the right to vary, suspend or cancel a hiring if in their absolute discretion such a priority arises. The Management Committee also reserves the right to refuse any application for hire for any other reasonable cause.
2. The person by whom the booking form is signed shall be considered the Hirer. Where a promoting organisation is named, the organisation also shall be considered the Hirer and shall be jointly and severally liable hereon with the person who signs the form. For occasional bookings, the Hirer must ensure that the hire fee, is paid 14 days prior to the hiring (to allow cheques to clear) unless alternative arrangements have been agreed with the Treasurer, otherwise the booking may be cancelled.
3. The Hirer is responsible for all damage to the premises and its contents occurring during the period of hire or while people are entering or leaving the premises pursuant to the hire, however and by whomsoever caused.
4. For safety reasons, the Management Committee does not permit more than the following numbers of people to be present in the Hall at any one time. The numbers include all people present, including attendants, helpers, caterers, speakers, entertainers and musicians:

Main Hall	150 people
St. Nicholas Room	50 people
Both Halls hired together	200 people
5. The Hirer accepts that **SMOKING IS FORBIDDEN BY LAW** in any part of the building. Additionally, to minimise risk of fire, the use of **NAKED FLAMES** on Tea Lights or Candles is not permitted, except for birthday cakes.
6. In the event of fire, the person discovering the fire must raise the alarm by breaking the glass panel in one of the alarm units. These are situated adjacent to the emergency exit doors in each hall, the outside door in the kitchen and the main door in the entrance hall. Attendants must then ensure that members of the public evacuate the building in an orderly way through the emergency exit doors and assemble at the rear of the car park. All rooms including toilets should be checked to ensure that nobody remains behind.

The fire brigade should be summoned by mobile telephone - dial 999 (or ask a near resident neighbour for assistance to do so). The address to give is:- Wigginton Recreation Hall, 3-9, The Village, Wigginton YO32 2PL

Wherever possible, but without incurring undue risk, the fire should be attacked by using the fire appliances provided:

Entrance Hall	6-litre Water spray extinguisher near entrance doors (NOT to be used on electrical fires) 2kg CO2 extinguisher near entrance doors (electrical fires)
Main Hall	2 x 6-litre Water spray extinguisher near fire exit (NOT to be used on electrical fires).
St. Nicholas Room	6-litre Water spray extinguisher near fire exit (NOT to be used on electrical fires)
Kitchen	Fire Blanket on wall near outside door CO <sup>2</sup> extinguisher on west wall near door (electrical fires)
7. The Hirer must ensure that the function is adequately supervised to ensure compliance with these conditions.
8. The Hirer must make arrangements for the bar licence, or any other licence required, including Performing Rights if copyright music is to take place. If music or dancing is to continue after 11pm, the Hirer must comply with City of York Council's requirements for a Temporary Event  
Notice at least two weeks before the hiring. Where the Hirer is a business, adequate Public Liability insurance must be carried.

# **WIGGINTON RECREATION HALL TRUST-CONDITONS OF HIRE-CONTINUED**

9. The Hirer shall indemnify the Management Committee for any infringement of public order or other aspect of the law, including copyright, which may occur during the hiring.
10. The Hirer undertakes at the end of the letting to:-
  - Hall and kitchen — Tidy up and leave them clean.  
(Cleaning equipment and material are available in the Kitchen cleaning cupboard)
  - Lights and plugs — Check that all are switched off.
  - Heating — Turn the room thermostats to off.
  - Fire doors, windows and hatches — Check they are closed and secure.
  - External Entrance Doors — Ensure that they are closed and secure.
11. The Hirer must not fasten any posters/banners to the fabric of the building, nor use adhesive tapes on windows.
12. The Hirer must ensure that any electrical or electronic equipment which is not the property of Wigginton Recreation Hall is not connected to the hall's electricity supply unless such equipment bears a current electrical safety certificate.
13. The Hirer undertakes:-

To manage and conduct the hall during the period of the letting so that no nuisance is caused to occupiers of neighbouring property and that those present maintain socially acceptable behaviour. In particular, so that neighbours are not disturbed by excessive noise during the event it is recommended that the emergency exit doors are opened only if an emergency occurs. The Hirer agrees to indemnify the Management Committee against all costs, charges and expenses arising from any breach of this undertaking.

To permit the Management Committee its servants or agents at all reasonable times to enter the said hall and to review the arrangements made for the proper supervision thereof.

In the event of any damage being caused to the said hall or anything therein or any article or thing supplied by the Management Committee or its servants or agents to the Hirer's express or implied consent during the period of occupation as aforesaid the Hirer will at the Hirer's own expense make good all such damage or loss. In the event of the Hirer's failure to do so within seven days after the occurrence of such damage or loss, the Hirer hereby irrevocably authorises the Management Committee to make good such damage or loss and hereby covenants to indemnify the Management Committee against all reasonable costs, charges and expenses in respect thereof.
14. The Management Committee shall not be responsible for any loss, damage or injury which may be incurred by or done or happen to anyone resorting to the premises during the hiring arising from any cause whatsoever or for any loss due to breakdown of machinery, failure of supply of electricity, leakage of water, government restriction, or Act of God which may cause the hall to be temporarily closed or the hiring to be interrupted or cancelled and the Hirer shall indemnify the Management Committee against any claim which may arise out of the hiring or which may be made by anyone resorting to the premises during the hiring in respect of such loss damage or injury.
15. The Management Committee does not accept responsibility for loss or injury arising from the use of equipment such as bouncy castles or discos, etc, brought onto the hall's premises by the Hirer or the Hirer's contractors. The Hirer must ensure that anyone operating such equipment carries adequate Public Liability insurance.
16. The Management Committee does not accept any responsibility for loss or damage to any vehicle using or parked on the car park or for any injury caused. The car park is for use be groups and their members only during periods of their hire. Parking is not permitted overnight.

**FAILURE TO OBSERVE THESE CONDITIONS OF HIRE MAY LEAD TO HIRE ARRANGEMENTS BEING CANCELLED.**