

OLD MILL HALL – CONDITIONS OF HIRE

1. TERMINOLOGY

Old Mill Hall, including the Patrick Little Hall, the Dixon Suite, the Mervyn Shaw Room, the kitchen, conveniences and lobby, will be referred to as “the Hall”.

The Old Mill Hall Management Committee will be referred to as “the Committee”. The current Chairman of the Committee will be referred to as “the Chairman”.

The person or persons appointed by the Committee to administer bookings will be referred to as “the Bookings Secretary”; the person or persons appointed by the Committee to administer the Hall’s business on a day-to-day basis will be referred to as “the Hall Manager”.

The “Designated Premises Supervisor” is the personal licence holder who currently holds the premises licence at the Hall.

The person or persons appointed by the Committee or Hall Manager to lock and unlock the Hall will be referred to as “the Caretaker”.

The person or organisation requesting a booking from the Bookings Secretary will be referred to as “the Original Contact”.

A responsible person must be nominated, in writing, by an organization making a booking; if an individual makes the booking, a different person may be nominated, in writing, as the responsible person, otherwise the Original Contact is the responsible person. The responsible person will be referred to as “the Hirer”.

2. GENERAL CONDITIONS

The right to refuse any application or to refuse admission to any individual, without assigning any reason, is reserved to the Committee or the representative or Chairman of the Committee acting on their behalf, provided the Committee are informed at the next Committee meeting.

Most events are allowed to take place in the Hall under the terms of a Premises Licence. **The Hirer** may not, by action or inaction of the Hirer or anyone connected with any hiring, allow the conditions stated in that licence to be broken. The said conditions are made explicit in the conditions given below.

Drama and opera productions are similarly allowed to take place under the terms of a Theatre Licence, and its conditions are included in the conditions below.

The patio and garden areas outside the Hall shall not be used after 23.00hours.

No use of the Hall by **a Hirer** is permitted unless and until **the Hirer** has signed a Booking Form indicating their complete acceptance of these conditions of hire.

The Hirer is not permitted to bring helium filled balloons into the building. If this is not adhered to **the Hirer** will be liable for any cost incurred to remove them from the premises.

3. LICENSED BAR

Permission for alcoholic drink to be sold or consumed on the premises is at the discretion of the Designated Premises Supervisor.

4. BETTING, GAMING AND LOTTERIES

If any part of the Hall is to be used for the purposes of gaming or games of any description, **the Hirer** shall be responsible for ensuring that the Betting and Gaming Lotteries Act 1963-1971 or any amending Act are fully complied with.

5. ACCESS

The Caretaker will be available to open the facilities **10 minutes before the start time agreed on the booking form**; this period is determined by security considerations. If **the Hirer** is not available within **15 minutes after** the start time on the booking form, access will be denied. If **the Hirer** has to cancel the booking, at least 24 hours notice, prior to the booking, must be given.

The period for which the facilities are hired must include adequate time for setting up, clearing up and vacating the premises. Time used after that specified on the booking form will incur a punitive surcharge. The Caretaker will expect to lock up the Hall promptly at the end of the booking period.

If access is required prior to the booking period, this may be agreed by the Hall Manager depending on other engagements in the building and the availability of the Caretaker: at least 24 hours notice (before the intended access time) is required. Should **the Hirer** not be available within 15 minutes of the time agreed, access may be denied.

If the event finishes prior to the time stated, it is the responsibility of **the Hirer** to inform the Caretaker.

6. SECURITY

The Hirer shall be in charge of the function and be on the premises during the whole of the hiring period.

Where the number of people attending a function exceeds 25, **the Hirer** is responsible for ensuring that stewards are provided as follows:

Dances (Modern and Old Time):	1 steward for each 75 people
Dances (Discos):	1 steward for each 25 people
Seated audience:	1 steward for each 100 people

When door persons are employed they must be registered by the Vale of White Horse District Council.

7. SAFETY REGULATIONS

Nothing should be done which would endanger any users of the Hall, or the policies of the Insurance relating to the Hall and its contents. In particular **the Hirer** should note the following:

- (a) No obstruction may be placed in the gangways or near Emergency Exits.
- (b) All Emergency Exits must be unlocked and their signs lit.
- (c) All organizations are advised to have, and to have practiced, their own fire drill.
- (d) Fire appliances must be kept in their proper places and used for no other purposes; any damage caused by tampering with fire appliances will be charged for.
- (e) Fire doors must be kept closed and not used as thoroughfares.
- (f) **Hirers** of events with a seated audience must comply with one of the approved seating arrangements posted on the Committee's notice board in the Hall's lobby, or **the Hirer** must obtain prior written permission from the Hall Manager for any other arrangement of seating and staging; acceptance of any such arrangement may require a visit from the Local Fire Officer, and 28 days notice should be allowed.
- (g) No bicycles are permitted in the Main Hall or in any area that can obstruct pedestrian access.

The Hirer is responsible for ensuring that the number of persons attending a function does not exceed the following limits:

Patrick Little Hall	250
Dixon Suite	50
Mervyn Shaw Room	35
Maximum for whole Hall	278

8. DAMAGE, BREAKAGES, EXTRA CLEANING

The Hirer will be liable for any damage done to any of the facilities, badminton lines, contents, breakage or loss thereof. Deductions for damage, breakage or additional cleaning costs will be recovered from the deposit.

The Hirer is responsible for:

- (a) The proper and orderly use of the Hall and its facilities;
- (b) The observance of any licensing regulations or the legal requirements governing such use;
- (c) Any additional insurance which may be deemed necessary due to the nature of the event;
- (d) Ensuring that the rooms hired are clean and cleared within the period of time hired.
- (e) The "No smoking policy" is adhered to.

9. PROPERTY OF THE HIRER

All furniture, apparatus or appliances brought or sent to the Hall by **the Hirer** must be unloaded, placed in position and removed by **the Hirer** at such times as shall be agreed when booking and having regard to the engagements in the building.

The Management Committee shall not be liable to the Hirer in respect of any loss or damage to **the Hirer's** property.

10. PAYMENT OF CHARGES

Charges for hiring any of the facilities of the Hall must be paid in advance, except for regular hirers who, after payment of an initial deposit, will be invoiced, and be required to pay, monthly or quarterly in arrears.

In respect of hiring's that include the Patrick Little Hall and/or Dixon Suite, a deposit of 50% of the full booking fee must be paid with the application. In the event of a booking subsequently being cancelled a £10.00 administration fee will be charged. If the booking is cancelled within 14 days of the function, the deposit will be liable to forfeit.

The deposit, either in full or after any deductions resulting from damage, breakages, loss extra cleaning, or extra time will be refunded by post within 14 days of the event.

11. CAR PARKING

Cars must only be parked in the Car Park and not on the access road or grass area. **The Hirer** is responsible for seeing that all those attending the event strictly adhere these parking restrictions to.

12. NUISANCE

PLEASE REMEMBER THERE ARE RESIDENTS LIVING NEAR THE HALL.

- (a) Litter shall not be left in or around the Hall premises. A litterbin is provided in the Kitchen; larger amounts of rubbish should be placed directly into the Grundon skips outside the Hall (South East corner).
- (b) Dogs, other than Guide Dogs, shall not be brought into the Hall unless prior arrangement is made with the Hall Manager.
- (c) **The Hirer** must ensure that people leave the Hall in a quiet and orderly fashion and do not cause a nuisance by shouting or by revving engines, etc.
- (d) Fly posting must not be used to advertise events. Posters for events booked in the Hall can be posted on the Hall's Notice board if required.

13. COMPLYING WITH THE LAW

It is **the Hirer's** responsibility to ensure that the people attending an event comply with the law. It is illegal to smoke or allow anyone to smoke on the premises. The Committee will pass any evidence of any suspected criminal activity, including substance abuse and drug usage, to the Police.

Any evidence of smoking found within the premises after a function may result in a fine to **the Hirer**.

14. MOBILE TELEPHONES

It is **the Hirer's** responsibility to ensure that someone attending the event has access to a mobile phone in case of emergencies.

These conditions last updated February 2010.

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