

LLANDEILO CIVIC HALL TRUST LTD.

Registered Charity No. 1109975

TERMS AND CONDITIONS OF HIRE

Llandeilo Civic Hall Trust Ltd (the Company) is empowered to make rules or to withdraw or amend them without prior notice to the Hirer

In this document the following terms shall have the following meanings:

“the Hirer” means the individual, organization or company providing the Booking Secretary with a completed and valid booking form, fee and damage deposit for hire of the Hall for an event or activity.

“the Hall” means the Llandeilo Civic Hall, Crescent Road, Llandeilo.

“the Booking Secretary” means the individual dealing with arrangements for hire of the Hall.

Acceptance of Terms and Conditions Use of the Hall is subject to the following terms and conditions of hire. The Hirer or its nominated representative must agree to these Hirers Rules and sign the booking acceptance form prior to use of the Hall being granted.

Applying to use the Hall

(a) Applications for any use of the Hall shall be made to the Booking Secretary, in writing on the booking form.

(b) The booking cannot be confirmed until the deposit sum (if any) and a signed copy of the booking form have been received by the Booking Secretary. Thereafter, if full payment and damage deposit have not been received 2 weeks in advance of the Hire date, the booking may be cancelled.

(c) If the Hirer wishes to cancel the booking less than three weeks before the date of the event the full hire fee will be payable unless the Committee is able to conclude a replacement booking, in which case only the deposit will be payable.

(d) The Company and/or Booking Secretary has the right to refuse any application for the use of the Hall facilities. Regular user groups of the Hall shall normally have priority use of its facilities but all arrangements to hire facilities made with outside bodies and individuals shall be honoured by the Company.

RULES

- 1. Health and Safety.** The Hirer must familiarise themselves with the Company's Health & Safety guidelines and shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, Licensing Authority or any other regulations applicable to activities being undertaken by the Hirer, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is served or provided or which is attended by children.
- 2. Fire Safety.** The Hirer must make themselves familiar with the fire assembly points. For large capacity events the Hirer must fill in the Named Fire Marshall Form and return it to the Booking Secretary at the time of booking.
- 3. Kitchen usage/hire.** Hirers are not permitted to use or enter the kitchen area or permit others to do so, unless it has been booked and paid for in advance as part of their hire. If hired, all equipment crockery & cutlery etc must be left in clean condition & in the location as found. Any failure or damage of equipment must be reported to the Booking Secretary. Hirers must not use any stock or provisions owned by others at any time. All Hirers are responsible for the removal of all refuse and waste created during their hire from the Kitchen.
- 4. Supervision.** The Hirer or person in charge of an activity shall be over the age of 18 and shall be on the premises for the entire duration of hire or duration of the activity. They shall not be engaged in any activities which prevent them from exercising general supervision. When premises or any part of them are used for public entertainment there shall be a minimum of two persons, neither of whom shall be less than 18 years of age, on duty where under 100 persons are attending the entertainment. The number of attendants required is increased to three if more than 100 persons are present. When the majority of those present are less

than 16 years of age and when many people with disabilities are expected to attend, the number of adult supervisors will be increased according to any local council requirements. All persons on duty shall be instructed in their essential duties with respect to fire and other emergencies.

5. **Damage:** The Hirer is responsible for any damage caused to the Hall, its property or its environs, occurring during the full period of using the Hall facility. Any damage must be made good to the reasonable satisfaction of the Trustees. The Hirer will be liable for any reinstatement cost. Nothing may be fixed to the walls, doors, dado rails, stage surround or any part of the fabric and structure of the Hall without prior and express written approval from the Trustees. Any such fixtures will be considered as being damage. The Hirer shall notify the Booking Secretary of any damage; payment will be taken from the damage deposit. If for any reason the deposit does not cover the cost the Company will request an additional payment. This includes all damage caused during the period of hire (including accidental damage) to the premises or fixtures, fittings and any loss of contents. Any failure of equipment belonging to the Hall must be reported to the reported to the Booking Secretary on conclusion of the hire.
6. **Damage Deposits.** This must be sent to the Booking Secretary together with your fee & form (to the value stated on the booking form). The damage deposit will be banked in the case of teenage & young adult parties. The damage deposit will be returned to you within three weeks of the hire date, following an inspection of the hall & grounds and providing there has been no damage.
7. **Safety of Vulnerable People.** Bookings for groups other than private parties involving children under 8 years of age or vulnerable adults will only be accepted if the Hirer can produce evidence of affiliation to an appropriate governing body. For private parties a ratio of one adult to five children will be required. Any individual wishing to run classes or events for unaccompanied persons under the age of 16, other than a private party, must produce a Standard DBS certificate before their hire will be accepted.

- 8. Indemnity.** The Hall will not accept responsibility for any accidents or injuries sustained by hirers moving or setting up their own or Hall furniture. The Hirer shall indemnify the Company, employees, volunteers and agents against
 - a. the cost of repair of damage done to the premises or its contents,
 - b. all claims, losses or costs arising from damage to or loss of property or from personal injury and
 - c. all claims, losses or costs suffered or incurred as a result of nuisance caused by a third party, all in the course of the use of the premises by the Hirer.
- 9. Insurance.** The Hirer should consider taking out adequate insurance to insure against the Hirer's liability under paragraph 8. Appropriate Public Liability Insurance is held by the Company for the use of the facility, but user groups are advised to consider the need for their own Public Liability Insurance to cover their own activities.
- 10. Storage.** The Hirer cannot enter the Hall or bring equipment into the Hall prior to the start of the booking time except by prior arrangement. Set up time will be added to booking fees. All equipment brought into the Hall must be removed at the end of the booking. The Hall has very limited storage facilities. The permission of the Company must be obtained before goods or equipment are left or stored at the Hall, except that the Booking Secretary is authorised to grant permission for the overnight storage of goods or equipment brought to the Hall for a particular function. event. No equipment should be left in the Hall by way of a donation without the agreement of the Company.
- 11. Loss of Property.** The Company cannot accept responsibility for damage to, or the loss or theft of Hall users' property or effects.
- 12. Nuisance.** Hirers and organisers of events in the Hall are responsible for ensuring that the noise level of their function is not such as to interfere with other activities within the Hall or to cause inconvenience to the occupiers of nearby houses and property. People should avoid all undue noise on arrival and departure. The Company/Booking Secretary reserves the right to terminate a booking where, in

their opinion, the meeting has become disorderly or where offensive material or behaviour is in evidence.

13. The Hirer cannot sell or supply alcohol without appropriate licence. No smoking, vaping or drinking alcohol shall be permitted without prior and written approval from the Trustees.

14. **Cleaning and Security.** The Hall must be left in the same state as when hiring started, i.e. all chairs and tables put away, tables wiped clean, kitchen clean and tidy with crockery, etc. washed, dried and put away, cooker and oven clean, all rubbish in bags and or bins, all empty boxes, bottles and jars removed, floors swept clean and, if necessary, mopped. Hirers must accept responsibility for returning furniture and equipment to their original positions and for securing doors and windows of the premises before leaving. They must ensure that all lights are extinguished. All Hirers shall also leave the premises and surrounding area in a clean and tidy condition. All Hirers are responsible for the removal of all refuse and waste created during their period of hire.

15. If these conditions are not met the Hirer shall be responsible for any additional cleaning or waste disposal expenses incurred. For private events hired at local rates the Hirer is responsible for full cleaning of the rooms hired, or they can opt to pay a cleaning charge. All Hirers must pay for the room(s) hired until they are back in their original state, as before hiring. The cleaning/ clearing after evening events must be completed by 10.30am the following morning.

All Hirers will be provided with a copy of these rules. A copy will be displayed on a notice board in the foyer and available on request.

I certify that I have read and understood the above rules and that I confirm that I will abide by them

Signed:

Name:

Date

April 2022.