

1. **THE HIRER/USER GROUP LEADER** shall be responsible for:
 - a. **Enforcing** the NO SMOKING policy of the Hall.
 - b. **The Supervision of the premises** of the Hall and Car Park, ensuring in particular the good behaviour of all persons using the Hall and its surrounds and **ensuring the minimum of noise on entering and leaving the premises**, in order to avoid disturbing neighbouring residents.
 - c. **The Observance** of FIRE AND SAFETY REGULATIONS as stipulated by the Fire and Local Authorities (copy displayed in the main entrance hall) and of all relevant HEALTH AND HYGIENE REGULATIONS. **The emergency exits must be pointed out to everyone at the beginning of an event or function, with clear instructions given for immediate evacuation to the car park if the alarm sounds.** For theatre or stage show events the emergency exit lights **must** be switched on while the house lights are off.
 - d. **Reporting** to the Bookings Secretary or other Committee Member all accidents involving injury and completing the accident form in the book provided in the kitchen; and reporting any damage to the Hall, Equipment and Surrounds. Contact details are in the Hirer's Information Pack in the kitchen.
 - e. **Obtaining The Necessary Licence** for the sale of alcohol. The Hall is NOT licensed for the sale of alcohol.
 - f. **Complying** with THE THEATRE ACT 1968 and the PERFORMING RIGHT SOCIETY REGULATIONS.
 - g. **Appointing Stewards** (aged 21+) to supervise all activities of persons **under the age of 18.** (*See also Conditions j and k below*)
 - h. **Leaving the Premises and Surrounds** in a CLEAN and TIDY condition. All food, rubbish and bottles **MUST BE REMOVED**, not left in the fridge or bins **including the green bin outside.** **All lights and heaters must be turned off** (in the Jubilee Room please set the master switch to the FROST setting), **all windows shut and the premises locked.** All chairs and tables are to be put away neatly stacked in the correct place.
 - i. **Returning the keys** to the Booking Secretary at the end of the hire period. Keys may only be retained overnight by prior arrangement.
 - j. **The safe operation** of any equipment used on the premises, whether belonging to the Hall or brought in. Equipment with the potential to cause injury (such as bouncy castles etc) **must be supervised** by responsible adults at all times.
 - k. **Ensuring the protection of children and vulnerable persons.** The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of

1989 and that only fit and proper persons who have passed the appropriate Criminal Records Bureau checks and comply with ISA requirements have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The Hirer shall provide the Management Committee with a copy of their CRB check and their Child and Vulnerable Persons Protection Policy on request.

1. **Ensuring** that the advice and guidance of the use of Bouncy Castles (if appropriate) has been read, fully understood and is fully complied with throughout the period of hire.
2. THE HIRER shall undertake not to alter or add to the electrical circuits, fixtures and fittings, nor to bring additional appliances onto the premises without written permission from the Management Committee. The Hirer is responsible for the safe condition and operation of any electrical equipment brought onto the premises. If the stage lights are used they are not to be altered in any way, nor are the plugs to be moved in the control box.
3. The Hall is **not licensed to receive television broadcasts**, and the hirer shall undertake not to use any TV equipment on the premises, whether or not the hirer is licensed at home.
4. **NO PERSON OTHER THAN THE ORGANISER** shall be on the premises **after Midnight**. Cars may only be left overnight in the car park by prior arrangement.
5. **THE MANAGEMENT COMMITTEE** shall not be liable to the Hirer for any resulting loss or damage whatsoever in the event of the Hall or any part of the premises being unfit for the use for which it has been hired. The Management Committee reserve the right to enter the premises and surrounds at any time, and to cancel a booking if it believes it will lead to unlawful activities.
6. **The Full Hire Charge** is payable in advance.
7. **The Hirer agrees to pay compensation to cover such damage or cleaning, resulting from their use of the Hall.**

ALL HIRERS SHOULD READ THE HIRER'S INFORMATION PACK IN THE KITCHEN AND ENSURE THAT THEY UNDERSTAND ITS CONTENTS, SOME OF WHICH ARE SUMMARISED BELOW:

POWER, HEAT AND LIGHT

- *Switches for the corridor and outside lights are immediately to the right of the corridor entrance door. The car park flood lights have a timer and will stay on for about 30 minutes.*

- *Further along the corridor on the right-hand side, near the kitchen entrance, are green buttons for the power sockets and heating circuits. They remain on for about 2 hours and must be pressed again if a further period is required. Nearby are the individual switches for the six ceiling heaters in the Main Hall. There are also individually switched wall heaters in the Main Mand Committee Room.*
- *In the Jubilee Room there are wall heaters plus an **ON | FROST** switch to the right of the door; please set this switch to the **FROST** setting when you leave. Please ensure the upper vents are closed before you leave.*

Please help to maintain the Hall for the benefit of all users:

- *To fix posters, balloons etc use **blu-tac and/or string only** – no drawing pins, staples, nails, tacks or sellotape.*
- *Please remove all your decorations **and fixings** afterwards.*
- *Please return all tables and chairs to their correct storage spaces (tables are colour-coded by storage area).*
- *Please **SWEEP AND HOOVER**, remove all rubbish and leave the premises as clean as you find them.*
- *Please switch off all lights, close all windows and lock the premises as you leave.*

PLEASE BE CONSIDERATE WHEN LEAVING THE HALL, ESPECIALLY LATE IN THE EVENING. OUR NEIGHBOURS DO NOT APPRECIATE CAR DOORS BANGING OR LOUD SHOUTED FAREWELLS ETC!

Please sign below and return to The Booking Secretary, West Wittering Memorial Hall, confirming your acceptance of these Terms and Conditions.

Name Signature

Group Name