

**HIRERS BOOKING CONDITIONS AND AGREEMENT OF HIRE**

The 'Hirer' is the person or organisation signing the Booking Form or sending the Booking Request via the Hallmaster Booking link on the website and is classed as the Responsible Person unless Boston Spa Village Hall CIO (the Charity) is told otherwise. They shall not be under the age of 18 years.

**Please note by signing this agreement you are entering into a contract that could be used in evidence should legal action be necessary.**

Boston Spa Village Hall is let to the Hirer on the following conditions:

## **1 Advertising**

We encourage regular hirers to advertise their events.

Hirers are allowed to place advertising materials on the notice boards within the building at no cost. We ask that if they become out of date, torn, faded etc they are removed. Trustees regularly monitor the boards and have the right to remove any advertising material without notification to the individual.

If you wish your activity to go in the external boards, please can they be laminated and left in the caretakers' storeroom. The boards will be updated regularly; there is no guarantee that all adverts will be used.

Social Media - if you would like your event promoting on the Hall's Facebook page, please send any material to [bspavillagehall@gmail.com](mailto:bspavillagehall@gmail.com) or [bsvhbookings@gmail.com](mailto:bsvhbookings@gmail.com)

## **2 Bar/Alcohol**

Alcohol may not be sold on the premises without prior agreement of the Charity.

If alcohol is to be sold a Temporary Events Notice (TEN) will be required unless the trustees are involved in the event. If required, it is the Hirers responsibility to apply for one.

Apply online at [www.leeds.gov.uk](http://www.leeds.gov.uk) You need at least 10 working days not including application day or bank holidays, it costs £21 but is subject to change.

The bar must be closed 30 minutes before the end of the booking period or 00.30hrs at the latest (11.30hrs on Sunday), whichever is applicable.

## **3 Betting, Gaming & Lotteries**

The Hirer shall ensure nothing is done at the Hall in contravention of the law relating to betting, gaming and lotteries legislation.

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## **4 Bookings and Payment Administration**

All bookings are through Hallmaster and can either be requested by the hirer using the link on our website or by completing and returning the booking form (see Appendix 1) via email: [bsvhbookings@gmail.com](mailto:bsvhbookings@gmail.com)

**Single bookings** – full payment is required at least 48 hours prior to the event to secure the booking.

**Repeat bookings** – Regular users of the Hall will be sent a monthly invoice, which is to be paid by the end of the month of hire.

The Charity reserves the right to ask Hirers to pay on a weekly basis and full payment is required before the hire commences.

The Charity may terminate the hire agreement should invoices remain unpaid for 14 days after payment is due.

**Extended bookings** – Where the Hall is booked for consecutive days or extended periods, discussion with the Booking Secretary is required regarding deposit and payment.

## **5 Bond**

A bond of £200 is required for any events where alcohol is to be sold/consumed. This may be increased according to the size of the event.

The bond will be returned within 14 days following the hire minus any deductions made for:

- Breakages, damages, losses or excess cleaning
- Infringement of the 'Conditions of Hire'.

## **6 Cancellation**

Please note bookings **cannot** be cancelled on Hallmaster. Notification of any cancellation should be emailed to [bsvhbookings@gmail.com](mailto:bsvhbookings@gmail.com)

**Single bookings** may be cancelled without penalty up to 7 days before the event. If the cancellation notice is received less than 7 days, the full amount will be due.

**Regular Hirers** need to give 24 hours' notice if they wish to cancel a class and have the session refunded.

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**Long weekends and large events** (bookings over 3 days or more) may be cancelled without penalty up to 3 months prior to the booked date).

## **7 Capacity**

Main Hall:	360 standing or 160 seated (with an additional 20 on the stage)
Lantern room:	100 standing or 60 seated
Jubilee room:	160 Standing or 60 seated
Committee room:	30 seated
Café:	30 seated

These numbers must not be exceeded.

## **8 Entertainment & Responsibility for Noise**

The Hirer is always responsible for ensuring that noise is kept to a reasonable level within the building, car park and the area around the Hall.

The Hirer shall reduce the volume of music or amplification if required to do so by a Trustee.

For evening bookings music or entertainment must cease at least 30 minutes before the end of the booking period or at the latest by 00.30hrs (11.30hrs on Sunday).

If you use, play or perform music a charge of £1 per session will be levied to cover the cost of the music licence.

## **9 Fire safety and evacuation procedure in an emergency**

On becoming a hirer, you are responsible for being aware of escape routes from the room you are in, location of fire alarm points, fire extinguishers and assembly area.

Before admission to your event/class check:

1. Fire doors are clear, the push-bar mechanism is working and fire exit signs lit.
2. Inform all your attendees of the fire exits and of the assembly point.
3. Ensure that your event attendees do not engage in any activity that is likely to cause a fire (e.g., smoking, candles etc.)
4. Be vigilant to any smells of burning or gradual smoke build up.

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5. At the end of your session:

- Check all electrical equipment/appliances are turned off.
- Close all internal doors.
- Remove all rubbish.

In the event of FIRE or an emergency: **TAKE COMMAND**

RAISE THE ALARM Break the glass of the nearest call point

DIAL 999 and state fire at:

**Boston Spa Village Hall, 199 High Street, Boston Spa, LS23 6AA**  
(What3words – **bucket.fooling.sunbeam**)

1. Begin evacuation immediately telling people to leave from the nearest safe exit and **assemble in Methodist Church car park.**
2. If it is safe to do so check toilets and all rooms, closing all internal doors in the process.
3. Only tackle the fire if it is safe to do so.
4. Once everyone is out of the building do not re-enter the building unless advised by the fire brigade it is safe to do so.

## **10 Insurance**

It is the Hirers responsibility to ensure that their Public Liability Insurance is current and adequate for the activity you are carrying out.

All regular hirers must provide a copy of their certificate annually via email to [bsvhbookings@gmail.com](mailto:bsvhbookings@gmail.com).

## **11 Kitchen/Catering**

The Hirer may use a caterer of their choice.

The kitchen must be left clean and tidy according to the instructions displayed in the kitchen. Please bring your own tea towels with you.

WiSE (Wetherby in Support of Elderly) kitchen equipment must not be used.

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You must, if preparing, serving or selling food, observe all food health and hygiene legislation and regulations.

## **12 Responsibility for Cleaning**

Some bookings may be subject to a cleaning levy this will be confirmed on booking. The Hirer is responsible for setting out of tables and chairs etc. and stacking them and returning them to their proper location.

The Hirer is responsible for leaving the kitchen clean and tidy. A list of kitchen responsibilities is displayed in the kitchen. Failure to comply will result in an extra charge to cover the cost of cleaning.

The Hirer is responsible for the removal and disposal of all materials and waste generated.

Please note there are no facilities for recycling on site.

## **13 Responsible Person**

The Hirer shall appoint a Responsible Person, who shall be at least 18 years of age, to be responsible for:

- Being present during the period of hire.
- Keeping the door code confidential and not sharing it widely.
- Supervision of the premises, including the care and safety from damage of the fabric and contents.
- The behaviour of persons using the premises.
- Supervision of car parking arrangements to prevent obstruction of the highway.

You should appoint a nominated person(s) over 18 years of age to help keep the premises safe during your event/function. It is suggested at least **one Responsible Person** be nominated for up to 100 persons present, two for 101-250 persons and three for numbers over 251.

The Hirer cannot use the premises or facilities for any other purpose than that stated on the Booking Form (see Appendix 1).

The Hirer will be responsible for any damage to the Hall, missing contents, damage to 3<sup>rd</sup> party property.

In the event of any such damage or shortage, the Charity will be entitled to have the same, repaired or replaced and recover the costs from the Hirer or their organisation.

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The Charity reserves the right to cancel any booking should the Hall become unfit for the purpose for which it was hired, or the premises being required for the use as a Polling Station or use in any emergency.

A representative of the Charity is entitled to enter the Hall any time to ensure that the 'Conditions of Hire' are met.

All Hirers are responsible for their own property and effects.

**14 Stored equipment**

We accept no responsibility for any stored equipment or other property brought onto or left at the premises, and all liability for loss and damage is hereby excluded.

We may at our discretion, dispose of any items left at the hall for a period of more than 14 days.

The Hall does not provide storage facilities unless by prior agreement and a charge maybe levied for doing so.

**15 Termination of hirers agreement**

If either party wish to cancel the hiring agreement 14 days' notice shall be given in writing.

The Trustees reserves the right to cancel any booking should:

- Invoices remain unpaid for a prolonged period
- The Hall becomes unfit for the purpose for which it was hired
- The premises being required for the use as a Polling Station
- The premises being required for use in any emergency

**16 Safety**

The Hirer is responsible for ensuring any electrical equipment (including amplification, sound systems and musical instruments) brought in the Hall whether owned or hired, is safe to use.

The Hirer is responsible for familiarising themselves with the Fire and Safety Instructions as displayed in the Hall and for ensuring compliance by all users of the Hall throughout the booking period.

There are First Aid Boxes around the Hall and an Accident book in the Kitchen. All accidents happening on the premises, or the curtilage must be recorded in the Accident Book **and** reported via email to [bsvhbookings@gmail.com](mailto:bsvhbookings@gmail.com).

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**17 Safeguarding**

Boston Spa Village Hall CIO has a zero-tolerance approach to abuse and is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised.

All reasonable steps must be taken by the hirer to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported to the relevant authorities.

The Trustees will ensure that all Hirers who have children in attendance have signed a hiring agreement that states:

It is the responsibility of the hirer to ensure any activities involving children are compliant with current government guidelines/legislation.

**18 Vacating the Premises**

On leaving, the lights must be turned off and all windows and external doors must be closed and locked.

**19 Wi-Fi**

When using the Wi-Fi service, you always agree not to use the Wi-Fi for any of the following: Disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or anything breaching any laws.

**I accept the terms and conditions of hire as displayed above**

Signed .....

Name of hirer .....

Date .....

Return signed page by email: [bsvhbookings@gmail.com](mailto:bsvhbookings@gmail.com)

**Boston Spa Village Hall CIO Registered Charity No 1194792**

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**Appendix 1**

**BOSTON SPA VILLAGE HALL CIO BOOKING FORM  
Registered Charity 1194792**

Name of Hirer Address of Hirer	
Telephone Number Email Address	
Hire date/s	
Times	Start time End time
Nature of Event Estimated attendance Alcohol to be served/sold Will you be playing music?	Yes / No Yes / No
Circle room/s to be booked	Main Hall      Lantern Room      Jubilee Room Meeting Room      Cafe

- It is the hirer's responsibility to read the full terms and conditions of hire and the fire safety instructions at <http://www.bostonspavillagehall.co.uk> prior to booking.



**Boston Spa Village Hall CIO Registered Charity No 1194792**

**HIRERS BOOKING CONDITIONS AND AGREEMENT OF HIRE**

- It is the responsibility of the hirer to ensure any activities involving children are compliant with current government guidelines/legislation.
- Once a booking has been accepted you will be sent confirmation via the Hallmaster Booking System.
- The invoice for hire will be sent by email at the start of the month the hire is to take place or immediately if the booking is in the same month.
- Payment via Internet Banking is requested.
- A Bond may be required at the discretion of the Management Committee.
- Entry to the Hall is via digi-lock code which will be sent to the hirer with the invoice

I accept the terms and conditions of hire as displayed in full at  
<http://www.bostonspavillagehall.co.uk>

Signed

Date

On behalf of Boston Spa Village Hall

Signed

Date

Return signed form by email: [bsvhbookings@gmail.com](mailto:bsvhbookings@gmail.com)