

CONDITIONS OF HIRE

These conditions apply to all hiring of the Rooms. If the Hirer is in any doubt as to the meaning of the following, the Booking Secretary should immediately be consulted.

THE COLMAN REDLAND CENTRE IS A **NON-SMOKING** VENUE.

The Hirer, not being a person under 21 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that the supervision of the premises at all times is in compliance with any and all Conditions of Hire.

The hire is only for the hall/room specified, and not for any use of the outside grassed areas.

Supervision

The Hirer shall, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents; their care, safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity; including proper supervision of car parking arrangements so as to avoid obstruction of the highway. As directed by the Booking Secretary, **the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.**

Use of Premises, Hours of Opening

The premises shall not be used for public entertainment except between the hours of 09.00 and 23.00 unless special permission has been previously issued by the management committee of the Colman Redland Centre.

The Hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way, nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.

Cars must not be parked on the grassed areas.

All rooms

Blue tack/sellotape or suchlike products may NOT be used to affix things to the walls or infrastructure.

Tap shoes are not permitted in the JNA Hall or the meeting room.

The Meeting Room

If using the white board, please note that only white board pens are to be used, and the hirer must supply their own. Any damage to the white board will result in the security deposit being held.

Capacity: The number of people on the premises standing shall not exceed the following, this has to be reduced considerably if they are seated or the activity involves movement;

Colman Hall 130 JNA Hall 80 Meeting Room 25

Safety

The Hirer needs to be aware of the following matters:

- The action to be taken in event of fire. This includes calling the fire brigade and evacuating the hall, leading your group to the fire assembly point in the car park and ensuring all your group can be accounted for when at this point
- The location and use of fire equipment.
- Ensuring attendees know what to do in the case of a fire.
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of the fire.

In advance of the entertainment or play the Hirer shall check the following items:

- That all fire exits are unlocked and panic bolts in good working order
- That all escape routes are free of obstruction and can be safely used.
- That any fire doors are not wedged open.
- That exit signs are illuminated.
- That there are no obvious fire hazards on the premises.

A first aid box is available in the main foyer area and in the food preparation area. An accident book for recording incidents is available in the first aid kit in the foyer.

If you hold a children's activity group or party, please make sure a

parent/guardian accompanies the child into and out of the Centre for safety reasons, in particular the danger of multiple vehicles coming into and going out of the Centre.

Licenses

The Hirer shall be responsible for obtaining such licenses as may be needed. The Colman Redland Centre does **NOT** hold a license with the Performing Rights Society or a license to sell/dispense alcohol at the site. Alcoholic drinks may be served free of charge but NO sale of alcoholic drinks may be undertaken unless permission is sought from the Colman Redland Centre and an occasional Licence obtained from R&BBC for the buildings in force. No events may be advertised stating the availability of alcoholic drinks for sale without prior permission from the Colman Redland Centre.

Gaming, Betting and Lotteries

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

Public Safety Compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, and the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays. All Fire Exits **MUST** kept clear at all times.

Health and Hygiene

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

Electrical Appliance Safety

The Hirer shall ensure that any electrical appliances brought by them or by members of their party to the premises and used there shall be PAT tested, and therefore in safe and good working order. Where a residual circuit breaker is provided, under terms of the PEL or CPL the hirer must make use of it in the interests of public safety.

Explosives and Flammable Substances

Highly flammable substances shall not be brought into, or used in any portion of the premises.

No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the prior consent of the management committee. No unauthorised heating appliances shall be used on the premises when open to the public without the prior consent of the management committee. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used under any circumstances. No dry ice/smoke machines to be used.

Accidents and Dangerous Occurrences

All Hirers should be aware of and must have obtained appropriate insurance cover. The Colman Redland Centre is only insured against any claims arising out of its own negligence with respect of the halls. **The grass areas are NOT included in the hire of the hall(s) and are private property.**

The Hirer must report all accidents involving injury to the public to a representative of the Colman Redland Centre as soon as possible. Any failure of equipment belonging to the Colman Redland Centre must be reported as soon as possible.

Animals

The Hirer shall ensure that no animals (including, birds) except guide dogs are brought into the premises, other than for a special event agreed to by the Colman Redland Centre.

Compliance with the Children Act 1989

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 have access to the children with CRB documents where necessary. It is the hirer's responsibility to ensure that children of all ages are adequately supervised.

Fly Posting/ Leafleting

The Hirer shall not carry out or permit fly posting or any other form of unauthorized advertisements for any event taking place at the premises

Sale of Goods

The Hirer shall, if selling goods on the premises, comply with Fair-trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organizer's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

Tables and Chairs

The halls have tables and chairs for your use, please only use those ones designated to the hall you are hiring. Kindly contact the Hall Secretary to request any extra so that availability can be checked.

Colman hall 10 large tables (6'), 72 chairs (1 in the hall, 9 stacked securely)
JNA hall 8 tables (5'), 32 chairs (1 in the hall, 7 stacked on trolley)
Meeting room 1 small table and 12 chairs. .

Stored equipment

The Colman Redland Centre accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring and returned to its original location or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed.

No alterations

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Hall Secretary.

The Colman Institute reserves the right of entry by its duly authorized officers at all times.

Cancellation

If the Hirer wishes to cancel the booking before the date of the event and the Colman Redland Centre is unable to conclude a replacement booking, provided there is at least one month's notice a 50% (of the cost of the hall hire) cancellation fee will be charged if less than 1 month a 100% cancellation fee will be charged.

The Colman Redland Centre reserves the right to cancel in the event of:

- (a) The premises being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election.
- (b) The Colman Redland Centre management committee reasonably considering that (i) such hiring leading to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring
- (c) the premises becoming unfit for the use intended by the Hirer

End of Hire

The Hirer shall be responsible for leaving the premises and surrounding area in a **clean and tidy condition**. The premises must be swept clean and tidied at the end of each hire, the hall thus being returned in the same state as received. The wood floors should be kept as dry as possible and must not be washed in any event. All rubbish sacs used must be tied and can be deposited in the Centre's commercial waste bin situated at the main entrance to the car, anything else such as helium cylinders and recyclable waste should be taken home; a charge will be made for the disposal of any or anything left on site.

The property must be locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Colman Redland Centre shall be at liberty to make an additional charge.

Noise

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. External rear and side doors shall be closed at all times. The Hirer shall be responsible for ensuring that the level of noise generated during the hire is at a level in accordance with the Noise Abatement Act so as not to cause any annoyance to the community or to give reason for complaints from local residents.

January 2016