



Ripple Parish Hall - General information and Conditions of Hire

The venue has a capacity of 110 persons, 100 seated, (which must include all helpers/contractors/artists)

Keys are available: contact Liz Johnston for details (07766 664650)

The Hirer is responsible for ensuring that all outside caterers, contractors, artists, and their own organisation members are aware of the Hire period. (The Hire period must include time for set up and post event cleaning). Entry/departure outside of the Hire period is not allowed. Guests must vacate a minimum of 30 minutes before the end of the Hire Period, therefore only those helping to clear-up/clean are allowed to be on the premises, during the final 30 mins of hire. (Failure to comply could result in the loss of the Hall's premises license)

The Hall is licensed for:-

The performance of plays, live music and dance, exhibition of films, indoor sporting events, and similar entertainment events, and the Sale of Alcohol, during licensed hours of **06.00 to 0100 daily**. (Other activities, such as boxing, wrestling, serving food after 21.00 are NOT approved, and the sale of alcohol is subject to approval by the Management Committee.

The Sale of Alcohol is permitted under the license issued by MHDC, and subject to approval of a responsible adult to control the bar, by the Committee. The sale of alcohol to persons under the age of eighteen or to those who are drunk or disorderly is not permitted. Sales of alcohol must cease at least 30 minutes prior to the end of the event. All children under 16 must be accompanied by an Adult, and you must comply with the provisions of the Licensing Act 2003 (and any regulation there under) as they relate to a premises and agree to indemnify the Ripple Parish Hall Management Committee for any obligation there under.

Other licenses, e.g. Performing Rights License are the responsibility of the Hirer.

Use of the Premises

You must not use the premises (including the car park) for any purpose other than that described in the Agreement and must not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring on to the premises anything which might endanger the premises or render invalid any insurance policies covering the premises nor allow the consumption of alcohol without our written permission.

- **Gaming, betting and lotteries**

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

- **Music Copyright licensing**

You must ensure that we hold relevant licenses under Performing Right Society (PRS) and the Phonographic Performance License (PPL) or, where appropriate, you must hold such license(s).

- **Music**

You must have our written permission for performance of live music and the playing of recorded music under the Deregulation Act 2015. This Agreement confers that permission.

- **Film**

You must restrict children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. You must ensure that you have the appropriate copyright licenses for film. This Agreement confers the required permission on you. (The Deregulation Act 2015 requires you to have our written permission to show a film).

- **Safeguarding children, young people and vulnerable adults**

You must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS).

- **Public safety compliance (see also Health and Safety)**

You must comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and our fire risk assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. You must also comply with our health and safety policy.

You must call the Fire Service to any outbreak of fire, however slight, and give details to our Hall Secretary.

You should ensure you familiarise yourself with the following in the advance of your event :-

- ❖ The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
- ❖ The location and use of fire equipment.
- ❖ 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 a fire.
- ❖ Location of the first aid box (in the kitchen).

In advance of any activity, whether regulated entertainment or not, you must check the following:-

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

- **Noise**

You must ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. You must, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

- **Drunk and disorderly behaviour and supply of illegal drugs**

You must ensure that in order to avoid disturbing neighbours of the hall and avoid violent or criminal behaviour:

- (i) no one attending the event consumes excessive amounts of alcohol
- (ii) no illegal drugs are brought onto the premises.

Drunk and disorderly behaviour is not permitted either on the premises or in its immediate vicinity. You must ask any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way to leave the premises in accordance with the Licensing Act 2003.

- **Food, health and hygiene**

You must, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with 3 refrigerators and a Hot Food Cabinet (which is set at the correct temperature).

- **Electrical appliance safety**

You must ensure that any electrical appliances brought by you to the premises and used there are safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided you must make use of it in the interests of public safety.

- **Stored equipment**

We accept 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 or we will charge fees each day or part of a day at the hire fee per hiring until the same is removed.

We may, in our discretion, dispose of any items referred to below by sale or otherwise on such terms and conditions as we think fit, and charge you any costs we incur in storing and selling or otherwise disposing of the same, in any of the following circumstances:

- (i) your failure either to pay any charges in respect of stored equipment due and payable or to remove the same within seven days after the agreed storage period has ended
- (ii) your failure to dispose of any property brought on to the premises for the purposes of the hiring.

- **Smoking**

You must comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made there under. We will ask any person who breaches this provision to leave the premises. You must ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire.

- **Accidents and dangerous occurrences**

You must report to us as soon as possible any failure of our equipment or equipment brought in by you. You must report all accidents involving injury to the public to us as soon as possible and complete the relevant section in our accident book. You must report certain types of accident or injury on a special form to the Incident Contact Centre. Our Hall Secretary will give assistance in completing this form and can provide contact details of the Incident Contact Centre. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

- **Explosives and flammable substances**

You must ensure that:

- ❖ Highly flammable substances are not brought into, or used in any part of the premises.
- ❖ No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) are erected without our consent.

- **Heating**

You must ensure that no unauthorised heating appliances are used on the premises when open to the public without our consent. You must not use portable liquefied propane gas (LPG) heating appliances.

- **Animals**

In general, animals are not allowed on the premises. However, you must ensure that Guide dogs, Hearing dogs and assistance dog owners are allowed on the premises.

- **Fly posting**

You must not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and must indemnify and keep indemnified us accordingly against all actions, claims and proceedings arising from any breach of this Condition. If you fail to observe this Condition you may be prosecuted by the local authority.

Do Not fix notices or decorations to radiators or ceiling – you may fix to the dado rail provided. Smoke machines, inflatable's of any kind including bouncy castles, any pyrotechnic devices or foam machines are not allowed. No chalk is allowed to be spread on the hall floor, as this can damage the floor protective sealant. (See paragraph on Damage, for responsibility for losses/damage.)

- **Sale of goods**

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

- **Privacy and Data Protection**

We may collect and store personal data based on your application. This is limited as per our Data Protection Policy, as stated on our Website.

- **Cancellation**

If you wish to cancel the booking before the date of the event and we are unable to conclude a replacement booking, we may, in our complete discretion, return the deposit or require payment of the hire fee?

We reserve the right to cancel this Agreement by giving you written notice in the event of:

- ❖ the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election;
- ❖ our reasonably considering that (a) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (b) unlawful or unsuitable activities will take place at the premises as a result of this hiring.
- ❖ the premises becoming unfit for your intended use.
- ❖ an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case you will be entitled to a refund of any deposit already paid, but we will not be liable to you for any resulting direct or indirect loss or damages whatsoever.

- **End of hire**

You are responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked (and returning the keys), secured and unless directed otherwise, and any contents temporarily removed from their usual positions, are properly replaced, otherwise we may make an additional charge.

- **No alterations**

You must not make any alterations or additions to the premises nor install or attach any fixtures or placards, decorations or other articles in any way to any part of the premises without our prior written approval. In our discretion, any alteration, fixture or fitting or attachment which we have approved may remain in the premises at the end of the hiring. Such items will become our property unless you remove them and you must make good to our satisfaction any damage you cause to the premises by such removal.

- **No rights**

This Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on you.

Health and Safety.

A Hall Plan is included – the Hirer is responsible for ensuring all attendees are aware of the layout, position of fire extinguishers, fire doors etc. The Hall is a Non-smoking venue. In the event of a fire ensure the Hall is evacuated in an orderly manner, using the Fire Exits, and contact the fire brigade. **It is a condition of hire, hirers must have a fully charged mobile telephone for emergency use.**

A **First Aid** box is located within the **Kitchen**. If you use anything e.g. plaster, bandage, etc, from the Box, please record this on the form enclosed, so that we can replenish the stock.

Accidents - A copy of the Hall's Health and Safety Risk Assessment is also located in the Kitchen. If an Accident occurs, for any injury (including cuts, falls etc, it is the Hirer's responsibility to record this information)

The **Power Circuits "breaker" panel** and master **Heating Controls** are located in the Main Hall Cupboard. Heating adjustment instructions are posted within the cupboard. Please **DO NOT** change individual radiator settings as this will result in the hall being too hot/cold for subsequent hirers. Hirers should ensure any Portable Electrical Appliances and Equipment have a current approved Electrical Test.

Children are not allowed in the kitchen at any time.

Safeguarding children, young people and adults at risk

You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.

Insurance and Indemnity

The Hall has third party and public liability insurance, however, it is the Hirer responsibility and liability for:-

- (a) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including its curtilage or its contents
- (b) all claims, losses, damages and costs made against or incurred by us, our employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of your use of the premises (including the storage of equipment) and
- (c) all claims, losses, damages and costs made against or incurred by us as a result of any nuisance caused to a third party as a result of your use of the premises and you must indemnify us against such liabilities.

Car Parking

Sited opposite the Hall, the Hirer must ensure vehicles are sensibly parked and do not obstruct the highway or the entrance to the Caravan Park (adjacent to the hall – wheelchair access)

If leaving after 22.00 hours, please ask guests to close car doors quietly, and refrain from loud talking which may disturb local residents.

Cleaning

Hirers are expected to leave the Hall, including the kitchen and toilets, in a clean condition – essential equipment and supplies may be found on the **high shelf** in the kitchen and the right-hand cupboard in the Committee Room. (Note; in the interests of Health & Safety, cleaning materials must be kept out of Children's reach at all times.) Waste must be packed in plastic bags provided and placed in the refuse bins at the rear of the Hall, OR taken home. Table tops must be wiped clean, before returning to the Storeroom.

Table Cloths, Tea Towels and the absorption pads for the Dishwasher, can be used, but must be laundered and returned within 7 days.

Faults/Damage/Comments

Please report in first instance to Mrs Neeta Dhanak. We value your comments and ask that you fill in the Feedback form and return to Mrs Dhanak. **The cost of damage caused during the period of hire will be the responsibility of the Hirer. (This may be retained from the Deposit paid).** The Hirer agrees to indemnify the Management Committee or it's Trustees for any action resulting from the hire of the Hall.

Emergency Contact telephone numbers are displayed on the Hall Notice Board – these are all key-holders.

Feedback

The Ripple Hall Management Committee are anxious to maintain the best possible facilities for the local community, and therefore they welcome feedback; both positive and areas where improvements can be achieved. We therefore ask if the Hirer can complete a Feedback Form on our website

