



Please read and agree to our terms and conditions:

Schedule of Standard Conditions

Hatfield Town Council Halls Standard Conditions of Hire

These standard conditions apply to all hirings of the Hall. If the Hirer is in any doubt as to the meaning of the following the Booking Officer should immediately be consulted. A booking deposit of £100.00 is payable for all hires which is refundable if all booking conditions have been met. All bookings must be paid for in full within two weeks of confirming the date or your provisional booking will be removed from the diary.

1) Supervision

The Hirer shall, during the *whole* 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 inside the premises whatever their capacity. 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 the loss of contents whilst the hall is under the hire agreement.

The Hirer shall ensure that the premises is not left unattended or unsecured at any time during the hire period and is responsible for the premises until handed over to the Caretaker at the end of the hire period.

2) Use of Premises

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 to do anything or to bring onto the premises anything which may endanger the same or render invalid any insurance policies.

No bookings are taken for parties for ages 13 to 20 year olds (inc. 18ths), Prom and/or after-parties, sweet sixteens and Bar/Bat Mitzvahs.

Hatfield Town Council staff shall have access to all parts of the premises during the hire period.

3) Bar

If the hall is hired with a bar & bar staff, which subsidises the hall hire fee, you cannot bring any soft or alcoholic drinks into the venue, only drinks purchased from the bar are allowed to be consumed on the premises. There is a minimum bar spend of £300.00 for evening functions and £100.00 for daytime functions. Hall hire without a bar will attract the full hall hire fee.

4) Gaming, Betting and Lotteries

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

5) 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 other similar public entertainment.

6) Health & Hygiene

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

7) Electrical Appliances Safety

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order and used in a safe manner.

8) Indemnity

The Hirer shall indemnify and keep indemnified each member of the Council and the Council employees, volunteers, agents and invites against a) the cost of repairs of any damage done to any part of the premises including the curtilage thereof or the contents of the premises and b) all claims in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including storage of equipment) by the Hirer.

9) Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public to a member of Hatfield Town Council **as soon as possible** and complete the relevant section of the Hall's Accident Book prior to the end of Hiring. Any failure of equipment belonging to the hall must also be reported **as soon as possible**. Certain types of accident or injury must be reported on a special form to the Local Authority. The Booking Officer will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

10) Animals

The Hirer shall ensure that no animals (including birds) except Guide Dogs are brought onto the premises other than for a special event agreed to by Hatfield Town Council. No animals whatsoever are to enter the kitchen at any time.

11) Smoke Machines, Pyrotechnics and Bouncy Castles

The use of smoke machines, any form of pyrotechnics and Bouncy Castles **ARE STRICTLY PROHIBITED** either inside the hall or in the public outdoor areas.

12) Cancellation

If the Hirer wishes to cancel the booking before the date of the event no refund will be issued if less than 3 months' notice is given.

Hatfield Town Council reserves the right to cancel this hiring by written notice to the Hirer in the event of:

1. The premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election.

2. Hatfield Town Council reasonably considering that (i) such hiring leading to a breach of licensing conditions, if applicable, or other legal or statutory requirements or (ii) unlawful breach or unsuitable activities will take place at the premises as a result of this hiring.
3. The premises becoming unfit for the use intended by the Hirer.

In any such case the Hirer shall be entitled to a refund of any deposit already paid but Hatfield Town Council shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

13) End of Hire

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, all rubbish is to be placed in the external bins. Any contents temporarily removed from their usual position properly replaced otherwise the Council shall be at liberty to make an additional charge.

14) Noise

The Hirer shall ensure that the minimum of noise is made on arrival and departure particularly late at night or early in the morning.

15) No Alterations

No Alterations or addition(s) 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 approval of Hatfield Town Council. Nothing is to be placed or attached to the walls, doors or ceiling. Freestanding or table decorations only. Any alteration, fixture or fitting or attachment so approved shall be removed by the Hirer who may make good to the satisfaction of the Council any damage caused to the premises by such removal.

16) No Rights

The Hiring Agreement constitutes permission only to use the premises and confers no authority or other right of occupation on the Hirer.