

## Hall Hire Agreement Terms & Conditions

### Kettleshulme & Lyme Handley Parish Council Agrees to:

1. Maintain the appropriate licences for entertainment and performing rights society. Hirer to seek any additional licences.
2. Provide Fire, Safety and First Aid facilities including an operational booklet or plan showing Exit Points, Fire Extinguishers and First Aid Box location, nearest Telephone Point, Stop Taps and Power Cut off switch. The hirer should familiarise themselves with these facilities.
3. To refund any deposit should the booking not be acceptable for any reason.
4. Fire Regulations state that not more than 110 persons are allowed within the building, and the hirer is responsible that this condition is not breached.
5. The kitchen area and equipment are hired at the hirers risk, on the condition that any items(s) damaged or broken will be replaced, and that the kitchen is left in a clean and hygienic condition. The village hall is not registered as food premises within the meaning of the Food Safety Act 1990. If food is prepared, sold or served it is the hirers' responsibility to ensure that they meet all the conditions of the said act.
6. To provide the hall in a clean and tidy state but if there are any areas of concern then please bring this to the attention of the person you made the booking with.
7. We will not be responsible for any loss or damage to the property brought onto the premises (Sound Equipment, Bouncy Castle etc), it is the responsibility of the hirer to ensure that the appropriate insurance cover is in force.

### The Hirer Agrees to adhere to the following conditions of hire:

1. Act in a responsible manner to ensure the safety of the guests, prevent nuisance to the neighbours and ensure that the hall and the fixtures are treated with care and respect.
2. Appoint a suitable individual to check that during the hire period the maximum number of persons does not exceed the permitted level (110 persons).
3. Ensure that all the fire exits are kept clear and that the fire equipment is readily available, familiarise themselves with health and safety procedures on the site, the hirer shall be deemed to be the Marshall for the purposes of this document.
4. Any ladders or similar access equipment used on the premises is at the express risk of the hirer.
5. Ensure that any entertainment brought onto the premises holds the appropriate liable cover, for themselves and goods, equipment or props used.
6. Provide suitable supervision for all children brought onto the premises and adhere to the Children's Act 1989 and the Kettleshulme & Lyme Handley Parish Council Safeguarding Policy 2024 (available at [www.kettleshulmeparishcouncil.gov.uk](http://www.kettleshulmeparishcouncil.gov.uk)).
7. Accept full responsibility for any damage caused whatsoever and indemnify the council for such losses.
8. Ensure the safekeeping of any props/effects, presents/gifts, brought onto the premises. The Council is not responsible for any loss or damage to them.
9. Not to sublet the premises to any other third party whatsoever.
10. Remove all rubbish for the hall (Refuse sacks are available to purchase from the KPC representative at £2each).
11. Ensure that where intoxicating liquor is sold or consumed on the premises, that a temporary events licence has been obtained. This must be shown to a representative of the Parish Council and must be displayed at the event.
12. Cease all music and entertainment at 12:00am (Midnight). Stack away all chairs and tables and leave the premises in a clean and tidy condition. Keys to be returned to a Parish Council representative.
13. Any deposit will be destroyed/returned once the Parish Council representative is satisfied as to the condition of the hall.
14. No naked flames inside the hall are allowed whatsoever. A breach of this will be treated as cancellation of the hire agreement.
15. Any BBQ or Gas fired equipment used on the premises is at the express risk of the hirer and the appropriate liable insurance must be in place. This equipment must only be used on the outside patio area.
16. Observe the 'NO SMOKING / VAPING' policy in the premises.
17. If food is prepared, sold, or served it is the hirers' responsibility that they meet all stages of Health and Safety Standards.
18. Not to allow drunkenness, drug use/abuse, fighting, foul language or similar anti-social behaviour and terminate the function immediately for the safety of the guests and the reputation of the Council.