



CATCLIFFE PARISH COUNCIL, SOLE TRUSTEE OF CATCLIFFE MEMORIAL HALL

Catcliffe Memorial Hall, Old School Lane, Catcliffe, Rotherham, S60 5SP

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CATCLIFFE MEMORIAL HALL TERMS OF USE

The term "Hall" shall refer to the Memorial Hall, the meeting room, the outside grounds and car park. The term "Hirer" shall refer to the individual or authorised representative of any organisation. The initial CPC will mean Catcliffe Parish Council, "Trust" will mean Catcliffe Memorial Hall Trust.

- 1.** All applications for the use of the Hall shall be made in writing to the Clerk of the Parish Council and applicants must complete an application form.
- 2.** The right to refuse any application without giving reason for use of the Hall facilities is reserved by the Clerk, in consultation with the Chairman, providing that the Clerk reports the matter at the next Trust meeting.
- 3.** All arrangements for use of the Hall facilities are subject to the Trust reserving the right to cancel bookings.
- 4.** Members of the Parish Council, Trust, or its appointed representatives, reserve the right to enter all parts of the premises during any function.
- 5.** The premises shall not be hired to anyone under the age of 21 years.
- 6.** The Hall will not be hired out beyond 11pm. There will be no use of the outside area, e.g. smoking area, beyond 9.30pm.
- 7.** The hire period will include any setting up time and clearing away by the hirer.
- 8.** Hire charges are £20.00 p.h. for the Main Hall and £16.00 p.h. for the Meeting Room. Catcliffe residents are entitled to 20% discount i.e. £16.00 p.h. for the Main Hall and £12.80 p.h. for the Meeting Room.
- 9.** Bouncy castles are permitted at a cost of £10 and only if the provider has public liability insurance.
- 10.** The hirer shall be responsible for the supervision of the hall, the care of the fabric and the contents, safety from damage and the behaviour and care of all persons using the premises. The hirer agrees to accept full responsibility for any loss, damage or injury arising either directly, or indirectly from the hirers use of the hall and undertakes to reimburse the Trust for any costs incurred for such loss, damage or injury. The hirer is responsible for the safeguarding of any children and vulnerable adults with them while using the hall.
- 11.** The hirer agrees to be responsible for ensuring that the premises and the associated equipment are left in good and clean condition. All equipment and other property belonging to the hirer must be removed by the end of each hiring, unless otherwise agreed with the Trust, the hirer further agrees that should the premises, or equipment be negligently or wilfully damaged upon inspection, then an extra charge may be applied to cover the cost of repair.
- 12.** Any failure of equipment belonging to the Memorial Hall or brought in by the Hirer must be reported to the Clerk as soon as possible.
- 13.** The Hirer must report all accidents involving injury to the public, to the Clerk, as soon as possible and complete the relevant section in the Hall's accident book (located in the kitchen). Certain types of accident or injury must be reported on a special form to the Health & Safety Executive's Incident Contact Centre. The Clerk 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 1995 (RIDDOR).

- 14.**CPC provides such Fire precautions as required by legislation and hirers should make themselves familiar with these and the means of escape. The hirer will further maintain clear access to all 'means of escape' and disabled facilities.
- 15.**The hirer is responsible for the provision of any necessary First Aid requirements.
- 16.**The hirer is responsible for accounting for the whereabouts of their members when using the hall and ensuring that they evacuate the hall safely in case of emergency.
- 17.**The hirer shall not sublet the hall or use the premises for any unlawful purposes; or in any unlawful way, nor do anything or bring onto the premises anything that may endanger the same or render invalid and insurance policy in respect thereof.
- 18.**Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries, and the person or organisation responsible for functions held on the premises shall ensure that the requirements of the relevant legislation are strictly observed.
- 19.**The hirer is not permitted to use the Memorial Hall to espouse violent and/or non-violent extremist views.
- 20.**The hirer shall be responsible for making arrangements to insure against any third-party claims that may lie against the hirer/organisation whilst using the Hall. (CPC is insured against any claim arising out of its own negligence).
- 21.**The Trust will not accept responsibility for damage to, or the loss or theft of, users' property and effects, however occasioned.
- 22.**The hirer shall be responsible for the observance of all regulations appertaining to the premises stipulated by the licensing, fire and local authorities or otherwise. The hirer shall read the fire procedures and assist building staff in the safe exit of persons associated with the hiring.
- 23.**Nothing shall be done which will endanger the users of the building, and the policies of insurance relating to it and its contents. In particular, obstructions must not be placed in gangways, exits or near emergency exits, fire-fighting apparatus shall be kept in its proper place and only used for its intended purpose, and there must be no use of fireworks of any kind within the Hall or its grounds. Lighted candles cannot be used in the Hall due to sensitivity of the smoke alarms and Hirers are requested to use battery operated candles.
- 24.**The use of the Hall and its facilities is subject to the users or hirers accepting responsibility for ensuring all electrical items are unplugged and all gas appliances switched off, returning furniture and equipment to their original positions, unless otherwise directed by the caretaker and for securing doors and windows of the premises before leaving the building. All users shall leave the premises in a clean and tidy condition.
- 25.**Full payment must be received as cleared funds in advance of the booking or within 2 weeks of being invoiced, whichever is sooner.
- 26.**The number of persons permitted in the main hall at any one time shall not exceed 150 and the meeting room shall not exceed 36.
- 27.**Vehicles are parked at the hirers risk and the hirer must ensure that such vehicles do not obstruct the premises fire exits. Hirer's must use the car parking spaces at the front and rear of the building when available. All cars parking on the street must do in a lawful manner and should not obstruct the entrances to resident's properties.
- 28.**Music and noise levels should not cause a nuisance to those living close to the hall. All external doors should always be kept closed to reduce the noise levels. Guests should leave the hall quietly and respectfully.
- 29.**Any intention to partake of alcohol must be notified and approved in advance of the hire taking place. Alcohol is not permitted to be bought or sold on any part of the premises.
- 30.**No barbeques are permitted in the grounds of the hall.