

# Terms and Conditions

## **A MAXIMUM OF 100 PEOPLE PERMITTED IN THE MAIN HALL 22 PEOPLE IN THE 1<sup>ST</sup> FLOOR MEETING ROOM**

1. The hall will be opened by a member of our team on the day to the named person on the Hire and you will be met after the event for a check and lock up.

2. The closing of the Hall is the responsibility of our team.

3. **The hirer is to clean and remove all their rubbish from the hall. We do not supply black sacks for any rubbish. Please remember NO rubbish should be left on Hall premises or on the Car Park – all rubbish must be taken home with you.**

All tables used, should be wiped clean and placed back in the storeroom at the rear of the hall, using the trolleys and table trolley. NO more than (10) ten chairs to be stacked on the chair trolleys at any one time. All floors to be swept. Toilets must be checked and left in a clean condition.

It is the responsibility of the hirer to leave the hall in the condition they found it.

### **PLEASE NOTE THE DEPOSIT WILL ONLY REFUNDED IF ALL OF THE ABOVE ARE COMPLETED**

Please ensure that any outside caterers and outside bar staff are aware of the hire period and that they will not be able to enter before, or leave after, the booked hire period.

Guests are expected to vacate the premises within fifteen minutes (15minutes) of the end of the hire period. After midnight, (unless the event is New Year's Eve) only those helping to clear up the Public Hall should be on the premises. Failure to comply with this will result in forfeiture of your deposit.

Keys to be returned to the Booking Secretary or returned as per instructions by the booking secretary. See notes on deposits

### **HEATING CONTROLS / FIRE EXITS**

Hirers will be instructed about fire exits and how to operate the heating within the Main Hall (if heating is not operated as instructed it will not work).

### **FIRE REGULATIONS**

All hirers of the hall should explain to guests about the Fire Regulations that exist at the hall, point out the Fire Exits and what to do in the event of a Fire Alarm sounding. In the event of a fire, evacuate the Hall, assemble at the front of the building, stay clear of the building, and do not to hinder the Fire Brigade. Call the Fire Brigade. Do not collect any personnel belonging and make sure all guests are accounted for.

**NO SMOKING POLICY** - this includes the toilets. Smoke detectors are fitted within the toilets.

There is a cigarette metal box on the outside of the building for the people who wish to smoke. Please do not drop spent butts on the car park.

In the event of an emergency, no guest should put themselves at risk.

Fire extinguishers are provided should it be felt that they can be safely used. It is important that the correct extinguisher is used on the correct type of fire.

In the event of a Fire, the nearest telephone box is located outside the Co -Op Food Store. You should leave the hall using the Fire Exits that have been pointed out to the hirer of the hall. Guests should stay well clear of the building to allow the emergency services to gain access.

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## **LOCATED IN THE KITCHEN**

Fire Risk Assessments  
Accident Book & First Aid Box  
Hall information includes useful telephone numbers.

## **CAR PARKING**

The Public Hall has a limited amount of parking space to the front and side of the hall. If parked sensibly it shouldn't cause any trouble. There are side streets to park any overflow of vehicles but please give due consideration to local residents.

## **LEAVING THE HALL**

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park will disturb local residents.

## **INSURANCE**

PLEASE NOTE THE FOLLOWING: GOSBERTON PUBLIC HALL IS NOT INSURED FOR BODILY INJURY TO ANY PERSON TAKING PART IN CONTACT SPORTS INCLUDING MARTIAL ARTS

**THERE ARE CCTV CAMERAS INSIDE AND OUTSIDE THE HALL**

## **DECORATIONS**

Please be aware that the hall is very old. Please do not use drawing pins or Sellotape on the walls or other surfaces. Blue Tac is allowed but do not fix decorations near light fittings or heaters.

## **FAULTS/DAMAGES/ COMMENTS PLEASE ENTER INTO THE INCIDENT BOOK IN KITCHEN.**

Please report all faults and damage to the Booking Secretary as soon as possible, so that they can be rectified quickly. The Management Committee welcome comments or observations that you may have about your hire of the Public Hall.

## **DEPOSITS**

We will be asking for a £50 deposit when you book the hall. This will be returned if no damage is found, toilet areas and kitchen are found to be as clean as it was before your period of hire started.

## **HIRE CHARGES**

Our hire rate is £15.00 per hour.

## **OUTSIDE LICENSED BARS /BOUNCY CASTLES**

If the Hirer/Hirers of the hall require a Licensed Bar or Bouncy Castle, it is their responsibility to obtain a bar licence or in the case of the bouncy castle insurance details.

## **HALL CONTACT DETAILS**

**EMAIL:** [gosbertonpublichall@outlook.com](mailto:gosbertonpublichall@outlook.com)

**PHONE:** 07828 245588

**MAIL:** 55 High Street Gosberton Spalding Lincs PE11 4NJ

## **GOSBERTON PUBLIC HALL – USE OF BOUNCY CASTLES**

# Terms and Conditions

This document sets out Terms & Conditions for the use of “Bouncy Castles” within the Gosberton Public Hall premises.

To ensure the safe use of Bouncy Castles equipment hereby thereafter to be the “Equipment” the person wishing to hire must ensure that the equipment is hired and installed to meet all relevant safety regulations. The provider of the equipment must have the required insurance in place and **a photocopy must be given to the booking secretary at the time of booking.**

The person or persons who wish to hire the hall whilst the equipment is in place must also ensure they have adequate insurance to cover the use of said equipment.

The provider of the equipment must ensure that safety mats are in place and the equipment is secured in a safe position whilst in use.

The equipment is only inflated by use of an electric pump. The pump must have a current PAT test certificate and the pump does not exceed a load of more than 2KW operated on a single phase.

The equipment must have sufficient guarding to ensure no child could fall over the top when using it.

The equipment must be clear of the ceiling and roof lights by at least a distance of 1.8 metres ensuring that the total height of the equipment from floor level does not exceed this. This is to ensure that no person using the equipment can come into contact with the ceiling structure, fixtures or fittings.

All wall-mounted heaters in the hall around the area of the equipment must be isolated and the equipment must not be sited within 1.2 metres of any wall heaters either isolated or working.

The equipment must also be at least 2.4 metres from any windows and must under NO circumstances block any exit.

The Trustees of the hall take NO responsibility for any use of the equipment or the installing of the equipment. The Trustees take NO responsibility for any injuries sustained when using the equipment

Should any damage be done to any part of the hall premisses during erection, dismantling and the use of the equipment a fee will be placed upon the person who is responsible for the booking.

Please inform the booking secretary as soon as possible the name of the Bouncy Castle company you have booked.

**IT IS THE HIRERS RESPONSIBILITY TO MAKE THE BOUNCY CASTLES SUPPLIER AND INSTALLER ARE AWARE OF THE TERMS AND CONDITIONS.**