

## **Standard Conditions of Hire Robinson Hall Lolworth**

These standard conditions of hire will apply to all hirings of Robinson Hall Lolworth. If you are in any doubt as to the meaning of them you should seek clarification from us.

### **1. Age**

You, not being a person under 18 years of age, accept responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all Standard Conditions under this Agreement relating to the management and supervision of the premises are met.

### **2. Supervision**

During the period of hire you are responsible for :

- 2.1 supervision of the premises, its fabric and contents;
- 2.2 care of the premises, safety from damage or change of any sort;
- 2.3 the behaviour of all persons using the premises in whatever capacity.

As directed by us, you must make good or pay for all damage (including accidental damage) to the premises, fixtures fittings or contents and for loss of contents.

### **3. Use of Premises**

You must not use the premises for any purpose other than that described in the Hiring Agreement and must not sub-hire or use or allow to be used the premises for any unlawful or unsuitable purpose or in any unlawful way. You must not do anything or bring onto the premises anything which might endanger the premises or render invalid any insurance policy covering the premises or its contents. You must not allow the consumption of alcohol without our written permission. A copy of instructions for use of and equipment in the Hall are attached at the end of these standard conditions of hire.

### **4. Gaming, betting and lotteries**

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

### **5. Music Copyright Licensing and Music**

Robinson Hall Lolworth holds a Joint Music Licence (Performing Rights Society and Phonographic Performance Licence) which covers both the performance of live music and the playing of recorded music on the premises. 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.

### **6. 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 licences for film. This Agreement confers the required permission on you to show films (as required by the Deregulation Act 2015).

### **7. Safeguarding children and adults at risk**

You must ensure that any activities for children and adults at risk are only provided by fit and proper persons in accordance with the Children Acts 1989 and 2004, the Childcare Act 2006, 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. In any event you must at the minimum comply with our safeguarding policy a copy of which is available on request. All reasonable steps must be taken to prevent harm and to respond appropriately when harm does occur.

### **8. Public Safety Compliance**

You must comply with all conditions and regulations made in respect of the premises by the Local 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 acknowledge that you have received instruction in the following matters:

- The action to be taken in the event of fire including calling the fire Brigade and evacuating the Hall.
- The location and use of the fire equipment (including a diagram of location when handing over the keys).
- Escape routes and the need to keep them clear.
- Location of first aid box and accident book.

#### **9. Noise**

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

- 9.1 no-one attending the event consumes excessive amounts of alcohol
- 9.2 no illegal drugs are brought onto the premises.

Drunk and disorderly behaviour is not permitted either on the premises or in the vicinity. We will require 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.

#### **10. Food, health and hygiene**

If preparing, serving or selling food, you must comply with 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 a refrigerator.

#### **11. Electrical appliance safety**

You must ensure that any electrical appliances brought by you to the premises are safe, in good working order and are used in a safe manner in accordance with the Electricity at Work Regulations 1989.

#### **12. Smoking and vaping**

Smoking and vaping are not permitted on the premises. You must ensure that anyone wishing to smoke or vape does so outside and disposes of cigarette ends, matches and vapes in a tidy and responsible manner.

#### **13. Accidents**

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 of our accident book which is kept in the first aid box.

#### **14. 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, at 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 :

- 14.1 the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election;
- 14.2 our reasonably considering that (a) such hiring will lead to a breach of licensing conditions (if applicable) or other legal requirements, or (b) unlawful or unsuitable activities will take place at the premises as a result of this hiring;
- 14.3 the premises become unfit for your intended use;
- 14.4. an emergency requiring use of the premises as a shelter for the victims of a natural disaster such as fire, flood or other adverse events.

In any of these circumstances you will be entitled to a refund of any deposit paid but we will not be liable to you for any resulting direct or indirect loss or damage whatsoever.

#### 15. End of Hire

You are responsible for leaving the premises and the surrounding areas in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual position properly replaced, otherwise we may make an additional charge. **Please ensure that the central heating is turned down to 12°C at the end of the hire or an additional charge may be made.**

#### 16. No alterations

You must not make any alterations or additions to the premises nor install or attach any fixtures, placards, decorations or other articles in any way to any part of the premises without our prior 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 that you cause to the premises by such removal.

#### 17. Prohibited items

The following items are not permitted:

- Devices designed to produce smoke or mist.
- Indoor fireworks (not including party poppers).
- Glitter, confetti and confetti filled balloons.

#### 18. No tenancy or other rights

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

### General Information

#### Opening and closing the Hall

The Hall keys will be collected from and returned to a named individual (normally advised at the time of the booking) and, after locking up, should be returned there immediately.

You should ensure that any outside caterers, contractors and bar staff are aware of the hire period and that they will not be able to enter before or leave after the hire period. You should ensure that guests vacate the premises within 15 minutes of the end of the hire period.

#### Contact telephone numbers

#### Fire action

You or your authorised individual are responsible for fire safety. As the Hall has no telephone **please ensure that you have with you a fully charged mobile phone.** Familiarise yourself with the emergency exit which is the door opening onto the rear of the Hall site. If electricity fails emergency lighting will switch on. Also be aware of the position of the fire extinguishers (one by the side door exit in the kitchen area and one to the left of the front exit) and familiarise yourself with how the extinguishers work and for what type of fire. There is also a fire blanket in the kitchen.

If a fire breaks out do the following:

- Shout "Fire" as the Hall does not have a fire alarm.
- Ensure that everyone leaves the building by the safest exit.
- Call the fire brigade.
- Check that no-one is still in the building, including the toilets.

- **Only if it is safe to do so and you are confident in your fire skills**, tackle the fire with the appropriate fire extinguisher or fire blanket. Otherwise leave the building
- Check that all those who have left the building are at the fire assembly point on the Green by the village sign.

## **Robinson Hall Lolworth User Guide**

Instructions for the use of and equipment in Robinson Hall Lolworth

**Entrance hall:** The light switch is to the right of the main door.  
The toilets are on the right as you enter (ladies, gents, accessible).  
The cleaning cupboard (locked) is located in the entrance hall.

### **Main hall:**

Lights: the light switches are located to the left of the main door.  
Heating: Oil central heating. See poster by thermostat (to left of kitchen door) for operating instructions.  
Tables and chairs: 40 chairs, 4 white square tables, 2 white round tables, 6 wooden rectangular tables.  
TV screen: See poster on wall beside TV for operating instructions.  
Fire door on western wall, fire extinguisher by main entrance door.

### **Kitchen:**

Lights: the light switch is to the right of the kitchen door.  
Oven and hob: see poster on wall by oven/hob for operating instructions.  
Extractor fan: is situated above the hob. Button operation is obvious.  
First aid box: located on the wall in the kitchen.  
Accident book: in the first aid box.  
Sinks: the kitchen contains a double sink for washing up and a small hand washing sink.  
Washing up liquid, sponges, cloths and tea towels are provided.  
Bins: landfill, recycling and composting bins are located outside on the western wall of the hall.  
Please ensure that waste is correctly disposed of at end of hiring period.  
Fridge: there is a tall fridge (please indicate on booking if this is required so it can be switched on). Please remove all contents at end of hiring period.  
Microwave oven: there is a microwave for use by hirers. Please leave clean.  
Kettles: there are two kettles for use.  
Crockery and cutlery: the cupboards and drawers contain a selection of crockery and cutlery.  
Please wash and return at end of hiring period.  
There is a fire extinguisher on the wall by the outside door and a fire blanket to the right side of the hob.

### **Outside patio/garden:**

There are A-frame tables for use. The awning is operated by a remote control unit which is located in the kitchen next to the external door. There are two external lights (by the patio) which are operated by a remote control unit located near the external door in the kitchen.

Adopted by the Board of Robinson Hall Lolworth on 15 August 2023

Review date: September 2024

