



Reeth Memorial Hall

REETH & DISTRICT MEMORIAL HALL



Conditions of Hire

May 2024

REETH AND DISTRICT MEMORIAL HALL
Charity No 523402
CONDITIONS OF HIRE

1. Supervision - The HIRER is responsible for supervision of the premises, the fabric and the contents, safety from damage however slight, or change of any sort and the behaviour of all persons using the premises whatever their capacity. Any damage is to be reported as soon as possible to the Chair, Glen Steward, 2 Hillary Terrace, Reeth, Richmond, DL11 6TG, (Tel: 01748 884989)

2. Parking - The HIRER is responsible for the proper supervision of car parking arrangements so as to avoid illegally parking on double yellow lines, obstructing the highway, or obstructing the adjoining or adjacent business premises belonging to Reeth Garage.

3. Use of Premises - The HIRER shall not use the premises for any purpose other than that described in the hiring agreement. The HIRER shall not sub-hire or use the premises or allow them to be used for any unlawful purpose or in any unlawful way. The HIRER shall not do anything or bring onto the premises anything that may endanger the premises or render invalid any insurance policies in respect thereof. The use of the Hall does not in any way entitle the HIRER to alter in any way the fabric or decoration of the Hall including the use of any fixings (temporary or otherwise) to the walls or doors. The HIRER is not permitted to utilise any inflatable play equipment within the premises e.g., Bouncy Castles

4. Licences – The hall has licences for:

- Premises Licence (North Yorkshire Council) for plays, live and recorded music, performance of dance and sale and supply of alcohol.
- ‘TheMusicLicence’ – to play live and recorded music.

It is the responsibility of the HIRER to comply with the conditions of these licences, details of which can be supplied on request.

5. Gambling Act 2005 - The HIRER shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

6. Public Safety Compliance

The hall has a ‘Health and Safety Policy’ which is updated regularly and can be accessed via the hall’s website. It contains all the information relating to the safe use of the hall. It is the HIRER’S responsibility to comply with all aspects of the policy but particularly those relating to fire safety and to the safe evacuation of the hall in an event of an emergency. [A link to the Fire Action Plan can be found here.](#)

7. Health and Hygiene - The HIRER shall, if preparing, serving, or selling food, observe all relevant food health and hygiene legislation and regulations ensuring that the kitchen and cooker and all equipment used are properly cleaned after use and that any unused foods are properly removed from the fridge and the kitchen. The HIRER is responsible for providing tea towels and table linen. Hirers are reminded that no smoking or vaping is allowed on the premises.

8. Electrical Safety - The HIRER shall ensure that any electrical appliances brought to the premises and used there, shall be safe, in good working order with a current PAT test and be used in a safe manner. The HIRER is to ensure that all lights and power sockets are switched off after use and to be aware of the position and operation of the three electrical supply consumer units. A full listing is displayed on the notice board in the corridor together with a hall plan.

9. Indemnity - The HIRER shall compensate the Committee for the cost of repair of any damage to

any part of the property including the attached land and the contents of the buildings which may occur during the period of hiring as a result of the hiring. The HIRER shall be responsible for making arrangements to insure against any third-party claims which may lie against him or her (or the organisation if acting as a representative) whilst using the Hall. The Hall is insured against any claims arising out of its own negligence.

10. Accidents and Dangerous Occurrences – All HIRERS must report all accidents in the Accident Book situated in the First Aid Box in the kitchen. Any failure of equipment, either that belonging to the Hall or brought in by the HIRER must also be reported as soon as possible.

11. Animals No animals are allowed into the kitchen area. On occasion when animals are allowed into other parts of the hall they must be kept under close control and are the sole responsibility of the person that brought the animal into the venue.

12. Seating and Tables – The HIRER must not remove any seating or tables from the hall without prior permission of the secretary. Upholstered chairs are on no account to be used outside of the premises.

13. Fly Posting/Display items. - The HIRER shall not carry out or permit fly posting or any other form of unauthorized advertisements for any event taking place at the Hall, and shall compensate the Committee accordingly against all action, claims and proceedings arising from any breach of this condition. The HIRER shall not attach display items to the walls, doors, or any other fixed surface with the exception of designated notice boards where the fixings are specified. Portable displays screens are available to use.

14. Cancellation - If the HIRER wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Committee. The Committee reserves the right to cancel any hiring in the event of the Hall being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election, in which case the HIRER shall be entitled to a refund of any deposit already paid.

15. Unfit for Use - In the event of the Hall or any part thereof being rendered unfit for the use for which it has been hired, the Committee shall not be liable to the HIRER for any resulting loss or damage whatsoever. This is the HIRER'S responsibility.

16. Refusal of Booking - The Committee reserve the right to refuse a booking without notice or to cancel this hiring agreement at any time before or during the term of the agreement upon giving seven days' notice in writing to the HIRER. The HIRER shall be entitled upon such notice to reimbursement of such monies, including the deposit or a proportion of the same as have been paid by the HIRER to the Committee, but the Committee shall not be liable to make any further payment to the HIRER. Any breach of these conditions will entitle the Committee to cancel any booking with immediate effect and the HIRER to forfeit any fees paid. Additional conditions, deposits and/or fees may be required before any further bookings from that HIRER are considered.

17. End of Hire - The HIRER shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured, unless directed otherwise and any contents temporarily removed from their usual positions properly replaced. The HIRER should remove their own belongings, to enable cleaning prior to the next booking. The Committee shall be at liberty to make an additional charge for such belongings being left.

18. Noise - The HIRER shall ensure that the minimum amount of noise is made on arrival and departure. The committee also reserve the right to insist that all external doors and windows are kept shut during any performance to minimize possible noise disturbance to local residents.

19. Insurance - Use of the Memorial Hall and its equipment are covered by the Hall's insurance. Users are responsible for insurance cover for their own equipment.

20. Use of Wi-Fi – Wi-Fi is provided for the benefit of hall users but availability and connectivity is not guaranteed. All use of Wi-Fi must be lawful, fair and appropriate and may be blocked or disabled without notice if, at the discretion of any member of the Management Committee, this compliance is not met.

21. Covid Related Government Legislation - In order to comply with the Hall's insurance, it is the responsibility of any hirer to ensure that their activity complies with Government legislation at the time that the event is held. The Management Committee reserves the right to refuse or cancel any booking in light of any changes that may take place in Government legislation. It is recommended that Hirers consider taking out their own event insurance to cover any loss caused by unforeseen cancellation.

22. Hand sanitiser – An automatic dispenser of hand sanitiser is provided at the main entrance to the Hall. If your event or activity involves participants who may be considered vulnerable to Covid-19 infections, please bring antibacterial wipes with you to wipe down frequently touched surfaces such as door handles, light switches etc.

23. Central heating and thermostats - Any unauthorized adjustment of the Central Heating System or Thermostats at the venue may result in additional fees to cover costs to the venue.

24. Equality Policy - All hirers have a moral obligation not to discriminate against any individual or group of individuals in voice, poster or advertising, associated with hiring the village hall. In hiring the hall, you acknowledge that you will comply with the [Equality policy](#) which can be located on the [Reeth Memorial Hall website](#).

25. Safeguarding – All hirers must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons and are delivered in accordance with the [RDMH Child and Vulnerable Adults Safeguarding policy](#) and any relevant legislation. Relevant concerns must be reported to the Safeguarding Officer of Reeth District Memorial Hall.

UPDATED MAY 2024