

Rossington Memorial Hall – Conditions of Hire

1. Payment

- a. Bookings are not confirmed until a deposit has been paid. Deposits are non-refundable. All balances to be paid 7 days before the booking commences or on receipt of invoice, which will be emailed or posted to you.
- b. Payments can be made by either cash, cheque, or Bank Transfer:
Rossington Memorial Hall - Account No: 24223524 Sort Code: 09-01-29

2. Cancellation

- a. If you need to cancel your booking we need to be notified at least two weeks in advance, deposits may be refunded but this is at the discretion of the management committee.

3. Liability for Loss or Damage

- a. You are responsible for any loss or damage suffered by Rossington Memorial Hall as a consequence of your activities as a hirer. This includes damage to the premises, garden, fixtures, fittings, furniture and equipment. Call out fees for false alarms and loss of income.
- b. You are responsible for the actions of people you admit to the centre as part of your booking, or who gains access to the centre because you fail to control access properly.

4. Keys – Opening and Closing the Building

- a. The caretaker or cleaner will open and close the building but will not be required to stay in the building while it is booked out for your event. The caretaker's contact details will be given to you for emergencies.
- b. If you have been handed a set of keys it is your responsibility to keep them safe and secure, do not copy the keys or pass on the keys to anyone else.
- c. If you do hold a set of keys you are responsible for closing the shutters, setting the alarm, locking the doors and securing the outside gates.
- d. Do not leave the front door open – when all your members are inside the building and it is an evening or weekend session please lock the front door to avoid intruders entering the building.

5. Fire Precautions

- a. You must read and comply with the fire notices displayed throughout the building. A copy of the Fire Risk Assessment will be supplied on request.
- b. You should familiarise yourself with the fire alarm points, escape routes and fire extinguishers.
- c. Keep fire doors closed and do not obstruct fire escapes.
- d. In the event of a fire your primary responsibility is to evacuate the building quickly and safely, contact the emergency services and the caretaker immediately in that order.

6. Heating

- a. The heaters are controlled by thermostats on the walls inside the main doors to the rooms. You must turn the thermostats down when you leave the building.

7. Parking/Outside area

- a. You may use the car parking within the grounds of the Memorial Hall
- b. If children are playing outside the building, please do take care when manoeuvring vehicles.

8. Smoking

- a. Smoking is not permitted anywhere in and around the Memorial Hall, please go out onto McConnell Crescent to smoke.

9. Your Equipment and Decorations

- a. You must obtain our agreement in advance if you intend to bring other equipment into the Memorial Hall, as they may introduce a safety hazard.
- b. Smoke machines are not permitted
- c. Decorations are allowed but please be aware you must use temporary fittings, ie blu tack or masking tape to secure them and they must be removed afterwards. Do not use staples or drawing pins.

10. Insurance

- a. Rossington Memorial Hall is covered for public liabilities, our certificate is displayed on the notice board in the main corridor.
- b. We are not insured against risks resulting from activities you undertake – that is your responsibility.

11. Health & Safety

- a. You must ensure your activities are supervised and working practices comply with current health and safety guidance and take reasonable care at all times.

12. Accidents

- a. All accidents or near-accidents must be notified to the Memorial Hall so that we can try to prevent any re-occurrence.
- b. First aid boxes are in the kitchen and bar area, please notify the Memorial Hall if you use any supplies so we can re-stock.

13. Cleaning and Tidying – Cleaning equipment will be provided

- a. You must ensure that rooms are left as they were found in a clean and tidy state.
- b. All equipment used must be put away and all rubbish taken away.
- c. If you have used the kitchen it is imperative you clean any food residue, wash dishes and mop the floors.
- d. Toilets must be checked and cleaned if necessary

These are general rules and regulations. Rossington Memorial Hall is used by many members of the public and we ask that you respect the building and its contents. Thank you.

ROSSINGTON MEMORIAL HALL

BOOKING FORM AND AGREEMENT from 1st September 2018

Name: Tel No:

Company Name:

Address:

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Room Required: Hall Committee Room Upstairs Room Kitchen Front Room

PRICING STRUCTURE: - CHARITABLE EVENTS RECEIVE 33% DISCOUNT

HALL - £15 PER HOUR FOR LOCAL ROSSINGTON GROUPS - £18 PER HOUR FOR OTHER GROUPS

KITCHEN - £8 PER HOUR

UPSTAIRS ROOM, COMMITTEE ROOM, FRONT ROOM - £6 PER HOUR

CROCKERY/CUTLERY/GLASSES £20 (£10 CHARGE PLUS £10 DEPOSIT IN CASE OF BREAKAGES)

POTS/PANS/TRAYS £20 (£10 CHARGE PLUS £10 DEPOSIT IN CASE OF DAMAGES)

TABLE CLOTHS - £2 EACH

SECURITY DEPOSITS - £20 FOR AFTERNOON BOOKINGS - £45 FOR EVENING BOOKINGS

SECURITY DEPOSITS WILL BE AT RISK IF EXTRA CLEANING IS REQUIRED BY THE CLEANING/CARETAKING STAFF

Dates Required – no more than 3 months on one booking form:

Time Required:

Purpose of Hiring:

TOTAL COST OF HIRING:

AMOUNT OF DEPOSIT PAID:

PLEASE READ TERMS AND CONDITIONS ON THE BACK OF THIS FORM BEFORE SIGNING

SIGNATURE OF HIRER:

SIGNATURE OF MEMORIAL HALL REPRESENTATIVE:

DATE:

Please be aware that you are responsible for all equipment you bring into the Memorial Hall and the safety of all the people you admit.

INFLATABLES ARE NOT PERMITTED INSIDE THE BUILDING