ROBERT MONK'S FOXTON CHARITY
Registered Charity Number 234281

TERMS & CONDITIONS OF HIRE

REGULATORY SPECIFICS

The following legal requirements are necessary to comply with the Health Act 2006, Health & Safety regulations and our insurer's requirements:

Fire Regulations: A plan showing the position of all fire exits and extinguishers is displayed on the notice board within the corridor of the Robert Monk Hall. It, and other fire information, is also available at foxtonvillagehall.org.uk/RMH_FireInformation.pdf. You should familiarise yourself with this before your event. A copy of the latest Fire Risk Assessment can be found at foxtonvillagehall.org.uk/rmh_fireriskassessment.pdf.

A cut-off valve for the gas supply is located in the inside storeroom, at the far right hand side.

If the fire alarm sounds evacuate the premises. Call the fire brigade and Secretary (see contact numbers below). The control panel for the fire sensors is in the corner of the corridor by the kitchen. Warning lights will also show in the corridor if a fire is detected in an otherwise closed room (e.g. the cleaner's store).

No Smoking is permitted on any part of the premises at any time. As hirer, you must ensure that this prohibition is complied with. Cigarette bins are located outside by the side entrance (kitchen entrance), the rear emergency exit and the car park exit.

Open-flame appliances must not be used in any room other than the kitchen. If any candles are used they must be in an appropriate, protective container while lit.

Parking: The area between the main hall building and the Scout Stores must be kept free from parked vehicles, except when dropping off items at the kitchen door or the Scout Stores.

Child Protection: All hirers are responsible for ensuring that they comply with the Child Protection Act 1989 and 2004. All children under the age of 18 must be supervised.

Electrical equipment brought onto the premises that is more than one year old must have a current (PAT) test label.

PRACTICAL SPECIFICS

Bookings can be "back to back" so **your hire period** must include enough time for preparation before the event and for full clearing up afterwards. You will not be able to gain entry to the building before the booked time or stay beyond it as other hirers may be using it.

First Aid: Hirers are responsible for their own First Aid provisions. There is a basic First Aid kit hanging on the wall in the Kitchen, above the hand wash sink.

Accidents: Copies of accident report forms are available in the kitchen, hanging by the First Aid Kit. A copy can also be printed off from the website at foxtonvillagehall.org.uk/RMH_AccidentForm.pdf. If you have an accident you should record the details on a form and leave with the secretary.

Health & Safety: Users of the hall or grounds must recognise that there is a duty on them to comply with the practices set out by the Trustees, with all safety requirements set out in documentation associated with their hire and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others. A copy of our Health & Safety Policy can be found at foxtonvillagehall.org.uk/rmh_hs_policy.pdf, a copy of the latest Risk Assessment at foxtonvillagehall.org.uk/rmh_riskassessment.pdf, a copy of the latest Fire Risk Assessment at foxtonvillagehall.org.uk/rmh_fireriskassessment.pdf and a copy of fire information, including a plan of exits and extinguishers at foxtonvillagehall.org.uk/rmh_fireinformation.pdf. Hirers should familiarise themselves with these documents.

A key will normally be available in the key safe. The secretary or her representative will provide you with the location of the safe and the combination of its lock immediately prior to your booking. This key must be returned to the safe and the safe locked. Failure to do so will incur a charge sufficient to cover replacement costs of keys and locks. Current replacement costs are outlined in Hire Charges.

The building must be locked at any time it is left unattended.

Use of the outside grounds is subject to the condition of the grounds immediately before a hiring period, whether the surface is suitable for the intended use and how much long-term damage may be caused by such use. The decision of the Trustees in this regard will be final. Please note that there is a public footpath running through the grounds and that the children's playground is a public area. The Charity cannot guarantee exclusive use of the grounds as this is an open facility to village residents and visitors. Use of the outside area for organised events without authorisation will not be covered by the Charity's insurance.

Please note

(i) **Marquees, or any similar outside erections, are not permitted anywhere in the grounds**.

(ii) **HAY/STRAW bales are not permitted anywhere in the grounds.**

Equipment available is listed in the Facilities document. If you move tables and chairs between rooms, you must use the trolleys provided and return them to the original room at the end of the hire.

Internal walls and, in particular, the hall panelling must not be damaged in any way. Pins, staples, blue tack, white tack, sticky tape or any other fixing must not be used to display items on any wall in the building. Hooks are available above the hall panelling for securing decorations.

Ball games in the main hall must use only soft foam balls**.**

The Snooker Room: The Snooker Club has full access to the snooker room. However, hirers may request this room is not used during their hire if they give at least 4 weeks' notice. If bookings are made within four weeks of the event, hirers may not have exclusive use of the whole building as snooker matches may already have been scheduled for the hire date.

Any damage or breakages must be reported to the Secretary (see contact numbers below).

FINANCE

Payment policy: We prefer that hire charges are paid directly to our bank account and details of this will be on your invoice. A non-refundable 25% deposit is required to secure a booking made more than 4 weeks in advance of the hiring period. The balance, together with the damage deposit, must be received at least 4 weeks prior to the hire date. Failure to pay on time means the Charity will be entitled to cancel the booking and the hirer will forfeit the deposit. Any booking made four weeks or less beforehand must be paid for in full at the time of booking.

Cancellation policy: Any money paid, less the non-refundable deposit, will be reimbursed if your event has to be cancelled more than four weeks beforehand; 50% if cancelled between two and four weeks beforehand. No reimbursement will be due or made if your event is cancelled at less than two weeks' notice.

Damage deposit: We require a bank transfer payment as deposit to cover any damages, necessary extra cleaning or late departure. It should be paid at the same time as the final balance payment. For the amount required, please see Hire Charges. **The cost of any repairs or necessary extra cleaning** will be deducted from your damage deposit and the balance refunded.

Late departure: will incur a £100 penalty and this will be deducted from your damage deposit.

INSURANCE

Robert Monk's Foxton Charity has insurance to cover the buildings and contents owned by the Charity and any liabilities for which it, the trustees and employed staff are responsible.

With respect to hirers, provided their activities are non-commercial, the Charity's own Public Liability Cover will be in place during the specified hire period.

There is one exception to this, where the hirer is employing a third party to facilitate the event. In this case, it is the responsibility of the hirer to make sure that they obtain a copy of the public liability insurance of any company that they engage with during their hire at the hall, e.g. Bars, Bands, Bouncy Castles. See exclusions below.

Exclusions:

Cover is not provided for hirers' vehicles and any incident involving vehicles on the Charity's land is the responsibility of the vehicle owner and a matter for the individual car owner's motor insurance.

Certain other specific exclusions apply:

- Unauthorised organised events;
- Sponsored walks, rides marathons or similar events;
- Firework displays or bonfires;
- Bouncy castles and other inflatable devices;
- Bodily injury to any person taking part in
    - Contact sports (including martial arts
    - Jousting competitions
    - "It's a knockout" type competitions
    - "Donkey derby" races
    - Go-karting
    - Parachute jumping, paragliding or parascending
    - Bungee jumping or abseiling

- Events involving
    - Weapons
    - Passenger carrying amusement devices
    - Remote controlled model aircraft

If you are in any doubt about whether you are covered or should take out your own insurance, please contact our secretary for more information.

Commercial hirers should make whatever insurance arrangements they deem necessary to protect themselves and their guests.

LICENCES

Entertainments Licence

Maximum numbers of attendees:

Main Hall, closely seated or standing	144
Main Hall, with seating at tables	98
Meeting Room, closely seated or standing	50
Meeting Room, with seating at tables	26
Overall total occupancy of building	170

Permitted hours for public entertainment are:
Mondays to Fridays - 10am-11.00pm
Saturdays - 10am-11.00pm
Sundays - 12 noon-10.30pm

We are covered by the Performing Rights Society to have music played live or pre-recorded.

Alcohol Licence

We do not have an alcohol licence. If you are supplying your own alcohol free of charge you do not need a licence. However, if you intend to sell alcohol you **MUST** obtain your own **Temporary Event Notice**. The application for this must be made to Harborough District Council and can be found at:
http://www.harborough.gov.uk/info/860/licence-alcohol_and_entertainment/357/temporary_events_notice

Our premises' licence number for applications is **HHPRM00041**. We must be supplied with a copy of the Notice before the hiring period.

GENERAL

Behaviour: As hirer, you are responsible for the behaviour within the Robert Monk Village Hall, its playing field and car park of all persons you invite or permit to use them. Any incidents of crime or disorder during the hiring period will not be the responsibility of the Trust.

Children under 18 years of age must be supervised at all times,

Music and other noise: Hirers must comply with these terms:

- **No** music or loud noise inside the premises between midnight and 08:00;
- **The double doors at the front of the hall (main doors) should be closed at 22:00**
- **No** loud noise of any type outside between 22:00 and 08:00.
- **No** music or loud noise from the car park or other outside area must cause a nuisance to neighbours living in the village of Foxton.

Power: In the event that power is lost for any reason other than a general power-cut in the area, you should call the premises manager. Emergency lighting will allow up to 3 hours safe use of the premises if the normal lighting is lost.

Any regulatory action for breaches of these terms during any hiring period is the responsibility of the Hirers.

ON LEAVING

ALL WASTE must be taken away by the hirer.

Any equipment moved (e.g. tables and chairs) must be returned to its original arrangement or place of storage.

All areas must be left clean and arranged as found.

Work surfaces, oven and hobs must all be left clean.

Crockery, cutlery and cooking utensils must be washed in the dishwasher and put away.

The dishwasher must be drained at the end of your hire.

Fridges and freezer must be emptied and left clean, connected and switched on.

All electrical equipment and lights (other than fridges and freezer) must be turned off.

All windows must be closed and locked where a lock is in place.

Toilets must be checked and left clean.

All doors must be locked.

Litter: If you have used the recreation ground behind the hall, any litter must be removed.

EVENTS FOR CHILDREN UNDER 14 YEARS

Events for children must be supervised by adults **at all times.**

EVENTS FOR YOUNG PEOPLE AGE 14 YEARS TO 18 YEARS

The following extra conditions apply for such events:

No alcohol should be supplied to children (Licensing Act 2003).

At least two responsible adults named on the booking form must be in charge of the party. Their responsibilities must include keeping out uninvited guests and promptly telephoning for assistance, including the police, if necessary.

You must obtain permission from the two-extra supervising responsible adults to name them on the booking form. When you accept our terms and conditions you are confirming that this has been done.

Each of the responsible supervising adults named must supply a supplementary damage deposit. The amount required is listed in the Hire Charges in addition to and at the same time as the standard damage deposit. This is to give further security for any damage, extra washing or cleaning incurred.

ACTION ON BREACH OF LEGISLATION

The terms of hire and any other evidence in possession of the Trust will be made available to the authorities, should any regulatory action be taken in respect of any breach of legislation, e.g. Licensing Act 2003, Environmental Protection Act 1990.

CONTACT TELEPHONE NUMBERS

Secretary: 0790 910 7558