



# Old Heathcoat School Community Centre

81 King Street, Tiverton, Devon, EX16 5JJ  
www.ohscc.co.uk admin.ohscc@btinternet.com  
Tel: 01884 251155 Fax: 01884 250106

## Standard Conditions of Hire

These standard conditions apply to all hiring of all OHSCC premises. If the Hirer is in any doubt as to the meaning of the following, the Bookings Secretary (as named in the Hiring Agreement) should immediately be consulted.

### 1. Age

The Hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions under this Agreement are met.

### 2. Supervision

The Hirer shall, during the period of the hiring, be responsible for:

- supervision of the premises, the fabric and the contents;
- their care, safety from damage however slight or change of any sort; and
- the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.

As directed by the Centre, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for any loss however incurred.

### 3. Use of premises

The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-let or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.

### 4. Gaming, betting and lotteries

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.

### 5. Licensable activities

The Centre holds a Premises Licence which permits a range of regulated entertainment activities on the premises, subject to conditions including permitted hours of use. A summary of the Licence is displayed at the Community Centre.

The Centre holds a Performing Rights Society Licence which permits the use of copyright music in any form, e.g. record, compact disc, tapes, radio, television or by performers in person. Hirers may also require their own Phonographic Performance Limited (PPL) Licence for the public use of sound recordings.

### 6. Public safety compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, the hall's Fire Risk Assessment or other relevant authority, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided, or which is attended by children. The hirer shall also comply with the Centre's health and safety policy.

(a) The Hirer shall ensure they are aware of, and familiar with:

- The action to be taken in event of fire. This includes calling the Fire Service and evacuating the hall.
- The location and use of fire equipment.
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.

(b) The Centre may, at its' own discretion, require the Hirer to provide or employ Security Industry Authority (SIA) registered door supervisors at the ratio of 50:1

### 7. Means of escape

All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.

### 8. Outbreaks of fire

The Fire Service shall be called to any outbreak of fire, however slight, and details thereof shall be given to the Booking Secretary, in writing, as soon as is practicable.

### 9. Health and Hygiene

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

### 10. Electrical appliance safety

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989 and any subsequent legislation. Where a residual circuit breaker is provided the hirer **must** make use of it in the interests of public safety.

## 11. Insurance and indemnity

(a) The Hirer shall be liable for:

- I. the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises;
- II. all claims, losses, damages and costs made against or incurred by the Centre, its employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer; and
- III. all claims, losses, damages and costs made against or incurred by the Centre, their employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer and, subject to sub-clause (b), the Hirer shall indemnify and keep indemnified accordingly each member of the Centre's Management Committee and the Centre's employees, volunteers, agents and invitees against such liabilities.

(b) The Centre shall take out adequate insurance to insure the liabilities described in sub-clause (a)(I) above and may, in its discretion and in the case of non commercial hirers, insure the liabilities described in sub-clauses (a)(II) and (III) above. The Centre shall claim on its insurance for any liability of the Hirer hereunder but the Hirer shall indemnify and keep indemnified each member of the Centre's General Committee and the Centre's employees, volunteers, agents and invitees against (a) any insurance excess incurred and (b) the difference between the amount of the liability and the monies received under the insurance policy.

(c) Where the Centre does not insure the liabilities described in sub-clauses (a) (II) and (III) above, the Hirer shall take out adequate insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to the Centre's authorised representative. Failure to produce such policy and evidence of cover will render the hiring void and enable the Centre to rehire the premises to another hirer.

The Centre is insured against any claims arising out of its **own** negligence.

## 12. Accidents and dangerous occurrences

The Hirer must report all accidents involving injury to the public to the Booking Secretary (as named in the Hiring Agreement) or, failing that, to a member of the Centre's General Committee (as listed on the Community Centre notice board) **as soon as possible** and complete the relevant section in the Centre's accident book. Any failure of equipment belonging to the Centre or brought in by the Hirer must also be reported **as soon as possible**. Certain types of accident or injury must be reported. The Booking Secretary will give assistance in making this report. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

## 13. Explosives and flammable substances

The Hirer shall ensure that:

- a) Highly flammable substances are not brought into, or used in any part of the premises and that (b) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Centre. No decorations are to be put up near light fittings or heaters.

## 14. Heating

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises.

## 15. Drunk and disorderly behaviour and supply of illegal drugs

The Hirer shall ensure that in order to avoid disturbing neighbours and to avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk nor to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave, or may be removed from, the premises. No illegal drugs may be brought onto the premises.

## 16. Animals

The Hirer shall ensure that no animals (including birds) except guide dogs or hearing dogs are brought into the premises, other than for a special event agreed to by the Centre. No animals whatsoever are to enter the kitchen at any time.

## 17. Compliance with the Children Act 1989 and subsequent legislation, including work with vulnerable adults

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and subsequent legislation, and that only fit and proper persons who have passed the appropriate Criminal Records Bureau (CRB) checks have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The Hirer shall provide the Centre with a copy of their CRB Check and Child Protection Policy on request.

## 18. Fly posting

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and shall indemnify and keep indemnified each member of the Centre's General Committee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

## 19. Sale of goods

The Hirer shall, if selling goods on the premises, comply with all relevant fair trading laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address, and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

## 20. Film shows

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licences for film.

## 21. Cancellation

If the Hirer wishes to cancel the booking before the date of the event and the Centre 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 Centre.

The Centre reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- a) the premises being required for use as a Polling Station for a Parliamentary, European or Local Government election or by-election

- b) the Centre reasonably considering that
  - i. such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or
  - ii. unlawful or unsuitable activities will take place at the premises as a result of this hiring
- c) the premises becoming unfit for the use intended by the Hirer
- d) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Centre shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

#### **22. 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 by the Bookings Secretary) and any contents temporarily removed from their usual positions properly replaced; otherwise the Centre shall be at liberty to make an additional charge.

#### **23. Noise**

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. All external doors and windows shall be kept closed during performances of live or recorded music.

#### **24. Stored equipment**

The Centre accepts no responsibility for any stored equipment or other property brought onto or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring, or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed, unless otherwise agreed in writing by the Bookings Secretary.

The Centre may use its discretion in any of the following circumstances:

- a) Failure by the Hirer either to pay any charges in respect of stored equipment due and payable or to remove the same within 7 days after the agreed storage period has ended;
- b) Failure by the Hirer to dispose of any property brought on to the premises for the purposes of the hiring. This may result in the Centre disposing of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

#### **25. No alterations**

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Bookings Secretary. The Hirer must remove all such articles at the end of the hiring unless otherwise agreed with the Centre. Any unauthorised articles left on the premises will be disposed of by the Centre as it thinks fit. The Hirer will make good to the satisfaction of the Centre any damage caused by such installation and removal.

#### **26. No rights**

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

#### **27. Dangerous and unsuitable performances**

Performances involving danger to the public, nudity or those of a sexually explicit nature shall not be given.