

**BRAMCOTE MEMORIAL HALL, Church Street,
Bramcote NG9 3HD**



Hiring Agreement

This agreement is between the Management Committee and the person or persons named on any booking forms, invoices etc.

Access will be via a coded lock on the front door – code TBC nearer the time of the event. No keys are provided. In the event of difficulty please telephone our Caretaker (Mark Bignall) on 07871 011345.

Please note all music MUST be switched off by 11pm. Doors must be kept closed when playing music and volume must be kept to a reasonable level. In the event of any noise complaints, please be aware that your deposit will be withheld in full.

Safety: In the interests of safety and security, **external doors must be kept locked during session times**. The Management Committee reserves the right to raise appropriate charges in the event of non-compliance.

Bramcote Memorial Hall is not licensed for the sale of alcohol. Customers wishing to sell alcohol on the premises require a license from Broxtowe Borough Council – See Appendix A.

Cancellations: Please note that in the event of cancellation any deposit paid is non-refundable. Cancellations made with less than 48 hours' notice will result in the loss of all monies paid.

Please read the terms and conditions carefully and sign below. Full payment including deposits must be made within 7 days of the invoice date. The Management Committee reserves the right to cancel bookings when payment has not been made on time.

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I agree to the conditions of hire and confirm I am over 21 years old.

Signed: _____

Once signed please return this document to our administrator, Claire Morrell-Stone, on memorialhallbramcote@outlook.com

The Management Committee reserves the right to advise customers when the hall is unavailable and may change rooms if it is considered necessary. Election use will take priority over other bookings.



Parking All users of Bramcote Memorial Hall should please advise your guests/customers to avoid parking outside the cottages across the street from the Hall.

There is free parking to the rear of the Hall, in parts of Church Street, and in St Michael's Church car park next door (when there are no services or events taking place – please check with our administrator before using this car park).

There are also public car parks on Town Street at St George's Park, at the Sherwin Arms and at Bramcote Leisure Centre. Please note parking charges may apply.

Fire Arrangements Please familiarise yourselves with the location of the fire extinguishers. In the event of the alarm sounding please evacuate to the pavement in front of St Michael's church next door and either call the fire brigade, or the caretaker as appropriate. No naked flames such as candles or tea lights are to be used in the hall as, apart from being a fire hazard, it is also likely these will set off the alarms. **Use of naked flames in the hall will result in your deposit being withheld.**

1. **Responsibilities** The Management Committee will be responsible for the cleanliness and safety of the hall and all appliances will be in good working order. Appropriate certification will be displayed on the notice board.
2. **Heating** Please do not tamper with any of the controls. Should you wish to adjust a thermostat, please reset it when you leave.
3. **Floor/Wall/Furniture** Care must be taken to avoid damage to the floor and chairs and tables must not be dragged into position. Adhesive tape drawing pins or nails **MUST NOT** be used on the walls, woodwork, curtains and furniture.
4. **Kitchen** Please operate all appliances with care. If used, cutlery and crockery must be washed thoroughly, dried and replaced in the cupboards. The kitchen should be left in an overall clean and tidy condition. Please note drinking glasses are not provided and we cannot guarantee matching crockery for large events.
5. **Cooking Facilities** If food is cooked or warmed up on the premises and the cookers are left in an unsatisfactory state requiring extra cleaning a proportion your deposit will be withheld.

No cooking with naked flames within the building is allowed. (Cooking with naked flames outside the building is only allowed with express permission of the Management Committee and following an appropriate Risk Assessment). Kitchen appliances that have been used need to be turned off and cooled before leaving.

6. **First Aid** Please note that there are First Aid Boxes in each kitchen. These should be used in an **emergency only**, and users of the Hall are expected to provide their own First Aid facilities.
7. **Accident and Emergency Boxes** Note also that there are Accident and Emergency boxes in each kitchen and at the main entrance to the Hall. The Accident Books are kept in the boxes in the kitchens and must be completed for any accident that occurs.

The boxes also contain useful telephone numbers to contact in the event of an emergency, and the positioning of the shut-off valves for the various utilities in the Hall.

8. **Food and Hygiene** Where food is prepared and served to the public (excluding private groups and those offering tea and biscuits etc.) it is necessary to obtain Public Registration from:

Broxtowe Borough Council, Environmental Health Department, Council Offices, Foster Avenue, Beeston, Nottingham, NG9 1AB Tel: (0115) 917 7777.

Furthermore, although Bramcote Memorial Hall makes every reasonable effort to offer a safe and hygienic space for hire, please note we do not have the resources to clean between sessions. Therefore, the onus is on the hirer to make sure that the Hall is fit for the purpose of expected use and activities, before starting any session. If necessary, a Risk Assessment should be carried out.

A regular hirer who needs to handle food must provide the necessary staff training, documentation and certification if they are running a business, rather than merely providing leisure activities.

All users of the kitchens must ensure that the equipment is thoroughly cleaned after use and put away. A dishwasher is NOT provided.

9. **Removal of Rubbish** Reasonable amounts of rubbish should be deposited in the BIFFA bin in the car park, however where there are large amounts needing to be removed a charge of **£25** will be raised to cover additional costs which will be deducted from the deposit.

This is especially important to avoid wildlife encroaching from the allotments. No bin liners containing food should be left littering the car park.

The hall does not have glass recycling facilities therefore all glass **MUST** be removed at the end of your event.

10. **Nappies** A disposal unit is provided in the ladies' toilet. Under no circumstances should nappies be flushed down the toilets.
11. **Ball games** are not permitted anywhere within the hall or the car park area.

12. **Damage:** The hirer is responsible for checking the room and facilities upon arrival and reporting any issues to our administrator with time-stamped photographs. Any damages incurred during the booking should likewise be reported to our administrator. We reserve the right to charge for any necessary repairs.

13. **Leaving the Hall** When leaving the Hall at the end of the event all windows and doors must be closed and the main doors firmly shut. All fire doors must be closed from the inside. Lights must be turned off and all appliances switched off. All furniture should be returned to its original position.

All appliances should be switched off and at the wall socket. Do not use block type multi plug socket adaptors. Tested multi-gang extensions are allowed but not connected in a chain.

Tables and chairs should be put away where you found them. The Hall should be left in a clean and tidy condition. If any spillages occur these should be cleaned up thoroughly.

14. **Insurance and Liability** Please note hirers are responsible for the safe keeping of their belongings and we cannot accept responsibility for loss or damage to customers' own property whilst on the premises.

Whilst the Memorial Hall carries significant insurances it does not cover anyone injured whilst participating in an event/group or function not directly related to the management of the Hall.

It is therefore recommended that users of the hall carry Third Party Liability Insurance. The Memorial Hall insurances do not cover any loss or damage for personal belongings and/or group equipment etc.

Where external caterers are used they are responsible for food storage and all aspects of Health and Safety whilst they are on the premises. Where our fridges are used they should be emptied on completion of the event.

15. **Ceremonial dyes MUST not be used as these can stain the floors.**

16. **Fire Doors** Please note that the Fire Door in the Main Hall is for vacating the building in an emergency and for loading/unloading equipment via the car park. Excessive use causing damage will result in a repair charge of £25.

The fire door should be supervised at all times when being used and not allowed to close under its own weight due to delicate mechanisms.

17. **Force Majeure** The Hall will not be liable for any failure or delay in delivering its obligations where such failure or delay results from a cause beyond its reasonable control. Examples of such causes include, but are not limited to: power failure, industrial action, civil unrest, fire, flood, storms, acts of

terrorism, governmental action, or any other significant event that is beyond the Hall's control.

18. **Music License** The hall does not have a PPL music licence therefore anyone playing recorded music commercially must ensure they are individually covered.
19. **Decorating the Hall** The Hall may be decorated at the discretion of the Management Committee or its nominated representative, however all decorations must be removed immediately after the event to avoid inconvenience to other users and to comply with fire regulations. **Please note that we do not allow party poppers, loose glitter, confetti or any confetti-type material (e.g. filled balloons). Material MUST NOT be stuck to the hall floor and any professional cleaning required as a result of this will incur the full loss of your deposit.**
20. **Deposits** A refundable deposit is required for one-off bookings and the cost of any repairs or additional cleaning will be deducted if appropriate. **The Management Committee reserves the right to withhold all or part of a deposit but the customer can request details of how this decision was arrived at.**
21. The times of hire are as shown on the hire agreement/invoice and are to ensure users have the time to clear up and leave before the next group arrives. Please keep to the times, as agreed, to avoid pressurising other users of the hall. Any alterations need to be agreed and additional costs may be applied where extra time is required.

Please remember that residents living nearby are impacted by activities taking place in the Memorial Hall and every consideration must be given to their wellbeing. When loud music is played the doors to the street must be kept closed and anyone standing outside should do so to the rear of the building. Complaints from neighbours may result in loss in part of your deposit.
22. **Miscellaneous** The hirer will be responsible for the supervision of the premises, their fabric and contents, and the behaviour of all persons using the premises. Please note that equipment stored in cupboards (other than tables and chairs) is the property of our regular groups and is **not** to be used by hirers who have booked the hall for one-off functions.
23. The hirer should not use the premises for any other purpose than that agreed at the time of booking the hall. The hall should not be sublet or allowed to be used in any unlawful manner. The hirer will be responsible for any loss or damage to the hall.
24. The hirer should comply with all conditions and regulations made in respect of the premises by the Fire or Local Authority particularly with respect to public entertainment. Any electrical equipment brought into the hall must be PAT tested and the appropriate certification available for inspection.

25. The Management Committee is responsible by the terms of a deed of trust for the orderly management of the Hall. Hirers are therefore requested to arrive, conduct their business and leave in an orderly manner, causing as little disturbance to local residents as possible and other users.
26. In the event of any part of the premises (internal or external) being unfit for the use it was hired for the Management Committee will refund the hire charge but will not be liable to the hirer for any consequential loss they may suffer.
27. Please note our licence finishes at 11pm (10.30pm on Sunday). All music should cease and guests should leave by this time. The licence also limits the capacity of the Hall – if numbers are exceeded we reserve the right to withhold the deposit.

Useful Telephone Numbers

Caretaker: Mark Bignall	07871 011345
Administrator: Claire Morrell-Stone	07921 020268
Hall Chairperson: Alexandra Tavener	07926 057201

Appendix A

Bramcote Memorial Hall Premises Licence

Please be aware that Bramcote Memorial Hall is not licensed for the sale of Alcohol, although drink brought onto the premises may be consumed provided no charges are raised.

Anyone wishing to sell Alcohol must obtain a Licence from Broxtowe Borough Council at a cost of £20 approximately. Ten days notice is required for this Special Licence to be issued.

Cash must not be exchanged for the purchase of alcohol under any circumstances.

Details are available on Broxtowe Borough Council Web Site

www.broxtowe.gov.uk

or contact their Customer Services Department telephone 0115 917 7777

Please be aware the unauthorised sale of Alcohol may lead to the loss of our Premises Licence and will certainly lead to the loss of your deposit.

In addition all doors and windows to the front of the hall must be kept closed when amplified music is being played and the Committee reserves the right to refuse bookings where DJs are involved. Supervision of the Hall has been introduced, due to non-compliance,

and this will take place on a spot check basis. Please note we are subject to spot checks by Broxtowe Council Environmental Department.

Alexandra Tavener – Chair of the Management Committee