

TREMAYNE HALL - CONDITIONS OF HIRE

1. The premises/rooms are to be used for the sole purpose for which the Hirer has applied and cannot be sublet without the prior permission of the booking officer. The hall's policies are on the website
2. The Hirer or an appointed person shall be present and in charge of the premises during the period of hire and while any members of the public are on the premises. **Policies should be viewed and adhered to.**
3. The Hirer shall ensure that:
 - a) when over 25 members of the public are present at least 2 appointed representatives of the Hirer are on duty.
 - b) for events for 11-17 year old groups a ratio of not less than one adult to 6 young people is applied. **See safeguarding policy.**
4. 18 years is the minimum age for hiring the hall.
5. The maximum capacity, specified on the booking instructions, for seating and occupation of the rooms must not be exceeded. Check chair numbers.
6. The hirer shall ensure that all entertainment or activity stops immediately and everybody requested to leave the premises in the event of any situation arising which is likely to prejudice public safety.
7. The Hirer shall be responsible for compliance with the Hall's Premises Licence in accordance with the Licensing Act 2003 which may be inspected upon application to the booking officer. In particular:
 - a) The premises shall not be used for public music, singing or dancing or other entertainment of any kind except between the hours of 2pm and 11pm subject to the restrictions imposed by the conditions below. Note: classes and other activities which are not 'entertainment' are not covered by this clause.
 - b) Noise emanating from the premises shall not be excessive or cause a nuisance to inhabitants of the neighbourhood.
 - c) If alcohol is to be sold the Hirer shall obtain a Temporary Events Notice from Cornwall Council (Licensing Office 01209 614440), A copy acknowledged by Cornwall Council shall be provided to the booking officer prior to the event and the notice endorsed by the Council must be displayed on the hall notice board by the Hirer during the event. We recommend that Hirers who will be supplying alcohol contact the Licensing Officer in any case to clarify the status of alcohol in their own particular circumstances.
8. To comply with fire regulations, Hirers must assess risk, take all necessary precautions and employ an accurate method of determining the number of persons on the premises at any one time to ensure that the maximum permitted numbers of persons is not exceeded. A tally counter is available on application to the booking officer.
9. All Users and attendees MUST familiarise themselves with the Fire Safety Routine for the hall and the action they should take in the event of an emergency. Sleepovers require risk assessment checks.
10. The Management Committee cannot accept liability for any loss or damage to property brought to the premises in connection with any hiring.
11. Although the hall holds public liability insurance, the Hirer is responsible for arranging insurance to cover legal liability arising out of third-party loss, injury or damage in connection with his/her activities. Hirers must assess risk and act safely.
12. The Hirer agrees to indemnify the Management Committee against any claims or proceedings which may be made arising from the use of the premises or by reason of the act, omission or default of the Hirer.
13. The Management Committee reserves the right to charge a returnable deposit of £150 at the time of booking. The deposit will be returned in the event that no additional costs are incurred as a result of the Hire.
14. The hirer shall ensure that the hall is left in a clean and tidy condition, both inside and outside. NO ITEMS are to be STUCK to the walls with tape or other substance. No food to be left in the kitchen. Lost property will be disposed of after two weeks.
15. The Management Committee reserves the right to charge a returnable deposit on other bookings at the booking officer's discretion. Breach of any of the conditions of hire could result in forfeiture of part or all of the deposit.
16. Users of the Main Hall must permit access to other users to the kitchen, subject to safety and safeguarding requirements. *Food/drink or rubbish items should NOT be left in the kitchen after the hire.*
17. The Accident Book is located in the kitchen. If an accident occurs during the period of hire, the hirer must ensure that appropriate emergency services are contacted if necessary and the accident or incident entered in the Accident Book. The procedures defined in the Accident Book shall be followed. The Tremayne Hall Management Committee must be advised if a major incident occurs. Peter Munro-Lott 07790 012764
18. Hirers will be invoiced monthly in advance.
19. Proceeding with a booking also indicates that the user is happy for the Booking Secretary to keep their details on the booking database. Our full Data Protection policy can be seen on the website www.tremaynehall.org under the menu heading 'Notices'.
20. Please note that we operate a 'No Dogs' policy. Only registered assistance dogs are allowed.