

# Roseisle and District Hall

## Conditions of Hire

### Our Terms

**One-off bookings** are confirmed on full payment of the fee - the confirmation email will be the receipt. A full refund will be made if the booking is cancelled more than one month from the hire date. No refund will be made for a cancellation within one month of the hire date unless the hall can be rehired on that day (or the committee decides that it is appropriate in the particular circumstances).

**Regular classes** will be invoiced one month in arrears, requiring payment of the invoice within 14 days. Waiver of payment for cancelled classes will be at the discretion of the committee.

### Before the Hire Period

The hirer shall be responsible for

- obtaining licences that may be needed for the consumption or sale of intoxicating liquor and from the Performing Rights Society,
- ensuring that arrangements are made in advance so that the conditions of licences and all other regulations relating to fire safety, health & safety and food safety can be met during the hire period. (see Appendix - Safety Conditions to be Met)
- giving details of any hazardous activities (including bouncy castles) to the committee before the hire takes place NOTE Bouncy castles are not permitted inside the hall ie grounds only,
- ensuring the appropriate insurance is in place if needed eg for regular classes, bouncy castles,
- obtaining permission from the hall committee for use of any additional fittings or decorations.

### During the Hire Period

The Responsible Person will, during the hire period, be responsible for

- the care and safety of the hall,
- the care, safety and behaviour of everyone using the premises,
- due consideration of the Hall's neighbours at all times, including no loud music in the hall or noise in the grounds after midnight and supervision of car parking so as to avoid obstruction of the road,
- observing the conditions of licences and all other regulations relating to fire safety, health & safety and food safety (See Appendix- Safety Conditions to be Met),
- ensuring the premises are not sub-let or used for any unlawful or unauthorised purpose.

### End of the Hire Period

The Responsible Person shall be responsible for:

- leaving the hall and grounds in the pre-hire condition,
- replacing any contents temporarily removed from their usual positions,
- removing all rubbish.

If it has been agreed with the hall contact that the hall will be left secure, the Responsible Person will close all windows, **turn off all lights and heating**, ensure all taps are turned off in the kitchen and toilets, lock all doors and put the key in the letterbox.

Any hirer's equipment is stored in the hall at their own risk of damage/loss. The hirer shall pay for the cost of repair of any damage done to the hall during or as a result of the hire. The management committee reserve the right to levy an additional cleaning charge of £40 if the hall is not left in the pre-hire condition.

**Our insurance** requires us to notify the hirer that a) the hall committee responsibility for damage to the Premises or its Contents is limited to £1,000,000 for any one claim, b) the hall committee are not responsible for bodily injury, illness, disease (including death) beyond common law, and c) the hall committee do not cover your liabilities arising from bouncy castles, inflatables or contact sports.

## **APPENDIX to Conditions of Hire: Safety Conditions to be Met**

### **Fire Safety**

The Responsible Person must make themselves aware of the emergency fire action plan, on the kitchen noticeboard, and ensure that

- everyone in the hall, especially children, are made aware of the fire exit and assembly point locations,
- sufficient stewards are available who know their responsibilities for evacuating the hall in event of fire,
- arrangements are in place for anyone with poor mobility to safely leave the hall in event of fire,
- they have access to a mobile phone for contacting the fire service (the nearest public telephone is in Burghead),
- fire exits are not blocked with obstructions inside the hall or cars parked outside the doors,
- the designated smoking area is used by all smokers
- barbeques are kept at least 5m from the building
- candles are not used in the hall,
- the maximum capacity of persons in the hall for fire safety is not exceeded.

The Responsible Person may want to consider making a register of attendees in case of fire.

The maximum hall capacities are: Dancing only 128, Seated at tables 90, Combination of above 109, Closely seated 104

### **Health & Safety**

The Responsible Person shall ensure that

- spillages are cleaned up immediately using the equipment provided and the wet floor sign,
- the stepladder is used safely and by referring to the guidance attached to the stepladder,
- arrangements are made for control of parking to ensure the safety of everyone, especially children, using the hall,
- portable electrical equipment brought into the hall is safe for use,
- they are familiar with how to switch off the electrical supply in an emergency,
- tables and chairs are stacked carefully to avoid collapse
- slips/falls/incidents/ near misses are recorded in the accident book (on the kitchen noticeboard).

### **Food Safety**

The Responsible Person shall ensure that food safety standards are met:

- Fridge and freezer thermometers and a cooking probe are provided. Store food in fridges at below 5°C and in freezers at -18°C. During cooking a core temperature of 75°C should be reached. Reheated foods must reach 82°C. Hot food must be kept at 63°C or above.
- Raw and ready-to-eat food is prepared and stored separately.
- Use the dishwasher for cleaning dishes as far as possible. If not, a two stage cleaning method is used - a main clean/disinfect then rinse and air dry.
- Anyone who has had nausea or vomiting within 48 hours does not prepare food.
- People preparing food a) use the hand wash basin to wash hands with warm water and soap before touching food, after touching raw food, after using the toilet, after touching bins and when they look dirty, b) cover cuts and grazes with blue plasters (in First Aid box) c) wear clean, washable overalls, d) tie hair back.