

# KELVEDON INSTITUTE

78 High Street, Kelvedon, CO5 9AA

Charity No. 272790

## CONDITIONS FOR THE HIRE OF THE SMALL HALL

### Standard Conditions

- 1 **Entering and Leaving the Building.** All hirers are issued with a code or proximity tag to be used to unlock and lock the main doors. This code/proximity tag is only active for the duration of the hire. Care should be taken to vacate the premises by the end of the hire period after which the doors will automatically lock and you will not be able to re-enter the premises.
- 2 **Tables and Chairs and General use.** Hirers are responsible for setting out and clearing away tables and chairs which must be left clean. The hall, foyer and toilets are to be left clean and tidy by the end of the hire period - cleaning equipment is available in the Store Room. All rubbish generated during the hire period must be removed from the Hall and taken home.
- 3 **Spillages.** Any spillages must be cleared up immediately. Use of the grassed area should be avoided during/after adverse weather and any dirt brought into the building must be cleared before the end of the hire period
- 4 **Food Safety.** Hirers are responsible for the provision of tea-towels and also refuse bags for disposal of food and large volumes of rubbish. All rubbish and food debris must be cleared from the premises and surrounding area and be taken home by the hirer at the end of the hire. All glass bottles should be removed from the hall - recycling bins are available in the Co-op car park
- 5 **Alcohol.** The Institute is NOT licensed for the sale of alcohol - if the hirer wishes to dispense alcohol other than as a free gift the hirer may, with the Management Committee's written approval apply to Braintree District Council for a Temporary Event Notice permitting the sale of alcohol. The hirer will be responsible for the payment of any fees associated with the application for a Temporary Event Notice. The hirer should also note that free tap water must be available from the bar for any event making use of a Temporary Event Notice. If a Temporary Event Notice is obtained without the prior written approval of the Management Committee then the hirer will be considered to have breached the hire conditions and the Hall will not be made available and any deposit or other monies already paid will not be refunded.
- 6 **Noise.** The Hall is close to domestic premises and the hirer is required to ensure that residents are not unduly disturbed by noise particularly if the grassed area is used or by guests arriving and leaving the event. If amplified music or speech are used then all the doors and windows must be kept closed.
- 7 **Damage.** Any damage occurring during the hire period to the Hall, its fittings or equipment or to the permitted equipment of other users present in the Hall will be charged for. At the start of the hire period the hirer shall bring any pre-existing damage to the attention of the Booking Secretary. The hall is regularly inspected after events and if damage is found the cost of repairing will be sought to be recovered from the hirer.

Nothing shall be affixed to the walls of the building (e.g. with sellotape, bluetack, nails or similar). If blackout material is fixed to the window glass, removal of any sticky residue is the responsibility of the hirer. Any additional work by the Hall's cleaners to remove any such residue will be charged for. Permission may be given for a banner or similar

- 8 **Fire Safety.** The Management Committee are responsible for the provision and routine maintenance of fire safety equipment based on its own risk assessments. The hirer or someone appointed by the hirer is responsible for ensuring that
  - a) A risk assessment is carried out for their own activities and equipment
  - b) Escape routes are kept unobstructed
  - c) An evacuation plan has been formulated
  - d) All persons in the building understand the part of the evacuation plan appropriate to them
  - e) The Fire Services are called in the event of a fire. Post Code CO5 9AA.

The Booking Secretary can provide further clarification of the hirer's responsibilities if requested.

The fire extinguishers are provided solely for fighting fires - loss of or damage to the security tag on each extinguisher necessitates retest for the extinguisher in which case the hirer will be liable for all costs incurred. These are not to be removed from the walls or tampered with for any other purpose.

Note that the Small Hall is a **NO SMOKING** building. Hirers are responsible for ensuring that smoking does not take place in any part of the building.

The Hall is NOT fitted with a telephone - all hirers are advised to ensure that they have a mobile phone available. A public call box is situated across the High Street in New Road.

- 9 **Personal Equipment.** Hirers are responsible for ensuring the safety of all equipment brought into the premises, including the PAT testing of any electrical equipment. The Institute's insurance policy does not cover equipment brought into the building by hirers for either damage or third party risks. No article or equipment may be left in the building without specific permission. Any article or equipment left without permission and not reclaimed within a week will be removed and may be sold or otherwise disposed of.
- 10 **Electrical Controls.** The Hirer is not permitted to adjust any of the electrical control systems provided for heating, lighting or access control. Unauthorised adjustments of any electrical controls will be considered a breach of the Hire Conditions. The Hirer is permitted to alter the position of the roller shutter but is responsible for ensuring that it is left in the lowered condition at the end of the hire period - this is a matter of building security.
- 11 **End of Hire.** Hirers are responsible for ensuring that the hall is left clean and tidy, all lights are turned off and all doors/windows closed and locked at the end of the hire. Power usage is continuously monitored. If the management committee has evidence of excessive use an additional charge will be made.  
NOTE: Lobby & toilet lights are automatic and will turn off approximately 5 minutes after the building is vacated.  
Any breakages or damage must be reported to the Booking Secretary immediately.
- 12 **Parking for the Duration of hire.** Hirers are reminded to acquaint themselves with the charges for the adjacent pay + display car park.  
Loading and unloading is permitted in the disable parking bays subject to the vehicles being moved to the standard bays for the remainder of the hire period.  
Cars should not be parked on the area in front of the bike bays for any reason.
- 13 **Hearing Loop.** The Hall is fitted with a permanent hearing loop system - see instructions on Hall notice board.
- 14 **Right of refusal.** The Management Committee reserves the right to refuse any application to hire the Small Hall without giving any reason.

## Payment Conditions

- P1 The hire charge for all "One Off" lets must be paid in advance, either by cheque payable to "Kelvedon Institute Hall" submitted with the booking form or by bank transfer to:  
Account number: 70540358  
Sort code: 20-97-40  
Using hirers name and event date as identification (eg. Smith 31/08)  
  
For all other lets the frequency of invoicing and requests for advance payments or deposits, are at the discretion of the Hall Management Committee.
- P2 Payment is due within one calendar month of Invoice date.
- P3 If it is necessary to send a reminder, full payment must be received within two weeks of the reminder date.
- P4 In case of non-payment steps will be taken to advertise and recover the debt and all of the debtor's bookings will be cancelled. Any advance payment or deposit already made will be used to reduce the outstanding debt. See also Standard Condition 14 above.

The Management Committee reserves the right to amend these Conditions of Hire without prior notice.

# KELVEDON INSTITUTE HALL

## Application to hire The Small Hall

To be sent to : The Booking Secretary, 175 High Street, Kelvedon, Colchester CO5 9JD

Hirer

Name .....

Address .....

Tel no ..... Mobile no ..... e-mail .....

Organisation .....

Date(s) required .....

Session(s) required  
Morning   
Afternoon   
Evening   
All day

For multiple bookings please attach list of dates required. For regular bookings a list may be in the form e.g. Friday mornings this year excluding 23 June & 7 July

Type of event .....

Parties and some other events may be subject to the Additional Conditions.

Is the event Private  Open to the Public

Will music be played Yes  No  (see condition 3)

Will alcohol be sold Yes  No  (see condition 2)

Do you wish to apply for a Temporary Event Notice? Yes  No

Does your organisation have Public Liability Insurance Yes  No

Are crockery and/or cutlery required - these must be returned to their storage in clean and dry condition by the end of the hire period unless otherwise agreed Yes  No

Name of person responsible for Fire Safety .....

Agreement

I have read and understood the Conditions of Hire which I have retained for reference and agree to be bound by them.

.....

Booking confirmed Date

Additional data required  
Additional data received Date