

### **Terms and Conditions of Hire**

The London Borough of Havering booking form, when completed and signed by the hirer, together with these conditions and any special conditions, shall constitute the Agreement for hire of any council premises.

The halls are usually closed on Bank Holidays and the period between Christmas and New Year. Out of hours bookings will be at management's discretion. Additional charges may apply.

The council may refuse any application for hire without giving reason.

### **Payments**

1. The hirer (being the club, school, company or individual booking the facility and being over 18) shall be responsible for payments and any other charges to do with the hire.

2. One off bookings must be paid in full, including a refundable deposit of £150.00

3. Regular/block bookings must be paid a week in advance (a payment schedule can be agreed with the hirer, however all payments must be made in advance) this will not be refundable if the hirer cancels for any reason within this time. Failing to arrive for two consecutive bookings without giving prior notice will be deemed as cancellation by default.

4. In the event that payment is not made by the appropriate time, as detailed above, LBH will assume the booking has been cancelled.

5. All areas shall be left clean, tidy and free from damage. Any additional cleaning, repair or necessary replacement undertaken by LBH as a result of the function shall be charged and payable within 15 days.

6. The hirer shall be liable for any additional expenses incurred if the event over runs.

7. LBH reserve the right to vary hiring fees at any time before the booking date, notwithstanding that payment of the fees has been made and accepted. In the event of a charge increase, the hirer must pay the additional fee before the date of hire.

### **Cancellations by LBH**

1. LBH reserve the right to cancel any bookings without giving any reason up to and including the date of hire and to refuse admission to the premises.

2. LBH reserves the right to close the premise or make changes to its opening hours for health and safety reasons/maintenance/special events. Including parliamentary/local/European elections/ a civil emergency/ any other event of local/national importance. In the event of such cancellation the hirer will be limited to a full refund only.

3. LBH will not be liable for any other expenditure incurred or loss sustained by the hirer arising from the cancellation.

### **Cancellation by the hirer**

1. For one off bookings: 28 days prior to the beginning of the booking, a full refund will be given, after this no refund will be given.  
2. For regular/block bookings: seven days prior to the beginning of the booking, a full refund will be given, after this no refund will be given.

### **Rules and Regulations of use**

1. The hirer shall not assign or sub-let the right to use the facilities and must only use the facility for the agreed purpose.

2. Set up and take down of equipment will be undertaken during the hire time.

3. The following **MUST NOT** be brought onto the premises without the written permission of management.

- Animals (except guide dogs)
- Hazardous substances
- Electrical equipment
- Helium Balloons

4. Young people under eight-years old must be supervised by their parent or adult over the age of 18 at all times.

5. The hirer shall keep all noise at a level which is acceptable and will reduce noise levels immediately if instructed by a duty manager.

6. On arrival and departure, users must show consideration towards local residents living near the premises, particularly during the evening.

7. No user shall grant sound or television broadcasting/filming rights without prior conditional consent of the management. The consent may impose conditions with which you must comply. LBH and third parties may carry out general filming and sound recording. Admission to the premises signifies your consent to them being used in perpetuity and in all media without any rights to payment.

8. Only cars displaying a valid disabled badge may park in the disabled parking bays.

9. No equipment can be stored on site without the written permission of the duty manager.

10. Any lost items are kept for one month before disposal.

11. Parties for all ages will be at the discretion of the management only.

12. Bookings are only confirmed upon confirmation from the management.

13. No equipment or harmful/flammable substances shall be brought onto the premises without prior permission of the management (all electrical certification and COSHH sheets will need to be supplied prior to permission being given).

14. The hirer should ensure that suitably qualified persons appropriate to the activity shall be in attendance at all times. Copies of these qualifications should be passed to the management at the time of booking.

15. No structural or other alterations shall be made to the fabric of the building or any furniture, fixture or fittings without written permission of management.

16. LBH reserve the right to enter any part of the premises at any time with or without a third party, without stating reason.

17. No hirer is permitted to:

- Use the premises for gaming or wagering other than lawful gaming carried out in line with the Gaming Act 1968
- Have a fire on any naked flame within or surrounding the premises.

18. Provision of alcohol at any event is at the manager's discretion only and must comply with licensing laws.

19. No items likely to cause damage to the floors or walls shall be brought into the hall.

20. All rubbish to be disposed of by the hirer.

21. In case of evening bookings, music must cease by 11.30pm in order for the hall to be cleaned and left in a spotless condition. The hall must be vacated no later than 12.15am, failure to do so will result in the deposit being withheld.

22. In signing the booking form, you agree to strictly abide by the LBH Safeguarding Children and Young People policy and procedures in line with the Child Protection Act 2004, and the LBH Code of Conduct.

23. Hirers/users will take an active role in observing and implementing the LBH policy regarding Equal Opportunities and the Disability Discrimination Act 1995.

24. All documentation held by LBH will be kept in line with the Data Protection Act 2003.

### **Liability**

LBH accepts no responsibility for the loss of, or damage to, property or injury, illness or death, on the premises unless caused by its own negligence. The London Borough of Havering's insurance policies do not cover property not belonging to the council.

### **Emergency procedures**

1. All fire routes must be kept clear at all times.

2. If the fire alarm sounds, you must immediately leave the premises by the nearest available exit and meet at the designated meeting point, contact 999 and our contact centre on: Working Hours 01708 434000  
Out of Hours: 01708 756699

3. You must report any accident, injury or damage immediately to the duty manager.

### **Comments**

All users/hirers must comply with these conditions of use, have regard for the safety of, and behave considerately towards other users, colleagues, the building and equipment. Any user/hirer not doing so may be asked to leave the premises and must do so immediately. You are responsible for the behaviour of any children you bring onto the premises and must explain any relevant rules and conditions to them. You must comply with notices and signs on display on the premises.