



## **Terms & Conditions of Hire of The Victory Hall**

This Agreement constituting the Room Hire Booking Form, these Terms and Conditions and the Health & Safety and Fire Information is made between the Hirer and the Victory Hall Management Committee (VHMC). The parties agree that the hiring will be carried out in accordance with this Agreement.

### **1. Definitions and Interpretation**

1.1 The Hall – Means the Victory Hall & Reading Rooms, 27 Warsash Road, Warsash. Southampton. SO31 9HW

1.2 The Hirer – means the person or organisation as set out on the Room Hire Booking Form.

1.3 The Premises – means the Main Hall, the Newbury room, the Hook room, the Bartholomew Room, the Main Kitchen and Bar and any other rooms or space, both inside and outside, including but not limited to the car park.

1.4 Total Amount Due – means the total amount that the Hirer is required to pay to the VHMC as set out on the Room Hire Booking Form.

1.5 Block User – means a User who books 4 or more sessions annually and in one transaction

1.6 Commercial Rate – means the rate charged to users who are deemed to be commercial users by the VHMC

1.7 Charity Rate – means the rate charged to groups who have been issued with a unique Charity Registration number and who can produce their Charity Incorporation document for inspection to the VHMC and whose members are predominately from the Warsash and or Hook areas and who are also Block Users and not Commercial Users.

1.8 Local Groups Rate – means the rate charged to users and or groups whose members are predominately from the Warsash and or Hook areas and who are also Block Users and not Commercial Users.

1.9 The determination of which rate shall be charged to the user or group will be decided solely by the VHMC.

### **2. Booking**

2.1 The Hirer may submit their Room Hire Booking Form electronically or in paper form however; the Hirer's booking will only be accepted upon receipt of a signed Room Hire

Booking Form and payment in full or an agreed deposit or an agreement to pay monthly in arrears for those users who are deemed block users.

### **3. Use of Premises**

3.1 The Hirer shall not use the Premises for any purpose other than that described on the Room Hire Booking Form and shall not sublet or use the Premises or allow the Premises to be used for any unlawful purpose or in any unlawful way, nor do anything or bring onto the Premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol on the Premises without our prior written permission unless the Bar has also been hired.

### **4. Licences**

4.1 The Hirer shall be responsible for obtaining any licences and for completing any returns that may be required by the Performing Rights Society, Copyright Licensing Agency Limited and all other similar bodies in connection with the hiring and the Hirer shall indemnify VHMC against the consequences of the Hirer's failure to do so.

4.2 The Premises Licence for the Victory Hall is displayed in the foyer on the notice board and contains the activities that are licenced and the times that the Premises is licenced to be open. These conditions must be adhered to at all times.

### **5. Gaming, Betting, Lotteries & Alcohol**

5.1 The Hirer shall ensure that nothing is done on or in relation to the Premises in contravention of the law relating to gaming, betting, lotteries and alcohol.

5.2 The Premises is licenced to sell alcohol. No alcoholic drinks shall be brought onto the premises by hirers without the express permission of the VHMC.

5.3 All licencing laws applicable relating to age will be strictly adhered to by all users, attendees, groups or visitors.

5.4 The Manager or his deputy reserves the right to refuse to serve any person any drink and for any reason.

### **6. Public Safety Compliance**

6.1 The Hirer shall comply with all conditions and regulations made in respect of the Premises by the Fire Authority, Local Authority, the Local Magistrate's Court or otherwise.

6.2 It is the responsibility of the Hirer to ensure that any of their group who wish to park any motor vehicle do so within the designated parking bays and in a safe and considerate manner.

### **7. Electrical Appliance Safety**

7.1 The Hirer shall ensure that any electrical appliances brought to the Premises and used there shall be safe and in good working order, and used in a safe manner and have been tested in accordance with current safety testing requirements.

### **8. Alterations**

8.1 The Hirer must not make any alterations to the Premises or any other part of the hall without the VHMC prior written consent.

## **9. Food and Drink**

9.1 The Hirer shall if preparing, serving or selling food observe all relevant food and hygiene legislation and regulations.

9.3 If the Hirer wishes to use caterers on the Premises during the event the Hirer must ensure that the caterers comply with all health and hygiene legislations and regulations.

## **10. Animals**

10.1 The Hirer shall ensure that no animals (including birds) except guide dogs are brought onto the Premises other than with the prior written consent of VHMC.

## **11. General regulations**

11.1 The Hirer shall ensure that the following conditions are adhered to in full:

11.1.1 No preparation may be applied to the floors.

11.1.2 No interference with any equipment or fabric of the building.

11.1.3 No interference with the heating system except to turn on or off the individual heaters in the Main Hall or Bartholomew Room. Or to adjust the thermostat in the Newbury Room to a maximum of 22 degrees C or a minimum of 10 degrees C.

## **12. Nuisance**

12. The Hirer must not do or allow anyone attending their hiring to do anything on the Premises which is or may become a nuisance to the other hirers or to the occupiers of adjoining or neighbouring premises. The Hirer shall be responsible for requiring any person causing such a nuisance to leave the Premises. It is the Hirer's responsibility to ensure that the minimum of noise is made on arrival and departure.

## **13. Children**

13.1 The Hirer shall ensure that where a hiring involves activities aimed predominantly at children, and/or the activity is positively supported by a school for the attendance of children, they have appropriate child protection policies and procedures in place and that they themselves and those persons likely to have contact with children have been subject to DBS checks.

13.2 Where the Hirer wishes to use the Premises for a purpose which involves a regulated activity as described by the Safeguarding of Vulnerable Groups Act 2006 VHMC will require the Hirer to provide evidence that the necessary DBS or any other appropriate checks have been carried out on all persons. The VHMC reserves the right to review child protection policies and procedures and to impose any additional requirement they consider appropriate in connection with the hiring. If for any reason the VHMC are not satisfied then they reserve the right to cancel any hiring and there

shall be no liability to the Hirer other than to refund any of the Total Amount Due (including any deposit paid).

#### **14. Sale of Goods**

14.1 The Hirer must not use the Premises for any auction sale or manufacture without the written agreement of the VHMC or for any illegal or immoral act or purpose and the VHMC reserves the right to cancel with immediate effect any hiring where such use is taking or is intended to take place without refund of the Total Amount Due paid (including any deposit paid).

#### **15. Unfit for Use**

15.1 The VHMC may cancel any hiring if the Premises or any of the Victory Hall building is rendered unfit or become unavailable due to unforeseen circumstances and there shall be no liability to the Hirer other than to refund any of the Total Amount Due (including any deposit paid) for the cancelled hiring.

#### **16. Refusal of Booking**

16.1 The VHMC may cancel any hiring if in its opinion the hiring organisation for which the Premises are hired has racist policies, regardless of the stated reason for hiring the building. In such event the VHMC shall incur no liability to the Hirer whatsoever, other than the return of any of the Total Amount Due that has been paid by him in respect of such cancelled hiring.

#### **17. End of Hire**

17.2 The Hirer shall ensure that the Premises are vacated at the time specified on the Room Hire Booking Form under 'Finish time of event' and no later than 10pm on a weekday evening. In the event that the Hirer and his party have not vacated the premises the VHMC shall at its discretion make an additional charge.

17.3 The Hirer shall be responsible for leaving the Premises and surrounding area in a clean and tidy condition and any contents temporarily removed from their usual positions properly replaced, if this condition is not complied with the VHMC shall at its discretion make an additional charge.

17.4 The hirer must ensure that rooms are returned to the state as shown in the pictures which are situated in each room and show the layout of the furniture.

17.5 The Hirer must adhere to the locking up procedure as published at <http://www.victoryhall.btck.co.uk/Documents>

#### **18. Payment and Total Amount Due**

18.1 The details of the Total Amount Due are set out on the Room Hire Booking Form.

18.2 If the Total Amount Due is more than £50.00 the Hirer shall pay a non-refundable deposit on making the booking. On receipt of the deposit and the signed Room Hire Booking Form confirmation of the booking will be sent.

18.3 If the Total Amount Due is less than £50.00 confirmation of the booking will be sent by the VHMC on receipt of the signed Room Hire Booking Form and the hire fee.

18.4 The Hirer shall pay the Total Amount Due or any balance not less than 10 days before the hiring is to take place. If the booking is made 10 days or less before the Premises are required the Hirer shall pay the Total Amount Due immediately. Cheques should be made payable to 'Warsash Reading Rooms & Victory Hall'.

18.5 If payment is not made in accordance with this clause 18 or if any other terms of this Agreement not complied with then VHMC reserves the right to cancel the booking. Any amount paid by the Hirer will not be refunded.

18.6 Should it be agreed that the Hirer is entitled to block book rooms for an agreed period of more than 4 sessions per year then the hirer shall be invoiced in arrears for any monies due at the end of each hire month. Payment must be made within 14 days of receipt of our invoice.

## **19. Insurance**

19.1 During the period of hiring, the Hirer shall be responsible for all damages, losses, claims and costs arising out of their use of the Premises and shall indemnify VHMC from and against any expense liability loss claim or proceedings including claims for personal injury to or the death of any person whatsoever arising out of the course of or caused as a result of the hiring except where due to the negligence of VHMC.

19.2.1 The Hirer is required to have adequate Public Liability Insurance in place for the use of the Premises. The level of indemnity of the Public Liability Insurance must be no less than £5,000,000 for each and every claim. An additional charge of £10 will be incurred to all letting charges to cover the Hirer for the Public Liability Insurance should they not hold any such insurance themselves. Hirers who are regarded as 'commercial' entities, as decided by the VHMC, will always have to provide their own Public Liability Insurance.

## **20. Cancellation**

20.1 The Hirer must give the VHMC at least 10 days notice of its wish to cancel any booking. If such notice is given the total amount due less the deposit paid shall be refunded to the Hirer.

20.2 If a booking is made more than 10 days prior to the date that the Premises are required and the Hirer cancels the booking without giving 10 days' prior written notice may at its sole discretion refund 50% of the total amount due less the deposit paid.

20.3 If a booking is made less than 10 days prior to the date that the Premises are required and the Hirer cancels the booking VHMC will not be liable to refund any monies to the Hirer.

## **21. Health, Safety & Fire**

21.1 The Hirer acknowledges that they have been provided with the location of a copy of the Health & Safety & Fire Risk assessment for the Premises. If the Hirer for any reason considers that the risk assessment document requires any amendment to

reflect the Hirers proposed use of the Premises the Hirer must make VHMC aware and provide VHMC details in writing of the necessary amendments.

21.2 The Hirer agrees to comply with the terms set out in the Health and Safety & Fire Risk Assessment documents.

21.3 The Hirer acknowledges that he is familiar with the following:

- a) Fire alarm points
- b) Fire evacuation procedures, routes, refuge point and assembly point
- c) Location of a telephone that they must provide
- d) Location of a first aid kit
- e) Location of the accident reporting book

21.4 In accordance with the Premises' fire evacuation plan the Hirer is required to:

- a) Keep a register of people in the Premises and people who leave the Premises early;
- b) Familiarise all participants with the position of a telephone, fire alarm points, fire evacuation routes, fire refuge points (if any) and fire assembly point.
- c) Ensure that all necessary arrangements have been made to evacuate wheelchair bound participants from the building or to the fire refuge point (if any).

21.5 The Hirer is advised to carry out practice evacuations of the Premises from time to time to highlight any points for concern.

## **22. Data Protection**

22.1 Personal data supplied on the Room Hire Booking Form will be held on computer and will be used in accordance with the Data Protection Act 1998 for statistical analysis, management, planning and in the provision of services by the VHMC.

## **23. General Terms**

23.1 If any provision of this Agreement is held invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall remain in force and effect, and such invalid or unenforceable provisions or portion thereof shall be deemed omitted.

23.2 No term of this agreement shall be enforceable under the Contracts (Rights of Third Parties) Act 1999 by a person who is not a party to this agreement, but this does not affect any right or remedy of a third party which exists or is available apart from under that Act.

23.3 This Agreement will be governed by and interpreted in accordance with the laws of England and the English courts shall have exclusive jurisdiction with respect to any dispute arising under this Agreement.

## **HEALTH & SAFETY INFORMATION**

## **Fire**

A Fire risk assessment has been carried out for the Victory Hall. The assessment has identified the controls in place for fire safety. To ensure that these controls are met the event organiser will be responsible for persons under his/her control whilst on site and must notify their group members of the fire arrangements for the building, i.e. nearest exit door and assembly point.

### **Fire Instructions**

What to do if you discover a fire:

- Raise the alarm immediately by pressing on of the break glass points
- Leave immediately by the nearest safe exit route, move quickly but do not run
- Report to the designated assembly point which is located in the car park of the Silver Fern Public House
- Stay outside the building and await the arrival of the Fire and Rescue Service and only return to the building when a member of staff gives the all clear.
- If safe to do so call the manager who's number is available on the entrance door.

If you hear the alarm or are warned of a fire:

- Leave by the nearest safe exit route, move quickly do not run.
- Assist any person with disabilities
- Report to the assembly point which is located in the Silver Fern Car Park
- Stay outside the building and await the arrival of the Fire and Rescue Service and only return to the building when a member of staff gives the all clear.

The fire risk assessment is available and located with the generic risk assessments located at <http://www.victoryhall.btck.co.uk/Documents>

### **Accident/Incident Book**

Details of accidents which result in an injury must be entered in the accident book. The accident book is kept in the hall managers office.

Any member of staff can make an entry in the accident book either following an accident to themselves or on behalf of the injured person.

First Aid First aid boxes are located in the large kitchen and in the small kitchen located in the Bartholomew Room.

### **Risk Assessments**

Generic risk assessments are completed for the building and are located at hall users are responsible for completing their own specific risk assessments if required.

### **Hazardous Substances**

An inventory of all chemicals kept on site is maintained and updated. Appropriate control measures are identified for all hazardous substances in the form of risk assessments. All cleaning supplies are stored behind a locked door.

### **Electrical Equipment**

All electrical equipment kept on site is subject to regular inspection and testing. An inventory of all electrical equipment is available. Should you use your own electrical equipment whilst on site, you must ensure it is safe (i.e. through an inspection and testing regime) before it is connected to our electrical supply.

### **Facilities**

Toilets are situated near the main entrance.

Disabled toilets are situated near the Newbury Room together with additional mens toilets.