

# Terms and Conditions for use of Portfield Community Hall

Portfield Road, Christchurch, BH23 2AQ. Tel 07771276807

## Bookings

- Applications to hire the hall will not be accepted from anyone under the age of 18 years. The names hirer will be expected to remain on the premises for the duration of the function and ensure full compliance with this agreement. Ensuring the hall is used only for lawful purposes and for being responsible for the behaviour and safety of all those attending the function, both inside and outside the building.
- A booking form must be submitted before a booking is made final. Payment must be made in advance.
- The period of hire must include the additional time required for setting up and clearing away. Rooms may be booked for a minimum of 1 hour and in additions blocks of 15 minutes.
- Included in the Main Hall hire is the use of the hall, garden, tables, chairs and Kitchen. Please advise at the time of booking if use of the garden is required. Hire of rooms 3 includes hire of tables and chairs and shared use of the kitchen.
- Hirers must make sure they have adequate public liability Insurance for any equipment and personal belongings brought onto the grounds.
- The Trustees cannot be held responsible for theft or loss of personal belongings on the premises, or for anything left on the premises at the end of the hire period.
- We reserve the right to refuse any application, without giving reasons.

## Payments

- Full payment must be made 14 days before the event or the booking will be cancelled. Bookings made less than 14 days before the event will require full payment at the time of booking.
- Payments should be made by BACS wherever possible. We don't accept cheques.

## Health & Safety

- The Halls full Health and Safety Policy can be found on the notice board and on the website, the hirer must make themselves fully aware of this.
- The number of persons in Main Hall at any one time must not exceed one hundred and twenty, and number of persons in Room 3 must not exceed forty.
- There is no telephone at the Hall, hirers are strongly recommended to have a mobile telephone available for emergency use.
- All electrical equipment brought into the premises by the hirers must be in good condition and have the minimum recommended electronic testing (i.e. PAT tested).
- All hirers are responsible for ensuring that necessary DBS checks are held or obtained in accordance with the halls 'children and vulnerable adult policy' which can be found on the website. They must also be aware that on some occasions other hirers may be using the building and may have to share use of the kitchen and toilets.
- Children are not permitted in the kitchen area.
- If you are preparing food in the kitchen, we recommend that you have at least one person with a Food Safety Qualification or Training. All food prepared in the Halls kitchen must be prepared in accordance with The Food Safety (General Food Hygiene) Regulations 1995.
- The hirer shall ensure that no animals, except for guide/assistant dogs, are brought into the hall unless this is agreed by the Hall Manager in advance. No animals are to enter the kitchen at any time.

## **Fire**

- The Hirer must nominate a competent person to take charge in case of Fire. That person must make him / herself familiar with the Hall's Fire and Evacuation Procedure, ensure that it is followed in the event of a fire or other emergency and that all persons at the Hall can escape unimpeded through the Fire Exits to assemble in the designated assembly area. Improper operation of the Fire Alarm or extinguishers will result in the automatic loss of the deposit.
- Fire Doors MUST remain unobstructed during an event.
- Copies of the Fire and Evacuation Procedure are displayed on the notice board and on the website.

## **First Aid**

- A First Aid kit is provided in the kitchen, behind the door. Any accidents must be reported using the Accident Report Forms that are attached to the First Aid Box in the kitchen. Completed forms should be handed to the Hall manager or placed in the letterbox.

## **Smoking**

- Please note, all areas of the building are designated as 'No Smoking'.
- E-Cigarettes are not allowed and can set the fire alarm off.

## **Alcohol**

- If you wish to *sell* alcohol during your event you must first seek permission from the Hall Manager (as we are permitted a limited number of licenses a year). If this is granted, it is then your responsibility to obtain A Temporary Event Notice (TEN) from Christchurch Council. (Please note you must apply for this at least 10 working days prior to the event and there is a charge). We will need to see this licence before the event.
- You must not sell alcohol or make it available to anyone under the age of 18.

## **Music**

- The hall holds a Joint PPL and PRS for music license therefore live and recorded music can be played if you are a private party, charity or not for profit group.
- If you are a business or profit-making organisation you must acquire your own PPL/PRS Licence if you wish to play music.
- When musical events are in progress the hirer shall ensure the doors are closed to minimise annoyance to neighbouring residents.

## **Sale of Goods**

- The hirer shall, if selling goods on the premises ensure compliance with the Fair-Trading Laws and any code of practice used in conjunction with such sales. In particular, the hirer shall ensure that the total price of all goods is prominently displayed, as well as the organisers name and address.

## **Decorations**

- You may put decorations up using only Blu Tac.
- Please don't use Sellotape, pins or other methods that may damage the paintwork or fabric of the building.
- Do not stick any tape to the floor or hang anything from the ceiling.

## **Bouncy Castles**

- Bouncy Castles and inflatables are allowed.
- *Please note the height of the hall is restricted.* The height of the hall is 2.4m so you will need to ensure any inflatable is sufficiently below 2.4m for its safe use.
- The Hall insurance does not cover Hirers for bouncy castle use. You must check that your own (or the company supplying equipment) insurance covers your event. Hirer must ensure the bouncy castle is supervised by a nominated, competent, and responsible person at all times.

### **Roller Skating / Skateboards / Bikes**

- You must inform us at the time of booking if you are going to be using Roller Skates/Blades or Skateboards in the building.
- There is an additional damage deposit of £100 to use these types of equipment in the building. This is to cover the cost of damage to the hall floor.
- A video of the floor before and after the party will be taken to confirm new damage.
- If any damage is found the full deposit will be retained.
- If no damage is found the full deposit will be returned within 7 days. (please note we haven't yet had a roller skating party that hasn't caused some damage.)
- Toddler ride on cars and Toddler scooters (minimum of 3 wheels) are allowed, you don't need to advise us if you plan to use these, and no damage deposit is payable.

### **Smoke/Fog/Haze Machines, Fireworks**

- Bringing Fireworks into, or the ignition of Fireworks in the Hall or grounds, is expressly forbidden.
- Smoke / Fog / Haze machines are not permitted as they will set the fire alarm off.

### **BBQ's**

- Gas BBQ's can be used in the garden area only. They should not be brought into the building.
- The hirer is responsible for the safe use of equipment and the safety of others at an event. The halls public liability doesn't cover the use of BBQ's or any accidents or incidents relating to their use.
- Coal BBQ's can not to be used under any circumstances.

### **Parking**

- Please ensure any cars parked in the Halls car parks and on the surrounding streets are parked with respect to the neighbours' access. The Hall is not responsible for any damage or theft to property left in the car parks.

### **Cleaning and End of Hire**

- Please treat the hall with respect and care, leaving it as you would wish to find it.
- After your event, please ensure the floors are swept and all areas are left in a clean and tidy condition, cleaning equipment is provided. Ensure tables and chairs are stacked away and the kitchen is left clean and tidy.
- Rubbish should be separated into general waste and recycling – paper/card, glass, plastic, tin and placed in the appropriate bin in the kitchen.
- Please ensure that all doors and windows are left locked, all kitchen appliances are turned off and lights are turned off (The lights in the toilets and kitchen are on a timer and will turn themselves off).
- Please be as quiet as possible to respect the neighbours when leaving the Hall, especially if it is late at night.

### **Cancellation**

- If you cancel less than 14 days before the date of the event a charge of £20 will be made and a refund of the remaining balance will be given. Or a credit note will be given for the full balance to be used against a future booking.
- The trustees reserve the right to cancel this hiring by giving notice to the Applicant in the event of
  - The premises being required for use as a Polling Station
  - The trustees considering that the hiring will lead to a breach of these terms and conditions.
  - The premises becoming unfit for the use intended by the Applicant.
  - In any such case the Applicant will be entitled to a full refund of any deposit already paid, but the trustees will not be liable to the Applicant for any resulting charges, direct or indirect loss or damages.

### **Winter Weather**

- Whilst the Committee will endeavour to provide safe access to the hall, in the event of snowfall or icy conditions it will only clear a pathway from the main gate to the Main Hall door. No other areas will be cleared, and caution is advised to all hall users in adverse weather conditions. The Committee reserves the right to close the hall should conditions be deemed to be too hazardous.
- If the hall is accessible however you choose to cancel your event due to bad weather, you will not be given a refund.

### **CCTV**

- Portfield Hall incorporates a CCTV system, operated in accordance with the Data Protection Act (please refer to the Portfield Hall CCTV Policy). The purpose of the system is to provide a means of identifying when the premises are occupied for security and management purposes, and to provide a greater sense of safety and security to users of the building.
- There are three exterior and one internal camera. Activity is recorded, the recordings being retained for approximately 2 to 4 weeks. During this time images are available to the police upon request and to any person/s who believe they have been recorded upon receipt of a written request and payment of the standard fee (refer CCTV Policy).
- Neither live or recorded images are available for viewing except by 'authorised persons' as defined in the Portfield Hall CCTV Policy.

### **Complaints**

- Any complaint regarding any arrangements connected with the hiring of the hall must be made in writing to the hall manager and received within 48 hours of the cause of the complaint arising.
- A response from the trustees will be made within 3 weeks of the complaint being received.