

CORONATION HALL DALE

CONDITIONS OF HIRE & FIRE SAFETY INFORMATION

General Conditions and Policies

1. The HIRER shall pay all fees or the outstanding part of the fees and all expenses incurred to the Booking Secretary within 30 days of the end of the hire period. If the HIRER wishes to cancel the booking and the Hall Committee is not able to conclude a replacement booking, the liability of the Hirer for payment of the fees and any expenses incurred shall be at the discretion of the Hall Committee.
2. The HIRER shall ensure that these Conditions of Hire governing the use of the Hall Premises, as supplied to the Hirer, are complied with. THE HIRER shall ensure that any activities for children comply with the Coronation Hall Safeguarding Children Policy, (this includes protection of children in use of the internet), which can be seen on the Dale Village website or is available on request.
3. Our Equal Opportunities Policy, also available on the website, must be complied with.
4. Our Age Verification Policy in relation to the sale of alcohol must be adhered to.
5. The HIRER shall abide by the British Board of Film Classification (BBFC) when any films are shown.
6. The HIRER, on making the booking, shall inform the Booking Secretary of the use to be made of the Hall and any special requirements. The Hirer shall be responsible for making all necessary arrangements, and for any charges incurred.
7. There is phone and WiFi availability in the Hall. The hirer will be charged for any excessive use of the phone.
8. The HIRER shall, during the period of hire, be responsible for supervision of the premises, protection of the fabric and contents, safety from damage however slight, or change of any sort, and the behaviour of all persons using the premises whatever their capacity. The HIRER is to ensure that car parking is compliant with bylaws, does not create a nuisance to the residents of Dale or cause any obstruction to the roads. The COMMITTEE cannot be held liable for any loss or damage to cars.
9. There is phone and WiFi availability in the Hall. The hirer will be charged for any excessive use of the phone.
10. The HIRER shall ensure that the minimum of noise is made on arrival and departure at the Hall.
11. The HIRER shall take responsibility for the responsible and legal disposal of any rubbish accumulating from activities during the period of hire. Any confetti or similar materials used at events are to be bio-degradable.

Licences and Insurance

12. The HIRER shall be responsible for obtaining any licences necessary in connection with the booking and the type of use intended, other than any already held by the Hall Committee. (Currently the Hall holds an annual Public Entertainment licence, an annual Theatre Licence and a Film Licence)
13. The HIRER becomes the "**NOMINEE**" for the purposes of the premises licence and shall be responsible for the observance of all regulations appertaining to the premises stipulated by the Licensing Justices, the Fire Authority, the police or the Local Authority or otherwise.

14. The HIRER shall be responsible for arrangements to **insure** against any third party claims, which may lie against the HIRER whilst using the Hall premises. (The Hall Committee is insured against any claims arising out of its own negligence)
15. The HIRER shall indemnify the Hall Committee for the cost of repair or any damage done to any part of the property including the curtilage thereof or the contents of the building during or as a result of a booking.
16. The HIRER shall not sub-let or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the premises, their users, or any insurance policies relating thereto.
17. The HIRER shall, if selling goods, comply with the Fair Trading Laws and any local code of practice applying to such sales. The COMMITTEE reserves the right to put an immediate stop to any entertainment or meeting which in their opinion is in breach of the conditions of hire.
18. In the event of the Hall or any part thereof being rendered unfit for the use for which it has been hired, the COMMITTEE shall not be liable to the HIRER for any resulting loss or damage whatsoever.
19. The COMMITTEE reserves the right to amend the conditions of hire at any time and will give one month's notice of any such amendment

Fire Safety

20. The HIRER is to ensure that a strict "No Smoking" policy is enforced everywhere in the Hall. Any smoking outside and in the immediate vicinity of the Hall is to be controlled by the HIRER, having regard to pollution and fire risks, and any smoking debris cleared away by the HIRER on completion of the period of the hiring.
21. Electrical installations must not be disconnected or otherwise interfered with. The HIRER shall ensure that any electrical appliances brought by him, or anyone acting on the HIRER's behalf, to the Hall are safe and in good working order. Any electrical appliances not meeting the current regulations should not be used in the Hall. Where a residual circuit breaker is provided with such appliances the HIRER must make use of it in the interests of public safety.
22. The HIRER shall ensure that no additional lights or extension from the electrical distribution system shall be used without the previous written permission of the COMMITTEE.
23. The HIRER shall be responsible for ensuring that emergency exits are kept clear of obstructions and for the necessary actions to be taken in the event of fire, including calling the Fire Brigade and evacuation of the Hall. The HIRER shall make his/herself familiar with the Fire Safety Note for Hirers (below).
24. **Display boards** not made of fire-resistant material are a potential hazard. If these are used in the Hall the HIRER must take extra precautions with regard to keeping FIRE EXITS clear.
25. When providing seating for performances if audience is more than 50 chairs must be joined in rows.

Food Safety

26. THE HIRER shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. The kitchen in the Hall is registered with the Environmental Health Officer in Pembrokeshire County Council and meets their requirements.

Accidents

27. In the event of an accident involving injury, the HIRER must report as soon as possible to a member of the Management Committee and complete the relevant section in the Hall's Accident Book. The COMMITTEE provides a basic first aid kit but cannot be held responsible for the consequences of its use, which is at the HIRER's risk. Any failure of equipment, either that belonging to the hall or brought in by the HIRER, must also be reported as soon as possible. Certain types of accident or injury may have to be reported on a special form to the local authority. The COMMITTEE will give assistance in completing this form.

Care of Hall and Furniture

28. The HIRER shall ensure that no bolts, nails, tacks, screws, bits, pins, Sellotape, Blu-Tack or other like materials shall be driven into or fixed to any part of the Hall nor shall any placards or any other articles be fixed thereto without the previous written permission of the COMMITTEE.
29. The HIRER shall be aware of the caution to be exercised when moving furniture and equipment.
30. The HIRER must not remove any HALL furniture or equipment from the premises without prior written permission from the COMMITTEE.
31. Additional equipment, furniture, etc provided by the HIRER must be brought into the Hall and removed within the hiring times, or within prior agreed times.

Actions on Commencement of Hire

The HIRER shall, on commencing their period of hire, ensure that:

- They have noted the condition of the Hall and any problems, advising the COMMITTEE if necessary
- Brief those for whom they are responsible of the fire and emergency arrangements and ensure these are carried out in the event of an emergency.

Actions on Completion of Hire

The HIRER shall, on completing their period of hire, ensure that:

- All equipment used, including tables and chairs, is properly stowed away; stackable chairs around the sides of the Hall, folding chairs and tables in the cupboard.
- Taps are off in kitchen and lavatories
- The cooker and all other kitchen appliances are off and kettles and other portable appliances disconnected from mains sockets. The exceptions to this is the refrigerator.
- All lights, except emergency and security lights, are out.
- All exterior doors and windows are confirmed shut, including the door to the rear lobby
- Check that all rooms have nobody left inside.
- Any breakages, defects or potential hazards are promptly reported to the COMMITTEE
- Everything is tidy and clean and as the HIRER would have wished to have found the Hall on commencement of the hire
- All items brought by the HIRER and anyone using the Hall during the hire period are removed. The COMMITTEE cannot be responsible for any items left.
- The main door is confirmed locked on leaving

CORONATION HALL FIRE SAFETY NOTES FOR HIRERS

Under current fire safety regulations the responsibility for fire safety in law now rests with the “Responsible Person”, which is defined as “the person who has control of the premises” or “the owner”. The Coronation Hall Management Committee is the “Responsible Person” in overall terms, and has carried out a Fire Risk Assessment and regularly tests the system as required by the Regulations.

However, as hirer you are also temporarily the “Responsible Person” for fire safety and have certain responsibilities in law. You could be prosecuted for failing to undertake these duties.

Your major responsibilities are ensuring that the danger of a fire starting during the period of your hire is minimised and that everyone using the Hall is able to evacuate quickly and safely in the event of a fire. You should therefore:

1. **Make sure you are familiar with the layout of the Hall and where the emergency exits and call points are.**
2. **If you bring portable electric equipment into the Hall it is your responsibility to make sure it is safe. If you are using displays that are made of flammable material make VERY SURE that ALL Fire Exits are easily accessible.**
3. **Carry out the following checks at the start of your hire:**
 - Can all emergency exits be opened immediately and easily?
 - Are fire doors clear of obstructions?
 - Are escape routes clear both inside and outside the building?
 - Is the alarm system indicator panel showing “normal”?
 - Are emergency lights and exit signs in good condition and undamaged? Are they working correctly (there should be a little green light showing on each one)?
 - Are all fire extinguishers in place and clearly visible?
4. Keep all doors marked “Fire Door” **closed but NOT locked**. It is understood that occasionally it may be necessary to prop one open to allow loading or access by a lot of people in a short time, but please close it as soon as possible. Fire doors are vital in stopping the rapid spread of fire and allowing safe passage out of the building.
5. Make sure that there are no obvious fire hazards in or near the building (e.g. open flames, dangerous equipment, etc).
6. Inform people using the Hall what to do in the event of a fire and where the emergency exits are.
7. **In the event of a fire, or on hearing the alarm:**
 - Evacuate the building. If you have elderly, disabled or children they may need special attention. Both front doors provide safe and easy routes from the building.
 - Call 999 - the nearest public phone is behind the Hall towards the Public Toilets.
 - Assemble everyone on the green opposite the Hall and make sure you can account for everyone who was in the Hall.
 - Make sure there is one person to meet the fire service and report the situation to them.
 - **Do not attempt to fight the fire unless it is small and you know what you are doing.** At all times ensure the person fighting the fire is between the fire and an escape route - do not get into the position where the fire is between you and the means of escape.

Note that the fire alarm can be set off not only by someone pressing a manual call point in the Hall but also by any of the automatic smoke and heat detectors in the building. There will be both an audible alarm and flashing red lights.

On completion of your hire check for smouldering fires, that all appliances are turned off, that all internal doors are closed and that all windows and external doors are secured.