**Roseisle Hall**

 **Conditions of Hire**

**Fire Safety**

You as the renter of the hall are the **Responsible Person** and required to make yourself aware of the emergency fire action plan, located on the kitchen noticeboard, and ensure that:

* Everyone in the hall, especially children, are made aware of the fire exit and assembly point locations
* Sufficient stewards are available who know their responsibilities for evacuating the hall in event of fire
* Arrangements are in place for anyone with poor mobility to safely leave the hall in event of fire.
* You have access to a mobile phone for contacting the fire service (the nearest public telephone is in Burghead)
* Fire exits are not blocked with obstructions inside the hall or cars parked outside the doors
* The designated smoking area is used by all smokers
* Barbeques are kept at least 5m from the building
* Candles or tea lights are not used in the hall
* The maximum capacity of persons in the hall for fire safety is not exceeded
* Where anyone is sleeping in the hall all electrical devices are switched off prior to settling to sleep
* Ensure that you are aware of the location of fire escapes and extinguishers
* Before the start of an event or meeting, brief people using the hall
* The location of the assembly point – TELEGRAPH POLE AT FAR END OF CAR PARK

**PLEASE NOTE**

**In case of fire the fire alarm will alert the fire department. Once you have evacuated the hall please call 999 and confirm to the fire department where the fire is.**

The **Responsible Person** may want to consider making a register of attendees in case of fire. The maximum hall capacities are:

* Dancing only – 120 persons
* Seated at tables – 90 persons
* Combination of above – 109 persons
* Closely seated – 104 persons

**Health & Safety**

The Responsible Person shall ensure that:

* The **responsible person** will carry out their own health and safety risk assessment prior to using the hall, should safety risks be identified the event should not go ahead and the booking clerk informed.
* The **responsible person** will refer to all Roseisle Hall policies relating to health and safety which can be found at www.roseislehall.co.uk under SCIO – policies.
* Spillages are cleaned up immediately using the equipment provided and utilising the wet floor sign
* The stepladder may only be used by a committee member who will carry out a risk assessment.
* Arrangements are made for control of parking to ensure the safety of everyone, especially children, using the hall
* If anyone is alone in the hall, they must ensure that someone knows where they are and when they will be returning home. They should also have a fully charged mobile phone.
* Portable electrical equipment brought into the hall is safe for use and has appropriate PAT certificate
* They are familiar with how to switch off the electrical supply in an emergency
* Tables and chairs are stacked carefully to avoid collapse
* Slips/falls/incidents/ near misses are recorded in the accident book (on the kitchen noticeboard) and the booking clerk informed at roseislehall.bookings@gmail.com

**Food Safety**

The Responsible Person shall ensure:

* That the Food Preparation Procedure is followed for food preparation in the hall (on wall to right of sink)
* That hands are washed in the hand washing sink

**Our Terms**

**One-off bookings**

Are confirmed on full payment of the fee – the confirmation email will be the receipt. A full refund will be made if the booking is cancelled more than one month from the hire date. No refund will be made for a cancellation within one month of the hire date unless the hall can be rehired on that day (or the committee decides that it is appropriate in the particular circumstances).

**Regular classes**

Will be invoiced one month in arrears, requiring payment of the invoice within 14 days. Waiver of payment for cancelled classes will be at the discretion of the committee.

**Before the Hire Period**

The hirer shall be responsible for:

* Obtaining licences that may be needed for the consumption or sale of intoxicating liquor and/or from the Performing Rights Society
* Ensuring that arrangements are made in advance so that the conditions of licences and all other regulations relating to coronavirus (Covid-19) guidance, fire safety, health & safety and food safety can be met during the hire period
* Giving details of any hazardous activities (including bouncy castles) to the committee before the hire takes place **NOTE** Bouncy castles are not permitted inside the hall i.e., grounds only
* Completing risk assessments if required
* Obtaining PAT certificates for any electrical equipment used
* Ensuring the appropriate insurance is in place if needed e.g., for regular classes, bouncy castles, proof of insurance must be given to hall trustees at time of booking
* Obtaining permission from the hall committee for use of any additional fittings or decorations

**During the Hire Period**

The Responsible Person will, during the hire period, be responsible for:

* The care and safety of the hall
* The care, safety and behaviour of everyone using the premises
* Due consideration of the Hall's neighbours at all times, including no loud music in the hall or noise in the grounds after 23:30 and supervision of car parking to avoid obstruction of the road
* Observing the conditions of licences and all other regulations relating to fire safety, health & safety and food safety
* Ensuring the premises are not sub-let or used for any unlawful or unauthorised purpose

**End of the Hire Period**

The Responsible Person shall be responsible for:

* Leaving the hall and grounds in the pre-hire condition.
* Replacing any contents temporarily removed from their usual positions.
* Removing all rubbish.

If it has been agreed with the hall contact that the hall will be left secure, the **Responsible Person** will close all windows, **turn off all lights and heating**, ensure all taps are turned off in the kitchen and toilets, lock all doors and put the key in the letterbox.

Any hirer’s equipment is stored in the hall at their own risk of damage/loss. The hirer shall pay for the cost of repair of any damage done to the hall during or as a result of the hire. The management committee reserve the right to levy an additional cleaning charge of £50 if the hall is not left in the pre-hire condition.

**Our insurance**

Requires us to notify the hirer that a) the hall committee responsibility for damage to the Premises or its Contents is limited to £1,000,000 for any one claim, b) the hall committee are not responsible for bodily injury, illness, disease (including death) beyond common law, and c) the hall committee do not cover your liabilities arising from bouncy castles, inflatables or contact sports.