

HORLEY TOWN COUNCIL
(hereinafter called “The Council”)

Edmonds Community Hall
The Albert Rooms, Albert Road, Horley

CONDITIONS OF HIRE

- 1. Please note that it is an offence to smoke in any part of the building. To comply with the law, Horley Town Council operates a NO SMOKING policy in all areas of the Albert Rooms.**
- 2. The number of persons in the main hall at any time is not to exceed sixty.**
- 3. All hirers are advised to ensure that Public Liability Insurance is obtained, particularly for sports coaches, professional entertainers and political groups.**
4. The kitchen may be used for the preparation of food and drink. Arrangements may be made for approved caterers to use the kitchen by agreement with The Council. The cooker is inspected weekly and the Town Council will take no responsibility for foods cooked on the hob or in the oven.
5. The Hirer agrees to accept full responsibility for, and to indemnify The Council against, all costs, charges and claims in respect of injury, damage or loss relating to any person present during or in connection with the letting.
6. The Hirer agrees to defray the cost of making good any damage caused to the building, goods, chattels, apparatus or appliances either of The Council or of any other person during the period of, or arising in connection with, the hire. Damage to the premises or contents must be reported to the Council. Damage or discrepancies discovered on arrival should be reported immediately in order that they may be attributed and charged to the previous user.
7. The Hirer is to take particular care not to damage the parquet floor in the main hall. The cost of repairs to damage caused by any means will be charged to the Hirer.
8. The Hirer is held responsible for the supervision of activities in the premises during the period of hire and for the prevention of disorderly behaviour so as to ensure that no nuisance or annoyance of any kind arises out of the hiring. Failure to comply with this condition may lead to the loss of deposit and to the Hirer being denied further use of the premises.
9. Regular Hirers who have a responsibility for children or vulnerable adults must have their own safeguarding policy and procedures in place and provide us with assurance that these are implemented.
10. Regular Hirers must pay due regard to the safety and well-being of children and vulnerable person and accept full responsibility for their care.
11. The period of hire is flexible within the times indicated in the Scale of Charges, but all functions must end by 11.30 pm and the premises must be vacated by midnight. Failure to do so may lead to the loss of deposit.
12. During the period of hire the Council reserves the right of entry to members of The Council, the Clerk to the Council or a nominated representative.
- 13. In the event of a local emergency, or for any other reason at our discretion, The Council reserves the right to suspend any function in the hall, without notice.**
- 14. Should an emergency arise which requires urgent attendance by a repair service, the Hirer is to contact Smart Guard on 01293 410165.**
- 15. For any out of hours emergencies please call Smart Guard on 01293 410165.**

- 16. There is no public telephone in the Edmonds Hall and hirers are strongly advised to have a mobile phone available for emergency use.**
17. The Hirer is particularly requested not to inconvenience neighbours by excessive noise or by parking cars in Albert Road. Space for at least thirteen vehicles is provided at the rear of the building.
18. Music played on the premises is to be at a reasonable volume level to avoid causing a nuisance to the occupants of neighbouring properties. While music is being played and when disco lights are used, all windows are to be closed, and curtains are to be drawn.
19. The premises are to be left in a clean and orderly condition, the floor having been swept and tables wiped clean. All rubbish and other waste arising from the hiring must be removed **from the premises by the Hirer and, failure to do so, will automatically incur a penalty charge (minimum £10.00 per session)**. Chairs and tables are to be returned to their storage positions
20. Hirers who do not leave the premises in a clean and tidy condition, or who leave rubbish on the premises, will be charged accordingly, the cost being deducted from the deposit. (See Scale of Charges.)
21. Under no circumstances should blu-tack, adhesive tape, nails or drawing pins be used to fix notices, pictures or posters to walls, floor or doors. Helium balloons are also prohibited.
22. **It is recommended that equipment used by hirers should be PAT tested.**
23. **Exit doors must be kept free of obstructions at all times. Doors marked 'Fire Door' must NOT be left open and fire extinguishers must not be tampered with or used to prop open doors.**
24. **With the exception of the thermostatic central heating control in the Main Hall, which may be used to regulate the temperature, no other gas, mains electricity, or water supply controls are to be adjusted or tampered with in any way.**
25. **Before leaving the building the Hirer is to ensure that all switches on the cooker are turned off. The Hirer is also to ensure that water taps in the kitchen, the ladies', gentlemen's and disabled toilets, and all lights on the premises are switched off. (Please note that the lights in the toilets switch on and off automatically.) The Hirer must ensure that all windows are closed. The Hirer is also to ensure that the fire exit by the kitchen is securely closed and that both the front and rear doors are locked.**
- 26. In the event of fire, the Hirer is to ensure that all persons vacate the premises immediately and assemble by the Assembly Point at the rear of the building on the right-hand side of the car park AND THAT ALL ARE ACCOUNTED FOR. The Hirer is to summon the Fire Service immediately. (Fire Action Procedures are posted on the wall in the Main Hall.) It is important that the hirer ensures that fire extinguishers on the premises are not interfered with and are only used in emergencies.**
27. If the hire involves the sale of alcoholic drinks then the Hirer is responsible for obtaining the necessary license and showing it to the Town Clerk at least seven days in advance of the booking date.
28. The Hirer shall take all reasonable precautions to safeguard the health and safety of those on the premises during the period of hire and will allow no activities which affect the rights or comfort of the occupants of neighbouring properties or cause damage to Council property.
29. Signing the Application Form, attached, is acceptance by the applicant of all the Conditions of Hire.