

## **Hiring Terms and Conditions**

## *Warham Reading Room*

The Trustees of Warham Reading Room welcome you, the Hirer, to the Reading Room. The Trustees manage the Reading Room on behalf of the community of Warham and ask you to help us maintain this community asset.

If the Hirer is in any doubt as to the meaning of any of the following a Trustee should be consulted.

### **Booking Policy**

Booking should be made on the Warham Reading Room website using the application form. By booking, the Hirer is deemed to have accepted these terms and conditions. A booking is not confirmed until notification from the Booking Officer.

The Trustees of Warham Reading Room reserve the right to reject any application to book the Reading Room.

The Trustees of Warham Reading Room may require a damage deposit. The damage deposit will be refunded in full after the event providing that the Reading Room is left in a clean condition and no damage has been caused during the period of the hire.

If the hirer is wishing to book the reading room for a wedding then a £200 refundable damage deposit must be paid in full with the booking fee before the date of hire.

### **Cancellation Policy**

If the Hirer cancels the booking more than 14 days before the event then 50% of the hire charge will be refunded.

No refund will be made where a booking is cancelled by the Hirer less than 14 days before the event.

Damage deposits will be refunded in full if the Hirer cancels prior to the event.

The Trustee's reserve the right to cancel a booking at any time prior to the event and in such cases the full hire charge and damage deposit will be refunded to the hirer.

### **General Conditions**

1. The Hirer must be 18 years or older and accepts responsibility for being in charge of and on the premises at all times during the hire period.
2. The maximum capacity of the Reading Room is 390 standing.
3. The Reading Room must be left in a clean condition with all rubbish disposed of by the Hirer.
4. Damage caused during the period of hire is the Hirer's responsibility.
5. If alcohol is to be for sale, then the Hirer must get a Temporary Event Notice from North Norfolk District Council (<https://www.northnorfolk.org/business/1666.asp>) and supply a copy to the Trustees.
6. The Hirer shall not use the premises for any purpose other than that described in the Booking Form.
7. The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. (See details from North Norfolk District Council).
8. The Hirer shall ensure that in order to avoid disturbing neighbours of the Reading Room and to avoid violent and criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted on the premises or in its immediate vicinity. Alcohol should not be served to any person suspected of being drunk nor to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.

## Care of Warham Reading Room

The Hirer shall, during the period of the hire, be responsible for the care of the Reading Room and its contents.

The Hirer shall not do anything or bring onto the premises anything which may endanger the same or render invalid any relevant insurance policies. Any electrical equipment must have a PAT certificate.

The Hirer is responsible for making sure that the Reading Room is not left unattended and unsecured at any time during or at the end of the hire period.

No alterations or additions, including the installation of fixtures, may be made to the Reading Room. No placards, decorations or other articles may be attached in any way to any part of the Reading Room unless with the prior consent of the Trustees.

**The Hirer shall make good or pay for all damage (including accidental damage) to the Reading Room or its fixtures, fittings and contents.**

**The Hirer is responsible for the replacement of any contents lost or stolen.**

**The Hirer is responsible for leaving the hall as found. All furniture except round table must be returned to the store. All rubbish including from the toilets must be removed by the hirer. The Hirer must supply their own rubbish bags. Bottles may be deposited in the village Bottle Bank on the pub car park.**

## Supervision

The Hirer is responsible for the actions of all persons using the Reading Room in connection with the Hirer's use of the Reading Room during and following the hire period.

Orderly behaviour should be maintained, both inside the Reading Room and in the vicinity.

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the Reading Room, other than for a special event agreed by the Trustees. No animals whatsoever are to enter the kitchen at any time.

## Use of Warham Reading Room Village Hall

The Hiring Agreement allows only the use of the Reading Room and confers no tenancy or other right of occupation on the Hirer.

The Hirer shall not use the Reading Room for any purpose other than that described in the Hire Agreement.

The Hirer shall not sub-let the Reading Room.

The Hirer shall not use the Reading Room or allow the Reading Room to be used for any unlawful purpose or in any unlawful way.

## Licences and Legislation

The Reading Room does not have a licence for the sale of alcohol. If alcohol is to be for sale, then the Hirer must get a Temporary Event Notice from North Norfolk District Council

(<https://www.northnorfolk.org/business/1666.asp>) and supply a copy to the Trustees.

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

The Reading Room does not have a licence for the reception of live television programmes. Live television programmes can be viewed on a battery powered device such as a mobile phone or tablet not plugged into the mains and covered by the user's own TV licence.

The Hirer shall comply with all conditions and regulations made in respect of the Reading Room by the Fire Authority and North Norfolk Council, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is provided, or which is attended by children or vulnerable adults.

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

The Hirer must follow any instructions displayed in the Hall, including Fire Safety. Should these not be followed the Trustees will be at liberty to retain monies held and may make an additional charge.

### **Stored Equipment and Other Property**

The Trustees accept no responsibility or liability for loss of or damage to any stored equipment or other property brought on to or left at the Reading Room.

All equipment and other property must be removed at the end of each hiring, unless by prior agreement with the Trustees. The Trustees reserve the right to make additional charges for any property not removed.

### **Regular Hire**

Hirers will be subject to a probationary period, following which the Trustees may at their discretion decide to renew or cancel the Hiring Agreement.

Hirers are requested to give the Bookings Officer a minimum of 4 weeks' notice of termination of a Regular Hire.

### **Insurance**

During the period of the hire, the Hirer is covered by the Reading Room's insurers against any claims arising out of the negligence of the Trustees. Any claims made for accidents or injuries arising out of the activities taking place at the Reading Room are the Hirer's responsibility, as are any claims from local residents for damage to property, or nuisance caused by persons attending the Reading Room.

Warham Reading Room – Rev. December 2017

See: [www.warhamreadingroom.co.uk](http://www.warhamreadingroom.co.uk) for details of contacts and Trustees.

