



South Kempshott Community Association
Old Down Hall
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Registered Charity No: 1178093

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OLD DOWN HALL STANDARD CONDITIONS OF HIRE

1. Payment

A minimum deposit of 50% is required when returning the signed hire agreement. All balances & security deposits must be paid at least 7 days before the start of the hire, otherwise SKCA may cancel the booking. Short notice bookings must be accompanied by payment in full. Regular hirers will be invoiced monthly, and payment is due on receipt of our invoice. Late payment charges will be levied on overdue accounts. If any booking is missed or cancelled by the hirer, then SKCA will use its discretion and may refund charges only if it can re-let the hall.

2. Insurance

The hirer is advised to take out adequate insurance cover appropriate for their activity, especially regarding Public Liability. SKCA reserves the right to ask to see any policy where deemed necessary and may refuse the booking if no policy is produced.

3. Storage.

Regular hirers may be allowed to store items between hires, but entirely at their own risk and subject to Health and Safety legislation. SKCA may charge for such storage. Dangerous or unsuitable items may not be stored. All stored items must be removed upon request from SKCA, or disposal charges will be incurred by the customer.

4. Licenses

The hirer must produce any relevant license (e.g. Copyright, Public Entertainment, Alcohol) at the time of hiring, or SKCA shall decline the booking. The hirer is responsible for obtaining and complying with any license relevant to the hire.

5. Responsibility

The hirer agrees to:

- A. Supervise the premises and all guests at all times during the hire.
- B. Protect the building and all contents. The premises must not be left unattended at any time during the period of hire.
- C. Check the building on arrival and immediately inform an SKCA officer of any faults found.
- D. Prevent damage. Any damage, however slight, must be reported to SKCA immediately.
- E. Pay for all damage, accidental or otherwise, to any part of the premises, fixtures, fittings or contents occurring during the hire. For private functions, a damage/cleanup deposit will be required.
- F. Ensure persons entering/leaving do not cause nuisance or annoyance to nearby residents or their property.

- G. Comply with all regulations relating to the premises as stipulated by Licensing Justices, Fire Authorities and the Local Authority.
- H. Produce Enhanced Criminal Records Bureau documentation for all staff & volunteers having access to under-18s or vulnerable adults. SKCA is required by law to record the Full Name, Disclosure Number and Date of Issue of each person's Enhanced DBS Document. SKCA will not allow any relevant booking if such documentation is not produced and updated as required by UK law.
- I. Leave the premises clean, tidy, undamaged and fully secure at the end of the hire. Remove all rubbish and recycling material at the end of each hire.
- J. Ensure that any items using mains electricity, which were not provided by SKCA, have been PAT tested within the previous twelve months.

6. Entitlement

The hirer may only use the premises for the purpose as stated on the agreement form. The hirer may not sublet the premises or assign the hire benefit to any third party. The hirer may not use the premises as a postal address. No tenancy or other right of occupation is conferred on or permitted to the hirer. SKCA reserves the right to inspect the premises during any hiring & may immediately terminate any improperly conducted hiring.

7. Alterations

Hirers may not alter or add to the premises, nor install placards, decorations or other articles without prior permission from SKCA. The hirer must remove any permitted items at the end of the hire & shall make good any damage to the satisfaction of SKCA.

8. Notice

The hiring may be cancelled by SKCA if any fees, charges or deposit is not paid on time, or if any condition is not complied with by the hirer. Such notice is without prejudice to any claim by SKCA against the hirer for non-payment of fees or non-compliance with these conditions of hire.

9. Selling

If selling any goods, the hirer must comply with all Fair Trading Laws and any local practices. Prices of goods & services, plus the name & address of the organiser/seller, must be displayed.

10. Signature of agreement

The hirer agrees to and acknowledges all of the above conditions either (a) by ticking the relevant checkbox on the Old Down Hall website booking enquiry form or (b) by signing the paper copy hiring agreement.