

Thank you for your booking for Gerrans Parish Memorial Hall (GPMH). Please read the information below regarding the hire and use of the premises.

By making a booking via the website, you are undertaking to meet the standard Terms of Hire specified below. You should read these carefully in order to understand and appreciate your responsibilities.

You must also take note of the regulations and laws that apply to the use of the hall.

If your event requires a bar licence beyond that held by the GPMH, then you must apply for a Temporary Event Notice through the licensing department at Cornwall Council. It is the responsibility of the hirer to ensure that all events planned comply with the law.

If you are in any doubt about your obligations please contact the booking secretary to discuss.

## TERMS OF HIRE

Applicants for use of the hall must be over 18 years of age. The applicant is wholly responsible for the appropriate and legal conduct of their event or activity, the provisions of this hire agreement and any additional requirements as may apply in law.

Applicants are to make specific arrangements with the booking secretary regarding access to the hall and securing it after use.

Setting up chairs and tables and clearing them away afterwards is the responsibility of the applicant. PLEASE DO NOT DRAG THEM ACROSS THE FLOOR. The Hall is to be left clean and tidy after use. All rubbish is to be removed by the hirer. Brushes and mops are kept in the cupboard in the entrance foyer. Any damage, breakage or loss is to be reported to the booking secretary immediately. Deposits will be used to defray such replacement or repair costs. Hirers are responsible for any additional cost incurred in repairing any damage.

Items left at the hall premises overnight or unsupervised by day, remain the responsibility of the applicant and not the committee.

The hall, its fixtures and fittings are not to be modified and loose property is not to be removed or used for a purpose other than intended. No new fixtures or fittings are to be installed by the applicant without the specific consent of the committee.

Car parking at the hall is free for those attending classes or events.

The trustees are authorised, and have a duty, to close the hall and terminate an event if they have reason to believe that the law, hall premises licence, or the terms or regulations of the application have been or are being broken.

Those regular users granted storage space within the hall are to return all their resources to the agreed area at the end of their session and store them in a safe manner that does not create a hazard to other users. Insurance of any items so stored is the responsibility of the user.

Whilst on the premises children are to be fully supervised by an adult at all times. The hirer shall not use the premises for any purpose other than that declared on the online booking form and is wholly responsible for adherence to the conditions in this agreement.

## REGULATIONS AND LAWS RELATING TO HIRE OF THE GPMH

### Alcohol

No alcohol may be consumed on the premises of the hall, regardless of whether the alcohol is sold or provided free of charge, unless the applicant has been granted permission. This requires the completion of a separate form that is submitted to the designated GPMH committee member who is the only person who can grant legal approval. Where such permission is granted, it is the duty of the applicant to nominate a responsible person to stay sober at all times in order to assist in the case of emergencies (e.g. fire evacuation). No person under the age of 18 is permitted to drink alcohol at any time on or around the premises, the grounds or car park.

### Licensing

The committee purchases an annual licence from Cornwall Council Licensing Authority. This covers incidental stage plays, music - both live and recorded, singing, dancing and other like activities and/or other media based entertainments in the hall. The hours are restricted to 08:00 to midnight on any one day.

Applicants representing regular use leisure groups should satisfy themselves as to whether a separate phonographic performance limited (PPL) licence is required for their activity and, if so, they are responsible for licensing their activity appropriately. If the hirer is proposing an activity not covered by this licence then it is their responsibility to obtain the appropriate document from the authority.

The hirer shall ensure that no activity takes place that would be in contravention of the law relating to gaming, betting or lotteries.

## Fire safety

The legal capacity is as follows:

*Main Hall Seated: 170 Standing: 200*  
*Meeting Room (Annexe) Seated: 30 persons*

Fire Instructions are displayed in the hall together with a plan of the premises and the fire exit routes. The Fire Safety Risk Assessment is also available. It is the applicant's duty to be familiar with the Fire Safety Risk Assessment, to be familiar with the exit routes available and to adhere to the fire instructions. It is a requirement for the applicant to arrange the delivery of a briefing for those attending and to keeping fire exits clear during the event or activity. While all fire exit routes are available to those with reasonable mobility, wheelchair users, in particular, should be alerted to use the side entrance if possible. Applicants organising activities or functions attended by the infirm are advised to nominate able-bodied persons to assist individuals in the case of fire evacuation.

Fire safety equipment is not to be interfered with or moved except for its intended purpose in an emergency. Notices, signs and emergency lighting are not to be interfered with or obscured.

## Health and Safety

The standard HSE poster is on display in the old kitchen.

The committee maintains a health & safety policy together with a basic risk assessment for the premises. These documents are available on request. Hirers must conduct a risk assessment for the specific event and have a duty to mitigate all risks identified in their planning.

If the hirer is to prepare, serve or sell food they must observe all food hygiene regulations.

## Insurance

The committee maintains building, contents and liability insurance to reasonably discharge its duties regarding its own responsibilities and activities. The certificate of insurance is on display in the hall. Applicants may view a copy of the policy on request. This insurance may not provide adequate or even any suitable cover for applicants and their event or activity. Applicants are urged to consider, and obtain if appropriate, their own insurance to underwrite their event or activity, to cover any property brought to the hall, and to discharge their own liability towards others involved in or affected by their event or activity.

Every hirer will be liable: for the cost of repair of any damage; for all claims and losses made against the GPMH Committee or their contractors/employees in respect of personal injury or damage or loss of property; any of the foregoing as a result of nuisance caused by a third party as a result of the use of the premises by the hirer.

## First Aid

A first aid box is situated in the kitchen. All accidents and incidents, whether requiring first aid or not, are to be recorded in the Accident/Incident Book kept in the foyer. The completed form should be given to the booking secretary.

## Smoking

In accordance with the law, smoking is not permitted anywhere within the hall. Smoking is permitted in the car park, with due discretion and regard to the hall's neighbours, provided that butts are disposed of responsibly.

## Young and Vulnerable People

Events where children, young and vulnerable people are present must conform to the law. Applicants must ensure appropriate supervision and that supervisors are properly accredited. Applicants must ensure that young and vulnerable people are protected from alcohol abuse.

## Drugs and Substance Abuse

Drugs and substances that can be abused are not permitted on the hall premises and applicants are responsible for appropriate supervision of their event to ensure drugs and illegal substances are not available.

## Flammable & Toxic Material

No explosive, flammable (including indoor fireworks), toxic, hazardous or infectious materials are to be brought onto the premises.

## Security

Hirers are responsible for the security of the premises at all times during the period of hire. Hirers are responsible for ensuring that windows and doors are properly secured and/or locked on exiting the premises.

## Dogs

Dogs are not permitted to enter hall premises at any time except for recognised assistance dogs in the role of guide or hearing assistance.

## INVOICES/PAYMENTS

Regular hall users will be sent an electronic invoice monthly. One-off events/short term hirings should be paid for in advance. Full payment is due 1 month prior to the event date. A late payment fee of £10 may be charged. Payment may be made by cheque or by BACS. If paying by BACS, please use the invoice number as a reference.

### Payment via Cheque:

Should be made payable to "Gerrans Parish Memorial Hall" and returned with the correct form to the treasurer:

**Mr N Boon, 2, Mount View Close, Gerrans, Truro TR2 5DS**

If a deposit is required, you should make out a separate cheque for the deposit amount.

### Payment via BACS:

**Barclays Bank Sort Code: 20-87-94**

**Account number: 33001040**

**Account Name: Gerrans Parish Memorial Hall**

If a deposit is required you can also make this by BACS but you will need to email your own account details to the treasurer so that the deposit can be returned to you after the booking.

Please email the treasurer at: [gpmht@btinternet.com](mailto:gpmht@btinternet.com)

Include the following details in your email:

- Name: ● Booking date: ● Invoice Number:
- Sort Code: ● Account Number: ● Account Name.