



Terms and Conditions of Hire for The Stenning Hall

It is a condition of hire that the hirer should sign a copy of the booking form as provided by the Clerk.

Booking & Payment

1. On booking, please state clearly **ALL** facilities which you require. The hirer shall not use any facilities which have not been confirmed in the booking form.
2. Please include preparation and clearing up time in your booking times.
3. The person by whom the application form is signed shall be considered the hirer. The hirer will be personally responsible for complying with these conditions and must be present. The hirer must be 21 years old or above.
4. The premises may not be sub-let. Should other organisations/hirers wish to use the premises at the same time, the Clerk to the Board of Trustees must be informed and consent obtained.
5. The hirer of occasional bookings must pay the total hire charge up front at time of booking or as agreed with the Clerk to the Board of Trustees. No engagement will be considered booked until a signed booking form has been returned and payment has been made.
6. Upon receipt of the completed and signed booking form, the Clerk will forward an invoice. Payment instructions are given on the invoice.
7. **Refunds for cancellations:**
 - At least 14 days before the date of the hiring booked – 100%
 - 7-14 days before the date of the hiring booked – 50%
 - Less than 7 days before the date of the hiring booked – no refund
8. The hire of the premises does not entitle the hirer to use or enter the premises at any time other than the specific hours for which the premises are hired unless prior arrangements have been made with the Clerk to the Board of Trustees.
9. Hire charges include heating (where applicable), lighting, use of electricity and gas, water, refuse collection, repairs, maintenance, cleaning, opening/closing the Hall when necessary, tables and chairs.
10. The maximum number of people at any one time in the Main Hall at the Stenning Hall is:
 - Standing 100
 - Seated in rows 90
 - Seated at tables 60The maximum number of people at any one time in the Meeting Room is 10. The maximum number of people at any one time in the Snooker Room is 20. For health, safety and security reasons, the maximum number of people must not be exceeded unless written agreement is received from the Clerk to the Board of Trustees.
11. Children under the age of 18 years old are not permitted upstairs unless accompanied by an adult and unless permission has been granted by the Trustees. They are not permitted to play on the stairs.

Access

12. Hirers will be issued with a one-off, time-restricted code to gain entry to the Stenning Hall. For this reason, requested start/finish times on the booking form must be accurate. **Access will only be available during the requested times.**
13. It is important to tap the digits on the smartlock lightly so that only one digit beeps at a time; do not press hard. The numbers should always be preceded by an asterisk. 3 failed attempts will cause lock-out. You will need to wait a few minutes to try again.
14. You will always be able to exit the Stenning Hall. The door must not be propped open.
15. In the event of the hirer encountering a problem at the premises, please contact the Premises Officer on **07759 852147**.

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Use of the Stenning Hall facilities

16. You must leave the premises clean, in good order and condition as at the start of the hire. No sellotape, blue tack or drawing pins to be used, and no lights or decorations hung from or fixed to the curtains or fixtures, except those provided for the purpose. Any extra cleaning costs incurred will be charged
17. The Trust reserves the right to make an additional charge for excess rubbish. Please segregate your waste.
18. You (or your contractors, suppliers, staff, and guests) will be responsible for any damage done to the premises or its contents during your use of it. The Board of Trustees will estimate the cost and their decision is final. You must report any damage to the Clerk to the Board of Trustees at the first convenient opportunity but no later than twenty-four hours from the start of the hire.
19. Metallic foil confetti or glitter confetti must not be used inside the building or thrown outside in any open space. Bio-degradable paper confetti or rose petals may be used as an alternative.
20. No food or drink may be taken into the Snooker Room. No under-18s may be in the Snooker Room unless accompanied by an adult.
21. No furniture shall be moved into the Green Room without permission from the Clerk.
22. No bikes or other wheeled items (apart from assistance vehicles) are permitted in the Stenning Hall.
23. No pets (except for assistance dogs) are permitted in the Stenning Hall.
24. Any use should be conducted in such a way that it does not unreasonably interfere with the activities of other Hall users or neighbours by way of noise, disturbance, or otherwise.
25. There is no parking at the Stenning Hall. Limited roadside parking is available on Horn Lane. This is a narrow road and consideration should be given to neighbouring properties and village residents.
26. The hirer must not touch, switch on/switch off, or tamper with the network hardware, leads, filters, or cables.
27. The hirer should also not touch, switch on/switch off, or change the heating or boiler controls. If there is a problem with the heating, please call the Premises Officer.
28. No food or drink is to be stored in the refrigerator for any period outside the duration of the hours paid for.
29. No equipment or personal items may be stored at the Stenning Hall unless permission from the Trustees has been granted.
30. The smoke alarms and heat alarm (in the kitchen) are wirelessly linked. The heat alarm can be sensitive when cooking. Should the smoke alarms be triggered and **if you are certain that there is no danger of fire or smoke**, they can be switched off by pressing the middle of the heat alarm **gently** with the end of a broom.

Insurance and Health & Safety

31. We are not responsible for:
 - any loss of or damage to any property because of your hire of the premises
 - any loss, damage or injury which happens to anybody using the premises during your hire
 - any loss because of unavoidable closure of the premises.You are liable for any costs incurred by us resulting from any claim which may arise out of your use of the premises or for any loss, damage or injury.
32. **No bouncy castles or inflatables are permitted.**
33. Use of ladders, including stepladders, is not permitted.
34. The hirer should clear up spillages immediately to prevent slips and falls.
35. At the request of the Trustees, and where applicable, a copy of an organisation's insurance policy or relevant qualifications should be supplied (for example, in the case of outside caterers and/or other service providers).
36. All electrical and audio-visual equipment brought into the Stenning Hall must comply with the IEE Regulations and Safety Standards current at the time of the event. All portable equipment must have a test

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certificate (Portable Appliance Test); evidence must be provided. The Trustees may require proof of the PAT. The hirer shall ensure that the electrical system at the premises is not overloaded.

37. If food is to be prepared and consumed in the Stenning Hall, the hirer shall ensure that food safety and hygiene regulations are met. A folder in the kitchen displays advice, guidance, and useful websites to consult.
38. At the request of our insurers or by the board of Trustees, the hirer may be asked to provide a risk assessment produced by a qualified risk assessor.
39. The hirer must be diligent when using stage scenery, props, and costumes and ensure that combustible items are not stored in bulk at the Stenning Hall. All scenery, props, and costumes must be removed immediately from the premises once the performance is finished. The hirer must also be mindful to ensure that no items block the fire exits.

Legal Requirements

40. You are responsible for enforcing the 'smoke free' law and will be liable for any breach of this law.
41. If recorded music is to be played, it is the responsibility of the hirer to ensure that recording rights are not infringed and that no fees are payable to the relevant authority.
42. The Stenning Hall is **not licensed to serve alcohol**. If alcohol is to be sold and/or consumed on the premises, the hirer will ensure that all legal requirements are met and that a Temporary Event Notice is obtained if necessary. Guidance can be obtained from the Licensing Department at Harborough District Council.
43. The Stenning Hall has a Premises Licence for Regulated Entertainment only. The Licence can be viewed on the notice board at the Stenning Hall. If you wish to use the Premises Licence for regulated entertainment, then the hirer must seek the permission of the Trustees via the Clerk.
44. The hirer must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation, and that there are appropriate numbers to supervise them. When requested, you must provide a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS).
45. The hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Licensing Authority or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children.

Use of the Snooker Room

46. No food or drink may be taken into the Snooker Room.
47. No under-18s may be in the Snooker Room unless accompanied by an adult. Please ensure that under-18s are supervised at all times.
48. Wash hands (especially greasy hands) prior to play.
49. Do not spin coins, drop balls or heavy objects on the table.
50. Do not chalk the cue over the table.
51. Do not sit on the rails.
52. Please take care with all equipment. It is expensive, and the Trustees may not have the funds available for replacement.
53. To comply with insurance and fire safety requirements, the maximum number permitted in the Snooker Room at any one time is 20. Any snooker session for more than 6 players will be considered a tournament and a higher hire fee is applicable.