

HCYA

Hallam Community And Youth Association

Application to Hire	Hallam Community Hall, Hallam Grange Crescent, Sheffield S10 4BD
Booking Secretary	Tracy Kent
Contact Details	bookings@hcy.org.uk Tel: 07562918764

This agreement is made on date shown between Hallam Community Hall and the hirer named below whereby in consideration of the sums mentioned in section (3) the committee agrees to permit the hirer to use the premises (4) for the purpose (5) and for the period said mention in section (6)

(2) Hirer/Organization Full Name
Postcode
Address
Contact Number
Email address

(3) Hiring Fee	
Total	

A booking confirmation will not be accepted without the deposit of £50. The balance (the hire cost) will be due 28 days before the event. If the balance of the hire fee is not received by the due date HCYA reserves the right to reallocate the slot to another hirer.

(4) Hiring the whole Hall Y/N	
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(5) Purpose of hire	
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(6) Date Required:	
Time From	
Finish Time	
Cost agreed	

Account number: 94696616, Sort Code: 56-00-09

Account Name - Hallam Community & Youth Assoc, Registered Charity No 523702.

Signed: _____

Dated: _____

It is a condition of hire and a legal requirement that you sign above to confirm you have read and understood the **Terms and Conditions of hire (eg: what you need to do at the end of the Hall Hire)**. Please note the **Fire Evacuation Risk Assessment** is available on the website.

Terms and Conditions of Hall Hire for Hallam Community Hall

Hall Hirers will

1. be at least 21 years old on the day of the hire
2. accept that the deposit paid to the Hall Bookings Secretary is not refundable in the event of cancelling the hire;
3. collect the key from the key deposit box on the outside of the building and return after the hire time is completed.
4. be present throughout the period of hire and responsible for the good order and care of the Premises and the behaviour of all persons in their group or party;
5. report any damage to the Premises or damage or breakage to the equipment, furnishings or other contents arising during the period of hire to the Hall Bookings Secretary as soon as possible after use. These will be paid for by the hirer.

Safety and Security

6. accept responsibility for the safety and security of all property brought onto the Premises in the group or party, as the HCYA does not accept responsibility for the safety or security of users' property;
7. ensure no more than a MAXIMUM of 190 people are allowed in the Main Hall; 60 persons in the small hall and extension at any one time;
8. ensure a mobile telephone is available at all times in case of an emergency. NB: There is **NO TELEPHONE** in the Hall. The emergency number for the Hall Hire is 07562918764
9. respect local residents with regard to noise levels from both the users of the Hall and any hired music. Strictly no music after **23:45**. (Failure to keep noise levels down may jeopardise our Licence and future bookings of the Hall).
10. **accept No Alcohol** may be brought onto the premises **without prior authorisation**. (Failure to abide by this rule will jeopardise our Licence and future bookings of the Hall). Please ensure there is no underage drinking. Spot checks will happen.
11. ensure that no smoking or gambling (other than Incidental Non Commercial Lotteries which do not require a licence under the Gambling Act 2005) takes place on the Premises; The Hall is a non-smoking /vaping building. There is a designated smoking area outside the Hall.
12. accept that cars may only be parked in the car park adjoining the front entrance of Hallam Community Hall and parking is at Guests own risk. HCYA accepts no responsibility for the safety of cars parked in this car park or of any property left inside the cars.
13. take responsibility that all electrical equipment brought onto the premises complies with current safety standards, i.e. P.A.T. tested.
14. be responsible for ensuring adequate Public Liability insurance for all activities.
15. ensure Fireworks are brought and used around the premises.
16. ensure no confetti is to be used inside or outside of the hall.

Fire Safety and First Aid

17. ensure that no Fire Exits are blocked or obstructed. The Hirer is responsible for familiarising and understanding the Fire Safety Notices around the Hall. The Fire Assembly point is in the corner of the Car Park towards Redmires Road. If the Fire Alarm is activated the Hall Hirer will telephone one of the Emergency numbers situated just outside the bar where further instructions will be given.

18. will record any accidents that occur in or about the Premises in the **Accident Book** which is located in the kitchen. A First aid kit is in the main hall kitchen next to the serving hatch.
19. note that there are fire extinguishers (in each room) and a fire blanket (in the Kitchen)
20. note that **Fire Exits** are located (a) to the right of the main hall (out onto the playing fields near the football pitches); (b) At the side of the small hall kitchen (out and turn right towards the car park); (c) at the end of the corridor towards the Redmires Road and (d) in the small extension (leads onto the playing fields)

Kitchen, fixtures and Fittings

21. ensure NO Sellotape, Blue Tac or similar to be applied to the walls. Damages will be paid for by the hirer.
22. ensure that if the kitchen in the Premises is used, the following rules will be strictly observed:
 - (a) food must not be cooked in the kitchen;
 - (b) before any food is brought into the kitchen, all surfaces likely to come into contact with the food must be washed down and disinfected;
 - (c) a high standard of hygiene in the handling and serving of food must be maintained;
 - (d) the kitchen must be left in as clean and tidy condition as it was at the commencement of the hire

Children and vulnerable adults

23. ensure that any Bouncy castles are only set up in the main hall. Public Liability Insurance for use of the castle is your responsibility and is not covered by the Community hall's insurance policy.
24. check that you follow all legislation relating to participating children and vulnerable adults.

At the end of the Hall Hire the Hall Hirer will ensure:

- (a) The Hall is thoroughly tidied and left as found, including the toilets.
- (b) All rubbish is emptied and **taken away** by the Hirers.
- (c) All tables should be wiped, chairs and equipment returned to their original position
- (d) All party decorations to be removed at the end of the hire;
- (e) All equipment and other property belonging to the Hirer are removed from the Premises
- (f) All lighting and any electrical appliances used, to be switched off
- (g) All windows and doors are secured at the end of the hire
- (h) All internal doors are left unlocked;
- (i) The emergency fire escape doors are left secure;
- (j) All outside doors are locked; note that the burglar alarm is *automatically set* by locking the main outer door and that if a whining noise is then heard the Hirer should re-enter the Premises to ensure that all internal doors are closed before re-locking the outer door.

Thank you for your cooperation.

Hallam Community and Youth Association

Bookings@hcya.org.uk

FIRE EVACUATION PROCEDURE

The **named person** (on the booking form) hiring the hall is responsible for being the fire marshal for the period of the hiring. It is their responsibility to ensure all of the occupants are aware of the procedure for evacuating the hall if the need arises. We suggest this is done at the commencement of the event when guests have arrived. In the event of a need to evacuate the hall, the fire marshal will;

- Ensure the building has been evacuated, provided it is safe to do so
- Complete a roll call to ensure everyone is accounted for and to
- Contact the HCYA member on call by telephoning 07562918764 who will provide further instructions
- Liaise with the emergency services, if necessary.

In the event of a fire or the alarm sounding during your hiring of the hall the occupants must follow the evacuation procedure below;

- 1) Identify the safest point of exit, either via the front door or either of the fire doors at the rear of the building. If you choose the rear exits turn right and follow escape route through the gates out to the safety of the car park. Ensuring that everyone has left the building.
- 2) **DO NOT ATTEMPT TO COLLECT PERSONAL EFFECTS AND BELONGINGS, LEAVE THE BUILDING IN A SAFE AND SENSIBLE MANNER**
- 3) Ensure that someone has called the emergency services 999. Please note that pushing the red Fire Panels does not call the Fire Brigade.
- 4) Assemble at the fire assembly points at the front of the carpark close to the fence.
- 5) Complete a roll call to ensure that everyone is accounted for.
- 6) Wait for the fire service to arrive. Do not attempt to go back into the building until you are told it is safe to do so.