

Langton Hall

Standard Conditions of Hire - Terms & Conditions

Inc Covid19 Appendix A

Langton Avenue Chelmsford Essex CM1 2BP

Issue 7 – September 2020

The management of the Langton Hall (“the Hall”) is vested in the Langton Hall Management Committee(“the Committee”) which is empowered to make rules, or to withdraw or amend them at any time and which reserves the right of entry to the Hall at all times. These standard terms and conditions apply to all hiring's of the Hall and meeting rooms.

1.Age and responsibility

ALL BOOKINGS of Langton Hall will only be accepted by person(s) of 21 years of age or over. The hirer who signs this document shall accept responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of the premises are met

He/She shall not be engaged in any duties which prevent him/her from exercising general supervision. The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction on the highway. As directed by the Hall Secretary, the Hirer shall make good, or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents. Assessment of any such damages is at the sole discretion of the Hall Committee.

The HIRER shall ensure that any activities for children and vulnerable persons shall be organised in accordance with the correct legislation and legal checks. Where required/requested an individual's DBS reference number requested by the management committee.

FOR CHILDREN'S PARTIES, i.e. those under twelve years old

- a) The hirer agrees to provide supervision at the ration of one adult per 5 children. The Hirer agrees to monitor all children throughout Langton Hall including in the toilet area(s).
- b) Bouncy castles/inflatables are not permitted without prior consultation and consent of the management committee.

The hirer must ensure that the maximum number in attendance at any function or event does not exceed 100 (80 seated) and that 3 people (over the age of 21) are present. If guests are under the age of 21 a minimum of 4 people (over the age of 21) must be present.

Teen parties need prior approval and are at the discretion of the management committee.

2. Use of premises

Facilities are available to hire for the use of regular and ad hoc hirers between the hours of 8:00-23.00 Monday – Saturday. Any exception to this are at the discretion of the management committee.

All Hirers must vacate the premises by the time stated on the agreement. Failure to do so will result in additional charges being incurred by the Hirer.

The HIRER shall ensure that no animals (including birds) except assistance dogs are brought into the premises, other than for a special event agreed to by the management committee. No animals whatsoever are to enter the kitchen at any time.

Explosives and Flammable Substances

The Hirer shall ensure that any such substances (or LPG appliances) are not brought onto the premises.

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.

3. Means of escape

All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.

4. Smoking

The Hall and surrounding areas are **NO SMOKING**. Hirers are responsible for ensuring that smoking does not take place in any part of the building or grounds.

5. Alcohol and Food

The Hall is NOT licensed for the sale of alcohol - if the Hirer wishes to dispense alcohol other than as a free gift the Hirer may, with the Committee's written approval apply to Chelmsford City Council for a Temporary Event Notice permitting the sale of alcohol. The Hirer will be responsible for the payment of any fees associated with the application for a Temporary Event Notice. The Hirer should also note that free tap water must be available from the bar for any event making use of a Temporary Event Notice. If a Temporary Event Notice is obtained without the prior written approval of the Committee then the Hirer will be considered to have breached the hire conditions and it will be at the sole discretion of the Committee as to whether or not to refund any deposit.

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. Food must be stored appropriately to compliance with the Food Temperature Regulations. The Hall is provided with a refrigerator and freezer, and any food or drink placed in these must be removed at the end of the hiring period.

7. Noise

The Hall is close to domestic premises and the Hirer is required to ensure that residents are not unduly disturbed by noise particularly if outside areas are used or by guests arriving and leaving the event. If amplified music or speech is used then all the doors and windows must be kept closed.

8. Damage

No additional lights or extensions from the existing electric light fittings shall be used nor shall the electrical circuits in the hall be overloaded.

The use of French chalk, abrasive material, BlueTrack, sellotape or water on the floor of the hall is forbidden and no bolts, nails, tacks, screws, pins or other like objects shall be driven into any part of the Hall nor shall any flags, emblems, signs, placards or other material be displayed on any outside part of the Hall.

The Hirer must report all accidents involving injury to the public to the Bookings Secretary as soon as possible and complete the relevant section in the Langton Hall's accident book located in the foyer. Any failure of equipment belonging to the Hall must also be reported as soon as possible.

The MANAGEMENT COMMITTEE accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed. The Management Committee may, use its discretion in any of the following circumstances:

- a) Failure by the Hirer either to pay any charges in respect of stored equipment due and payable or to remove the same within 7 days after the agreed storage period has ended
- b) Failure by the Hirer to remove property brought on to the premises after the period of hire may result in the Management Committee disposing of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

9. Fire Safety.

All Hirers should read and familiarise themselves with the emergency "In Case Of Fire" procedure. The Committee is responsible for the provision and routine maintenance of fire safety equipment based on its own risk assessments. The Hirer or someone appointed by the Hirer is responsible for ensuring that

- a) A risk assessment is carried out for their own activities and equipment
- b) Escape routes are kept unobstructed
- c) An evacuation plan has been formulated
- d) All persons in the building understand the part of the evacuation plan appropriate to them
- e) The Fire Services are called in the event of a fire however slight with details given to the secretary of the management committee. **Post Code CM1 2BP**

The fire extinguishers are provided solely for fighting fires - loss of or damage to the security tag on each extinguisher not used in the event of a fire necessitates a retest for the extinguisher, in which case the hirer will be liable for all costs incurred. Other than in the event of a fire they are not to be removed or tampered with for any other purpose.

10. Personal Equipment

The Hirer is responsible for ensuring the safety of all equipment brought into the premises, including the PATs testing of any electrical equipment. The Hall's insurance policy does not cover equipment brought into the building by hirers for loss, damage or third party risks. No article or equipment may be left in the building without prior permission from the Committee. Any article or equipment left without permission and not reclaimed within a week will be removed and may be sold or otherwise disposed of.

11. End of Hire - Cleaning & Security

The Hirer is responsible for

- (a) clearing away tables and chairs which must be left clean and replaced back into the appropriate storage,
- (b) ensuring that all rooms are left in a clean and tidy condition. Floors are to be swept, vacuumed, or mopped as may be necessary, prior to vacating the building using the equipment in the cleaning cupboard.
- (c) leaving the premises and surrounding area in a clean and tidy condition , all windows and doors closed ,properly locked and secured.
- (d) Set alarm prior to leaving building.
- (e) Lock external gate/s.

In the event of any breach of this condition the Committee shall be at liberty to make an additional charge appropriate for such breach

Any breakages or damage must be reported to the Booking Secretary immediately.

Power usage is continuously monitored. If the Committee has evidence of excessive use an additional charge will be made.

NB. It is the Hirer's responsibility to remove any temporary material such as rubbish, food waste and litter from the premises at the end of the hire.

Any setting up, or cleaning time, MUST be included within the hours of hire.

12. Parking

Parking should be considerate to other road users, locals and pedestrians. It may be that you have to park further down the road and walk to the hall after unloading.

13. Hearing Loop

The Hall is fitted with a permanent hearing loop system - see instructions on Hall notice board.

14. CCTV

The hall is fitted with CCTV internally and externally for the safety and security of all hirers. The recording equipment is used and in conjunction with GDPR and registered with the Information Commissions Office (ICO).

15. GDPR

The European Union's new privacy law, GDPR came into effect on May 25th 2018

GDPR is a regulation by which the European Parliament, the Council of the European Union and the European Commission intend to strengthen and unify data protection for EU residents.

In Summary:

- When you make a booking enquiry you give consent to use the information you provide
- We only use this information to service your enquiries and bookings
- You may withdraw your consent at any time, and request that we erase the information we hold about you
- We do not share or sell your information to third parties

16.Right of refusal.

The Committee reserve the right (a) of access to the premises during the period of hiring by anyone authorised by them (b) to terminate the hiring immediately and without compensation on any breach of these conditions and (c) to cancel the booking in the event of the Hall being required for use as a Polling Station for a Parliamentary or Local Government election or by – election, or any other official use (In which case the Hirer shall be entitled to a refund of any monies already paid).

Payment Conditions

Ad-Hoc hirers

The hire charge and damage deposit must be paid in advance, either by cash or cheque payable to “8CSG Langton Hall” submitted with the booking form or by bank transfer to:

Account number: 34399001

Sort code: 23-05-80

Using hirers name and event date as identification (eg. Smith 31/08)

Hire is confirmed once payment has cleared.

Regular Hirers

Payment is due within 14 days of the Invoice date.

If it is necessary to send a reminder, full payment must be received within 7 days of the reminder date.

In case of non-payment your booking will be cancelled.

The Committee reserves the right to amend these conditions of Hire without prior notice.

Hirers (or their authorised representative) are strongly advised to have a mobile telephone available at all times for use in emergencies.

There is no telephone in the Hall.

Langton Hall
Covid-19 Appendix A
to the Standard Terms and Conditions of Hire

Langton Avenue Chelmsford Essex CM1 2BP

Issue 2 – 24th August 2020

In these extraordinary times it has been necessary to add some extra Terms & Conditions for hire to facilitate Covid virus safe practices in the hall. All hirers must agree and sign up to these extra procedures before a booking can be accepted. An extra fifteen minutes at the start and end of a session will be provided free of charge for the extra necessary cleaning to be done. Langton Hall representatives will not be there policing compliance to these extra Ts and Cs. However, CCTV is in use for live remote monitoring and playback. If an outbreak is traced to a Langton Hall session this can be checked for compliance for up to 30 days.

Responsibilities of Langton hall and it's trustees.

We, as the hall owners, undertake to do and provide the following:

- Provide all the necessary signage clearly explaining how to safely enter and exit the building.
- Provide hand sanitiser at the hall entrance, the corridor and the main hall next to the exit.
- Provide all necessary cleaning materials.
- Provide a clearly marked two-way system within the corridor.
- Provide ONE toilet with a one person at a time rule.
- The Kitchen will be closed to all hires of the hall, if you think you need access discuss with the booking secretary.

Responsibilities of all hires:

- The Covid virus safety of people inside the hall is the responsibility of the hirer and not Langton Hall or it's trustees.

- Follow Langton Hall's risk assessment /guidance which include washing hands/sanitising when entering and leaving the building.
- 'Check in' via the NHS track and trace app using the QR code in the entrance hall for everyone age 16yrs and older.
- Clean all the following at the start and end of all hire sessions:
 - Door handles
 - Light switches
 - Toilets used
 - Tables and chairs used
 - Emptying bins and replacing bin bags as appropriate.
- Take names and contact details of ALL people entering the hall, even if they are only dropping off.
- Keep all contact details for six weeks and make available to the necessary authorities for test and trace purposes if required.
- Provide your own hand sanitiser for your group. The hall hand sanitisers are for entering and leaving the building only.
- Ensure that all of the prevailing social distancing rules are strictly adhered to including wearing of masks if required.
- Ensure a maximum of 35 people in the hall to allow for sufficient space, this overrides the maximum number in the main T&C's.
- Be agile. If the rules change then you must adapt.