

Sessay Community Trust

Terms and Conditions of Hire

1. **The Hirer** will, during the period of hiring, be responsible for the supervision of the premises, the fabric and 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 to avoid obstruction of the highway.
2. **The Hirer** shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub hire or use the premises or allow the premises to be used for any unlawful way or do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.
3. **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.
4. **The Hirer** shall comply with all the conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
5. **The Hirer** shall if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator but no thermometer.
6. **The Hirer** shall ensure any electrical appliances brought into the premises and used shall be safe and in good working order and used in a safe manner. Where a residual circuit breaker is provided under the terms of the PEL or CPL the hirer must make use of it in the interests of public safety.
7. **The Hirer** shall indemnify Sessay Community Trust for the costs of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of hire as a result of the hiring. The hirer shall be responsible for making arrangements to insure against any third-party claims which may lie against him or her (or the organisation if acting as a representative) whilst using the village hall.

8. **The Hirer** must report all accidents involving injury to the public as soon as possible. An accident reporting form is kept in the Health and Safety folder in the kitchen for this purpose.
9. **The Hirer** shall ensure that no animals (including birds) except guide or support dogs are brought into the hall, other than for a special event agreed by the committee. No animals are to enter the kitchen at any time.
10. **The Hirer** must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, if appropriate the hirer must provide the trust with a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.
11. **Use of sound system** will be by a named person, by agreement with the booking secretary. The system will be checked after each use. Any damage will be repaired by a specialist company and charged to the hirer.
12. **The Committee** reserves the right to cancel this hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election.
13. **In the event** of the hall or any part thereof being rendered unfit for the use for which it has been hired, the Committee shall not be liable to the hirer for any consequential loss or expenses.
14. **The Committee** reserve the right to refuse a booking
15. **The Hirer** shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the trustees shall be at liberty to make an additional charge.
16. **Bouncy castle and other inflatable devices in the hall.**

If you wish to host a bouncy castle in the hall or on the outdoor grounds, you must tell us in advance and should follow the Health & Safety Executive's advice on operating bouncy castles (www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm) You must satisfy yourself that the equipment will at all times be properly supervised by a responsible adult who is fully conversant with the risk associated with such activity and that all such persons are individually covered by public liability insurance arranged by yourself or the supplier of the equipment .

We are neither insured for such activity nor accept liability for any loss, damage or injury arising from the use of the equipment or it's supervisor and you shall indemnify us against all liability therefrom.

17.The Hirer shall insure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning.

Other conditions of Hire.

Supervision.

The hirer, who must be over the age of 21 years, shall be in charge of, and upon the premise during the whole of the time they are open for the period of hire.

Capacity

The number of people on the premises shall not exceed 120 persons.

Means of escape.

1. All means of exit from the premises must be kept free from obstruction and immediately available for free public exit.
2. The emergency lighting supply illuminating all exit signs will come on in the event of a power failure.

Outbreaks of fire:

The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the trustees.

Explosives and Flammable materials:

1. Highly flammable substances shall not be brought onto or used in any part of the premises.
2. No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Management Committee.
3. Candles are not allowed.

Heating:

No unauthorised heating appliances shall be used on the premises without the consent of the Management Committee. Portable liquified propane gas (LPG) heating appliances shall not be used.

Disposal of rubbish:

All rubbish to be removed from the premises and placed in the wheelie bin marked "Hambleton District Council" at side of car park.

Revised November 2025