

## Conditions of hire

- 1. Hirer**

The Hirer must be an adult. He/she 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 relating to management and supervision of the premises are met.
- 2. Supervision**

The Hirer shall be responsible for the supervision of the premises (including the garden), the fabric and the contents; their care, safety from damage; the behaviour of all persons using the premises whatever their capacity; the observance of conditions placed on maximum numbers; and the orderly parking of cars.
- 3. Use of premises**

The Hirer shall not use the premises for any purpose other than that agreed with the Trustees and shall not sub-hire them.
- 4. Licensable activities**

The Hirer shall ensure that the Reading Room holds any licenses relevant to his/her activities.
- 5. Public safety**

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, the Trustees of the Reading Room or otherwise.
- 6. Means of escape**

All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.
- 7. Outbreaks of fire**

The Hirer's attention is drawn to the Trustees' Fire Evacuation Plan and he/she must act accordingly. The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the Caretaker and Trustees.
- 8. Health and hygiene**

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.
- 9. Electrical appliance safety**

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner.
- 10. Insurance and indemnity**

The Hirer shall be liable for the insurances relating to any activity not covered by the Trustees' policy.
- 11. Accidents and dangerous occurrences**

The Hirer must report all accidents involving injury to the public to a Trustee **as soon as possible** and complete the relevant section in the accident book.
- 12. Flammable substances**

The hirer shall ensure that highly flammable substances are not brought into or used in any part of the premises and that no internal decorations of a combustible nature (e.g. polystyrene, cotton wool) are erected without the consent of the Trustees. No decorations are to be put up near light fittings or heaters. Candles are not permitted.
- 13. Heating**

The Hirer shall ensure that no unauthorised heating appliances are used on the premises.

**14. Drunk and disorderly behaviour**

Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity.

**15. Animals**

The Hirer shall ensure that no animals except guide dogs are brought into the premises.

**16. Compliances**

a) **Children Act 1989.** The Hirer shall ensure that any activities for children under eighteen years of age comply with the provisions of the Children Act of 1989 (and its subsequent amendments) and that only fit and proper persons who have passed the appropriate Disclosure and Barring Service (DBS) checks and comply with ISA requirements have access to the children.

b) **Safeguarding.** The Hirer's attention is drawn to the Reading Room's Safeguarding Policy and Procedures, the text of which is separately available on the Reading Room's web page and notice board.

**17. Cancellation**

If the Hirer wishes to cancel the booking, the question of the repayment of the fee shall be at the discretion of the Trustees. The Trustees reserve the right to cancel the hiring in the event of the premises being required for use as a Polling Station or in a local emergency

**18. End of hire**

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.

**19. Noise**

The Hirer shall ensure that the minimum of noise is made on arrival, during the period of hire and at departure, particularly late at night.

**20. Stored equipment**

The Trustees accept 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.

**21. No alterations**

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior approval of the Trustees.

**22. Smoking**

The Hirer shall, and shall ensure that the Hirer's invitees, comply with the prohibition of smoking in public places provisions of the Health Act 2006.

**23. Internet access**

Any Hirer granted access to the Reading Room's wi-fi must ensure that it is used responsibly and in accordance with the law. He/she should also be aware that the service cannot be guaranteed.

**In the event of problems or queries please contact:**

Caretaker (Sue Golder): 01993-891128

Chairman of the Trustees (Roger Purssell): 01993-898348