

# Lambourn Sports Club

12 Bockhampton Road  
Lambourn, Hungerford, Berkshire, RG17 8PS

## TERMS AND CONDITIONS OF HIRE

- You must be aged 18 or over to book the Hall.
- A deposit will be required from all hirers in addition to the Hire Charge – normally made by bank transfer during the booking process. The deposit will be returned / re-funded post-event provided all conditions of Hire are met, the Hall has been secured after keys are returned to Club house, and the condition of the Hall after use has been checked and approved as acceptable by an Officer of Lambourn Sports Club Committee. Please see the range of required deposits below:
  - £50 for a Lambourn sports club member
  - £100 for a non-member
  - £200 for an Organisation
- Officers of the Lambourn Sports Club Committee may, at their discretion, vary the size of the deposit up or down; for example, depending on the nature of the event booked.
- As a condition of booking, all private hirers must present 2 forms of personal identification, as directed on the Booking Form, to an Officer of the Lambourn Sports Club Committee prior to their event. These must be:
  - An official Photo ID – i.e. A Driving License or Passport
  - Current Utility Bill - showing a current address for the Hirer
- Any event which will be predominantly attended by children, or young adults aged below 18, must be declared at the time of booking and supervised by a nominated adult aged over 21. That adult must attend the whole of the event and will be responsible for the safety and conduct of any attendees; and for ensuring that alcohol is not supplied to, or consumed, by attendees below the age of 18. The contact details of the nominated adult must be supplied at the time of booking and will be subject to verification. The nominated adult may also be asked to provide 2 forms of personal identification to an Officer of the Lambourn sports club Committee.
- The maximum number of persons present on the premises (inside the Hall) on any one occasion should be limited to 150 for a standing event or 120 for an all seated event.

## **Access to the Hall**

- We have a key safe on the front of the entrance to the Hall. The keys to the Hall will be in the key safe. Once your booking has been confirmed and paid for, you will be sent the code for the key safe to access the keys. You must lock the Hall and leave the keys in the key safe after your event, remembering to turn the numbers so the code is not showing. The Key code is changed regularly.
- Failure to secure the Hall properly after any usage will result in forfeit of your deposit.
- Officers of Lambourn sports club Committee may, at their discretion, require Hirers to provide Security personnel to manage access to the function room and grounds during an event. The Security personnel must be from a reputable Company recommended or accepted by Lambourn Sports Club Committee. The Hirer will be responsible for all the costs incurred in the provision of such Security personnel.
- Officers of Lambourn Sports Club Committee may at their discretion require Hirers to restrict access to the Hall and grounds during an event to legitimate ticket holding attendees.

## General:

- Responsibility for the function hall premises and the keys to the premise's rests with the hirer during the agreed period for which access is granted.
- At the time of booking, you must also provide details of any equipment that you intend to bring to the Hall and/or grounds – for example: Bouncy Castles (or other inflatable play equipment), Electronic Equipment and Electrical Catering Equipment *(NB/ This list is not exhaustive)*.
- A Committee member must give permission before any internal decorations that may contain combustible materials are used. Hirers must ensure that any allowed decorations are not placed near light fittings
- Highly flammable substances should not be brought into, or used, in any part of the premises without the express permission of a Committee Member
- Responsibility and liability for the use and safety of any equipment brought onto the premises by the hirer rests entirely with the hirer. The hirer must also have, and be able to provide evidence of on request, the appropriate insurance for equipment brought to the Hall providing cover against any potential claims for injury or loss. Similarly, the Hirer must have any appropriate safety certificates for such equipment. For example, if any electrical equipment is being brought in by the Hirer, the equipment must be covered by current PAT (Portable Appliance Testing) certificates. The certificates may need to be produced before equipment is brought to the Hall.
- No apparatus or equipment can be left on the premises without prior agreement. Such agreement is unlikely to be forthcoming due to the extremely limited storage space available at the Hall.
- No responsibility will be accepted for loss of, or damage to, personal effects or cars and their contents left on the premises.
- No posters or advertisements may be affixed to any part of the Club house or function room without prior permission.
- All cases of deliberate damage or anti-social behaviour will be reported to the Police.
- The possession use or supply of illegal drugs (i.e. whose production or use is prohibited by legislation) is strictly prohibited in Function room and grounds. The Police will be informed of all cases where illegal drugs are brought to Lambourn Sports Club premises or grounds.

## **Being A Good Neighbour**

Hirers are asked to ensure that they are considerate to the needs of our neighbours when they use the Hall. Do not make excessive noise when entering or leaving the Hall premises and observe the conditions of the Hall license, or your Temporary Event Notice, when playing music during an event (see the Noise Nuisance Remedial Plan below).

*Noise Nuisance Remedial Plan: The Hall license, or any Temporary Event Notice will only apply to the Hall and not to the grounds to the front the Hall. All doors and windows are to remain closed during the event. An attendant should periodically check the surrounding outside areas during events to monitor noise levels at the premises.*

*Appropriate action should be taken to reduce noise levels if noise is clearly audible. No music should be played outside of the Hall, unless specifically permitted by the Hall License or a Temporary Event Notice. If a complaint is received it should be dealt with immediately and courteously and details of the complaint and any action taken **MUST** be reported to a member of Lambourn Sports Club Committee.*

**Please note, your deposit will be forfeited in all cases where excessive noise, anti-social behaviour, damage, or any disturbance which affects our neighbours is reported.**

### **Cleaning:**

There will be no additional charge for cleaning provided all facilities are left clean, tidy and in good repair. Chairs and tables must be re-stacked **and all refuse (all general waste, recyclables, bottles / glass) must be collected and taken away.** In the event the Hall is left in a poor state (i.e. not clean or tidy having sustained damage to the fabric of the building or to goods provided for the use of hirers such as tables, chairs & kitchen equipment etc.) the Village Hall Committee reserves the right to levy a charge against the hirer which it considers appropriate. The charge would be recovered in the first instance from your deposit - but if the costs are greater than your deposit, you would be requested to pay the difference. ***Hirers are deemed to have agreed to make any such payment reasonably requested.***

### **After Event Hall Cleaning Option**

If you would like a professional cleaner to clean the Hall for you (normally) the day after the event – given the Hall is not booked (our Booking Officer will be able to advise on Hall availability), you have an option to organise this yourself with a Professional Cleaning Service. We have a reputable cleaning company that we recommend. You would contract and pay for this directly with the cleaning company. Please put “After event cleaning” in the “Other Requests” box on the on-line booking and our Booking Officer will provide details for you to check availability & pricing. This option depends on the availability of the 3<sup>rd</sup> Party Cleaner and the availability of the Hall after the event. The cleaning company will inform the Booking Officer that you (the Hirer) have chosen this option.

Fire/Emergency Safety: Important Instructions:

It is the hirer's responsibility to read carefully the instructions provided on fire/emergency safety to familiarise themselves with the appropriate procedure. The hirer must either take personal responsibility for the health and safety of people attending their event or must delegate this duty to another appropriate person attending the event.

Lambourn Sports Club accepts no responsibility for damage or injury to property or persons attending an event at Lambourn sports club and it is the hirer's responsibility to ensure there is no misuse of the facilities and that the fire exits are illuminated and kept clear for easy access.

LAMBOURN SPORTS CLUB COMMITTEE