

Aston Pavilion Hall: Conditions of hire

Aston Pavilion Community Interest Company, 459 Lichfield Road, Aston, Birmingham B6 7SS

Conditions of hire

The following standard conditions apply when hiring of the Aston Pavilion and its premises. If the Hirer (the person who is making the booking) is in any doubt as to the meaning of the following, the Project Manager the Aston Pavilion CIC (hereinafter 'Aston Pavilion CIC') should immediately be consulted.

- Please contact Mr Mervyn Jayakody, Aston Pavilion, B6 6JD or phone 07891144253 to clarify if there are any issues.
- The Aston Pavilion CIC reserves the right to periodically review these conditions of hire.

1) Hires at Aston Pavilion CIC discretion

- Aston Pavilion CIC has absolute discretion as to the hiring of its facilities and reserve the right to refuse an application for the hire of the hall.
- Any discretion regarding the hall booking is down to the 'Booking Committee' of the Aston Pavilion CIC.

2). Bookings

- Bookings can only be taken from people over the age of 21.
- The person making the booking 'the Hirer' is personally responsible for payment of fees and for ensuring these conditions are complied with.

3). Payment of Hire Charges

- Full payment, at the time of booking, will be required for all bookings.
- A fee of £49 is charged for the hall.
- A £100 standard damage deposit is also required for wedding receptions and large events.
- The CIC reviews its fees and charges annually.

4). Damages

- The hirer is responsible for any damage (however slight) to Aston Pavilion CIC property during, or as a consequence of the hiring, which is as a result of the hirers actions or negligence.
- Aston Pavilion CIC reserves the right to make good any damage and recover any costs from the hirer for such damage.
- We reserve the right to charge the hirer for the costs of making good any damage to the Pavilion premises or equipment, or the excesses of any insurance claim the Aston Pavilion CIC may have to make as a result of the hire may be funded.
- In no circumstances will the Aston Pavilion CIC make good or accept responsibility for the loss, theft, damage of or to any goods or property of the hirer or of any other person, left, deposited or brought onto the hired premises.
- Photographs will be taken to evidence any damage to the premises.

5). Cancellation of Booking

- Notification of cancellation of a booking must be made in writing to Aston Pavilion CIC
- Cancellations can be made, with no administration charge, within 10 working days from the booking date.
- After 10 working days, any cancellations of booking, £50 administration fee will be charged.
- The Aston Pavilion CIC reserves the right to cancel any booking if the hall is unavailable for reasons beyond the Company's control, including but not limited to fire, flood, power failure, heating failure, industrial action, severe weather.
- The Aston Pavilion CIC will inform you of any cancellation with as much notice as possible. If the cancellation is made by the Aston Pavilion CIC, full refunds will be given
- The Aston Pavilion CIC will not be responsible for any additional costs incurred as a result of the cancellation of the booking.
- Damage deposit refunds made by card will be refunded within 5 working days after the booking. Damage deposit refunds made by cheque will be posted to the 'hirer' within 10 working days after the booking.
- If the hall has not been left in a satisfactory condition and the damage deposit is not going to be returned and the 'Hirer' will be informed in writing within 5 working days of hall booking.

6). Insurance

- The Aston Pavilion CIC provides certain insurance cover in respect of its own buildings, furniture and fittings. The insurance so provided does not extend to goods, equipment or things other than those provided by the CIC.
- Regular hirers will be required to provide proof of their current public liability insurance, so as to indemnify the Aston Pavilion CIC in case of claim, prior to the dates of the hire.

7). Use of premises & supervision

- All hirers are responsible for ensuring that no nuisance is caused to any other user group, the local community or staff by their use of this premises.
- The hirer shall be responsible for the efficient supervision of the community hall, the effective control and orderly and safe admission and departure of persons and the safe clearance of the hired premises in case of emergency.
- The hirer shall ensure that any spillages are cleaned up immediately to prevent accidents and slippages.
- The hirer shall ensure that all doors giving access to and from the hired premises shall be kept unobstructed and immediately available for exit during the whole time the hired premises are in use.
- The hirer must make sure that he/she leaves the hall at the time shown on the booking. Any overruns will incur additional charges at the hourly rate.
- The hirer shall ensure that users leave the hall in a quiet and orderly fashion and respect the surrounding neighbours.
- The hirer will ensure that car parking is controlled for a large event.
- The hirer shall not use the premises for any purpose other than that described on their booking application.
- The hirer shall ensure that any event or advertising of any event held complies with all intellectual property rights.

- The hirer shall ensure that the capacity of the venue is not exceeded.
- The Aston Pavilion CIC accepts no liability if the number of people exceeds the capacity as stated on the application form.
- All heating, lighting and equipment is to be turned off after use and windows and doors secured
- No smoking is permitted anywhere in the halls at anytime.
- Hirers shall not have access to other areas of the hall not included in their booking.

8). Cleaning

- Hall hirers are required to provide their own bin and recycling bags, tea towels and washing up liquid. Hirers who are using the kitchen should also provide their own surface cleaning sprays. The hall and surrounding area must be left in a clean and tidy condition and in the same condition in which you found it.
- Kitchens must be left in a clean and tidy condition and in the same condition in which you found them.
- Toilet facilities must be left in a clean and tidy condition and in the same condition in which you found them.
- All rubbish must be removed by the hirer. There may be an additional charge for any rubbish left in the hall that has to be removed by Aston Pavilion CIC staff.
- The hall must be properly locked and secured unless directed otherwise and with any contents that were temporarily removed from their usual positions properly replaced,
- Failure to leave the hall, kitchen, toilets and surrounding areas in a clean and tidy condition will result in an additional charge being incurred and may mean a restriction on future bookings.
- Photographs will be taken to evidence the hall being left in an unclean and/or untidy manner.

9). Entry by Aston Pavilion CIC staff

- The Aston Pavilion CIC reserves the right to enter the premises at all times.
- The Aston Pavilion CIC reserve the right to terminate any hiring at any time during such hiring if in the opinion of the Aston Pavilion CIC or their servants and agents such hiring is not being conducted in the proper manner, without incurring the liability to the hirer whatsoever.

10). Alterations/Decorations to the community hall

- The hirer shall not cause or permit any interference with and any alterations or additions to the fixtures, fittings, furnishings and all other equipment and apparatus in the halls
- No decorations, flags, banners, signs, posters or placards shall be displayed either inside or outside the halls without the previous written consent from the Aston Pavilion CIC.
- No adhesive putty, nails, tacks, drawing pins, hooks, screws or bolts shall be driven into the walls, doors, furniture, woodwork or any areas of the halls.
- No advertising banners or promotional materials can be attached to railings or external areas of the building.

11). Parking

- Vehicles are only permitted to park in the designated parking areas.
- Bicycles may not be affixed to railings at the front of the buildings or anywhere where access is required.

12). Prohibited items

- The following items are prohibited from being used in the halls - this list is not exhaustive
 - Candles (standard birthday cake candles are permitted)
 - Bubble Machines
 - Chewing gum / bubble gum
 - Flammable liquids, gases and oil
 - Soldering appliances
 - Unauthorised heating appliances
 - Internal table or free standing decorations of a combustible nature (e.g. polystyrene, cotton wool)
 - Smoke machines
 - Any other highly flammable items or naked flames
 - Animals, except guide dogs (Unless previously agreed by the Council)
 - No bicycles or mobility scooters
 - French chalk (any substance to increase floor slippage)
 - No smoking is permitted anywhere within the building at any time
 - Electrical kitchen appliances
 - Smoke and bubble machines

13). Storage of equipment

- No items may be stored by the hirer on the hall premises without prior written agreement from the Aston Pavilion CIC.
- All equipment and property (without storage consent) must be removed at the end of each hiring. Failure to do so will incur additional charges.

14). Hall set up

- The hirer shall set up Aston Pavilion CIC's tables and chairs within the period of the booking.
- Tables and chairs should be returned and stacked appropriately at the end of each booking.
- The hirer shall use appropriate chair and table trolleys to move furniture. The trolleys must be operated using the instructions displayed in the hall.

15). Accidents and Dangerous Occurrences

- The hirer must report all accidents involving injury to the public during the period of hire to a member of staff as soon as possible.
- Any failure of equipment belonging to the Aston Pavilion CIC must be reported to a member of staff as soon as possible.

16). Safeguarding children

- If you are hiring the hall for the provision of activities for children you will be required to supply details / copies of DBS checks or approved coaching certificates for all adults who will be in contact with or supervising the children. This is not applicable if you are hiring the hall for children's parties.
- Regular hirers working with children will be required to comply with the Aston Pavilion Community Interest Company's safeguarding policy.
- Regular hirers will also be required to have a Child Protection Policy or a Safeguarding Policy in place, a copy of which will need to be provided to the Aston Pavilion CIC at the time of booking and on request.
- Hirers must ensure that they have appropriate adult to child ratios complying with appropriate guidance.

17). Electrical Appliance Safety

- The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe and in good working order and used in a safe manner. Electrical items that are stored at the hall, with the permission of the Aston Pavilion CIC and a storage agreement will be subject to an annual PAT test. The Aston Pavilion CIC will undertake the tests and will charge the hirers accordingly.
- No deep fat fryers or kitchen appliances are allowed to be brought onto the premises.

18). Entertainment

- Any entertainment activities must have vacated the premises at the finish time specified on the booking form.
- Any additional time spent on the premises will be charged for at the hourly rate.
- Any violence or aggression towards our staff will not be tolerated. The perpetrator will be asked to leave the premises immediately and will not be allowed to re-enter the premises on future occasions.

19). Fire Safety

- Hirers must make themselves familiar with escape routes in the event of a fire.
- Fire doors must be kept shut but unlocked during the hire.
- On discovering a fire the hall hirer must:
 - operate the nearest fire alarm
 - call the Fire Brigade by dialing 999
 - leave the building by the nearest exit
 - proceed to the assembly point
- Do not stop to collect personal belongings. Do not re-enter the building
- If the fire alarm is activated the hall hirer must:
 - Vacate the hall immediately
 - Call the fire brigade by dialing 999
 - Leave the building by the nearest exit point
 - Proceed to the assembly point
 - Call the on-duty caretaker/site manager
- If the hirer is holding an event or production for the public, fire marshals should be appointed to ensure that members of the public are escorted out of the building. For any questions please call/report to the caretaker/site manager.
- Smoke and bubble machines are not permitted in the halls as these activate the fire alarms.
- Hirers will be charged an additional £25 if prohibited items have been used and have

set off the fire alarms.

20). Catering

- Where an external catering company is used, the hirer will provide the Aston Pavilion CIC details of their food hygiene registration and food hygiene certificates.
- The Hirer shall, if preparing, or serving food, observe all relevant food health and hygiene legislation and regulations.
- The hirer is responsible for ensuring that attendees drink sensibly and do not get excessively inebriated. The hirer is responsible for ensuring that alcohol is not consumed by people who are intoxicated.

21). Extreme Views

- Aston Pavilion CIC owned premises and halls will not be hired to any group disseminating extremist views.

22). Data Protection

- Details regarding your booking including your name and contact number will not be shared with anyone.

