

# HAWKSHEAD MARKET HALL TRUST

## LETTING AGREEMENT

This agreement, the terms of which the Trustees approved at their meeting on 13 November 2013, is between the Hawkshead Market Hall Trust (the Trust) and the users as identified below.

The users undertake:

to pay the Trust the appropriate rental fee in respect of the hours during they occupy the Hall, to pay a security deposit if required, to use the Hall only for the purposes detailed on the booking form, to ensure that no unlawful activities take place, and not to sub-let the Hall to any other users.

that, before using the Hall, those in charge of the event will familiarise themselves with the terms of this agreement and the attached fire and safety regulations.

to accept responsibility for the safety and security of those present during the event. They will ensure those in charge (stewards etc.) maintain proper control over access to the Hall, and all activity within it. They must pay particular attention to and deal promptly with any incident which may have safety implications (e.g. prompt mopping up of any spillages) and record any accident in the Accident Book.

The users will ensure that:

any electrical equipment (in particular amplifiers, speakers etc.) brought into the Hall complies with current safety rules and is used in a safe manner. Any damage to the Hall's electrical circuits caused by such equipment must be made good by the users.

fire risk is minimised and that

- no appliances fuelled by gas or paraffin are used at any time;
- no highly flammable substances are brought into, or used in the Hall;
- no easily combustible decorations (e.g. polystyrene, cotton wool) are used;
- no decorations are put up near light fittings.

any food prepared, sold or served in the Hall complies with all relevant food health and hygiene legislation and regulations

at the end of an event,

- the Hall, including toilets and kitchens, is left clean and tidy;
- all rubbish and debris is removed;
- any crockery/cutlery or kitchen equipment is left clean and dry and put away;
- all tables and chairs are replaced in their original position;
- all lights are turned off, internal doors closed and the Hall is left secure.

in the event of any damage being caused to the Hall or its equipment, or any property being lost, they notify the caretaker or the Secretary within 24 hours.

no event continues past midnight (unless otherwise agreed) and that no noisy activity (e.g. loud music) causes disturbance to those in the neighbourhood.

The Trust:

undertakes that the Hall will be available at the time of letting in a clean state with the heating turned on in advance if necessary.

reserves the right not to accept a particular booking and, in exceptional circumstances, to cancel a booking: in the latter case, should an alternative date not be possible, any rental fees paid will be reimbursed.

may withhold any security deposit or levy an additional charge in the event of non-compliance with its letting terms, particularly in respect of the Hall being left clean and tidy.

makes available to users its licence from the Performing Rights Society for the performance of music but requires them to ensure that any use of music is compliant with this licence, and for making any additional arrangements necessary.

requires that, if alcohol is to be served, this is made clear on the booking form. The Hall is not licenced for the sale of alcohol and, if sale is contemplated, users must make the appropriate arrangements and inform the Caretaker or the Secretary.

accepts no responsibility in respect of injury to persons during events or for the loss or damage to private property left or used in the Hall.

This document must be read in conjunction with the Booking Form and, in signing the Booking Form, the users undertake that they have read and understood its contents, and will comply with its requirements.

Signed on behalf of The Market Hall Trust

Print name ..... Signature ..... Date .....

Signed on behalf of ..... (the users).

Print name ..... Signature ..... Date .....

Two copies to be signed: one to be held by the Market Hall, one by the users.

ANNEX: FIRE INSTRUCTIONS

## HAWKSHEAD MARKET HALL

### FIRE SAFETY INSTRUCTIONS FOR HIRERS

While your group (including any invitees or audience) is using the Hall, their safety is your responsibility. Please use the following check list:

#### Before the event starts

Those in charge must check that all exits are clear and kept clear, and must know:

- what to do in the event of fire;
- who will call the Fire & Rescue Service and how to do so;
- where the fire extinguishers are and how to use them;
- which exits you will use;
- how any disabled users can leave safely
- the arrangements for checking that all are safely accounted for.

#### At the start of the event

- ensure that all present know how to leave the building, who will supervise them and where they should assemble in safety;
- check that the numbers present are within the permitted limits (60 for the Lower Hall, 120 for the Upper Hall)

#### During the event

- ensure that all present observe the law on “no smoking” and that if any naked flames are used, authority has been given for their use.

#### In the event of fire, however small

- ensure that the Fire and Rescue Service are informed.

#### After the event

- ensure that all appliances are switched off, any flames extinguished and that (unless other specific arrangements have been made) the Hall is left secure.

November 2013