

Hall Hirer Terms & Statutory Information

Address:

Lower Sea Lane, Charmouth, Dorset DT6 6LH

Emergency phone: 07779 854829

Website: <https://charmouthcommunityhall.co.uk>

Email: info@charmouthcommunityhall.co.uk

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Terms and Conditions

Definitions:

“the Hirer” - the person named on the booking form and invoice

“the Premises” - the above named property

1. Halls and rooms at the Premises may be booked either singly or together. Kitchen facilities are available for self- catering. A charge is made for this service. (See hire charges).

2. The Hirer may sell alcohol but at the discretion of the Management Committee. This should be requested at the time of the booking and an “Authorisation For The Sale Of Alcohol in The St.Andrew’s Community Hall” form must be agreed and signed or acknowledged on the electronic booking form in the respective check box.

IMPORTANT:- Sales of alcohol must only be served to those who are 18 years or over and only be available from 10:00 hours until 23:00 hours on Sunday to Thursday and 10:00 hours until midnight on Friday and Saturday.

3. The Premises should only be accessed 10 minutes before the booking time commences and should be vacated and locked 10 minutes after the booking time finishes. IMPORTANT:- Please allow time on your booking form for setting up, clearing up and cleaning.

4. The Hirer will ensure that on vacating the hall all refuse is removed from the premises.

5. In compliance with UK legislation the Premises are strictly a no smoking area.

6. The Management Committee reserves the right of entry to all parts of the Premises, at all times, for their duly authorised Officers.

7. The Premises (hall, room, kitchen and toilets) must be left in a clean and tidy condition. Chairs and tables, crockery, utensils and cutlery etc. must be returned to their correct allocated storage points. In particular we ask you to ensure that the tables are wiped clean before storage. IMPORTANT:- If any of these conditions are not adhered to, a charge for the necessary work to be carried out will be made.

8. *<no clause>*

9. The Hirer must ensure that, on leaving the Premises, all electrical equipment, heating/cooling systems and lights (except emergency lights) are turned off.

10. The Hirer is the person who will be responsible for the preservation of order and general control of the event. This person is to be at the event at all times.

11. **Music & Film** - The Hirer must note that the Premises are in a residential area and noise levels must be kept to a reasonable level (maximum of 100 Decibels). All music should cease at 23:00 hours on Sunday to Thursday and midnight on Friday and Saturday. All doors and windows, including doors to the entrance lobby, should be kept closed when amplified speech or music is taking place. When any form of music is to be performed or played or film screened during the hire period, a [Music Declaration form](#) must be completed and submitted along with copies of any public performance licences required. This must be submitted at minimum 7 full days prior to the event. The Hirer agrees to indemnify the Hall Management Committee against any claims for copyright infringement arising from the use of the premises.

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12. If the Hirer is approached by a member of the Management Committee or their duly authorised Officers and asked to reduce the volume the Hirer or musician must comply.
13. The external area must not be used for amplified/live music, speech or the use of external speakers at any time.
14. The hall is available for indoor sporting events Monday to Sunday up to 23:00 hours.
15. Electrical equipment brought to the premises must have an 'up to date' Portable Appliance Test mark.
16. The Management Committee shall not be responsible for any loss, damage or injury caused to any person or persons arising from any items of equipment introduced or brought into the halls by the Hirer. It is the responsibility of the Hirer to provide their own insurance to cover both liability and any damage caused to the Premises, by equipment introduced or brought into the Premises by the Hirer, for the event being held, or by actions or omissions of those attending.
17. All exit doors from the Premises, and the forecourt, shall remain unobstructed throughout the period of hire. Emergency Exits must not be used by the public as normal means of exit/entry.
18. No adhesive tape, bolts, nails, tacks, screws etc shall be driven in, or attached to any part of the Premises nor shall any placards or other articles be fixed thereto unless by prior agreement from the Management Committee.
19. Any accident or incident must be reported in the accident book which is located in the first aid box in the kitchen. Similarly any faulty equipment or other maintenance requirements should be reported in the maintenance book which is located on the notice board at the rear of the building.
20. No cooking or heating appliances, fireworks, candles or smoke making machines to be used in the Premises without prior agreement of the committee.
21. There is limited parking on the hall premises and on the hard standing only. Parked vehicles must not block or restrict access to the access ramps either side of the building. A pay and display car park is located adjacent to the hall in St Andrew's Drive. Parking is NOT permissible on the Tennis Club car park.
22. Payment must be made by the "Payment due date" shown on the invoice. If the Hirer wishes to cancel the booking, 48 hours notice must be given otherwise a fee may be incurred. Payment shall be made by BACS (electronic bank transfer).
23. The Management Committee reserves the right to refuse a booking or to cancel the hiring at any time.
24. A copy of the Health and Safety Policy can be found on the notice board in the corridor at the rear of the building.
25. Childcare Act 2006. The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of the Childcare Act 2006 and the Safeguarding Vulnerable Groups Act 2006 and only fit and proper persons who have passed the appropriate Criminal Records Bureau checks should have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The Hirer must have an up to date copy of their CRB check and Child Protection Policy upon booking.
26. The Hirer shall be familiar with the position of Fire Extinguishers, Fire Blanket (Main Kitchen), Fire Bell (Main Hall) and all Emergency Exits in case of emergency.

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27. TV Licensing - St Andrew's Community Hall **does not** hold a TV Licence, the Hirer shall ensure that no programmes are watched and no equipment used that would require the need for a UK TV Licence.

28. THE Hirer AGREES TO OBSERVE AND ADHERE TO THE TERMS AND CONDITIONS CONTAINED IN THIS DOCUMENT.

Health & Safety

General

Pursuant to the Terms and Conditions, the Hirer is responsible for the health and safety of users in relation to the activity and purpose of the hire. At the start of the event, the Hirer should make participants aware of the fire procedure, toilet locations and parking restrictions. If children or vulnerable persons are present they must be supervised at all times. Care should be taken if using the stage due to the unprotected drop and children are prohibited from playing on the stage at all times.

Fire Safety

On discovery of a fire all occupants should exit the building via the nearest emergency exit. Occupants should not stop to collect personal items. If safe to do so the manual firebell in the main hall should be sounded until everyone is out. Fire extinguishers should only be used if safe to do so without danger to the operator. Do not attempt to tackle a fire with multiple extinguishers, if the first is insufficient, leave the building. Remember that smoke is the biggest danger.

The Hirer must call 999 and summon the fire brigade to the address shown on the front page of this document. Occupants should assemble by the wall in front of the hall and not disperse until the fire brigade authorise them to. To the best of their ability the Hirer should determine whether everyone is out of the building.

The Hirer must liaise with the fire brigade when they arrive. At a safe and convenient juncture the Hirer should contact the emergency number shown on the front page of this document as soon as possible, leaving a message if no one answers.

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General Data Protection Regulation (GDPR) Public Privacy Statement

1. Who We Are

St Andrew's Community Hall, also known as Charmouth Community Hall (The Hall) is the data controller for the personal information you provide. We are committed to protecting your privacy and handling your data openly and transparently.

2. Information We Collect

We collect information necessary to manage your bookings and ensure the safety of the Hall, including:

- **Contact details:** Name, address, email, and phone number.
- **Booking details:** Purpose of hire, dates, and times.
- **Payment info:** Records of payments made.

3. How We Use Your Information

We use your data to:

- Process and confirm your bookings.
- Communicate regarding access, invoices, or emergency issues.
- Maintain our accounts and records.
- Comply with legal and insurance obligations.

4. Third-Party Service Providers

To provide an efficient service, we use a third-party booking system. Your data is stored on their secure servers. We also use a dedicated email account for manual correspondence. We do not sell or lease your data to any other third parties.

5. Data Retention

We keep your personal data only for as long as necessary. Typically, booking records are kept for **6 years** following the end of the financial year for tax and insurance purposes.

6. Your Rights

You have the right to:

- Request a copy of the data we hold about you.
- Ask us to correct inaccurate information.
- Request deletion of your data (where legal obligations allow).

For the above please contact the Booking Secretary at info@charmouthcommunityhall.co.uk. You may also contact the Data Commissioner's Office if you are not satisfied with how we handle your data.