**STANDARD CONDITIONS OF HIRE – Sheringham GUIDE HEADQUARTERS**

If the hirer is in any doubt as to the meaning of the following, Alison Sheridan, should immediately be consulted. For the purposes of these conditions, the term **hirer** shall mean an individual hire, or where the hirer is an organisation, the authorised representative.

**The Headquarters has a no smoking policy.**

1. **Supervision**

The **hirer** will during the period of hiring, be responsible for the supervision of the premises, the fabric and the contents: their care, safety from damage however slight, or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.

1. **Use of the Premises**

The **hirer** shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way, nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.

1. **Licences**

The **hirer** shall be responsible for obtaining such licences as may be needed whether for the sale or supply of intoxicating liquor.

1. **Gambling, Betting and Lotteries**

The **hirer** shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

1. **Public Safety Compliance**

The **hirer** shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority and the Local Magistrates Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar entertainment or stage plays.

1. **Health and Hygiene**

The **hirer**, shall if preparing, serving or selling food observe food health and hygiene legislation and regulations.

1. **Electrical Appliance Safety**

The **hirer** shall ensure that any electrical appliances brought onto the premises and used there shall be safe and in good working order and used in a safe manner.

1. **Indemnity**

The **hirer** shall indemnify the Headquarters for the cost of repair of any damage done to any part of the property including the cartilage thereof or the contents of the building which may occur during the period of the hiring as a result of the hiring. The **hirer** shall be responsible for making arrangements to insure against any third party claims which lie against him or her (or the organisation of which they are acting as a representative) whilst using the Headquarters. (The Headquarters is insured against any claims arising out of its own negligence).

1. **Accidents and Dangerous Occurrences**

The **hirer** must report all accidents involving injury to the public to the Management Committee, as soon as possible. Any failure of equipment either that belonging to the Headquarters or brought in by the hirer must also be reported as soon as possible. All accidents or injury must be reported in the accident book and first aid book which is on the noticeboard in the hallway. This is in accordance with the Executive Reporting of Injuries, Disease and Dangerous Regulations 1995.

1. **Animals**

The **hirer** shall ensure that no animals (including birds) except Guide Dogs are brought into the Headquarters other than for a special event agreed by the Management Committee. No animals whatsoever are to enter the kitchen at any time.

1. **Compliance with the Children’s Act**

The **hirer** shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only proper persons have access to the children.

1. **Sale of Goods**

The **hirer** shall if selling goods on the premises comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the **hirer** shall ensure that the total prices of all goods and services are prominently displayed as shall be the organisers name and address and that any discounts offered are based on Manufacturers Recommended Retail Prices.

1. **Cancellation**

If the **hirer** wished to cancel the booking before the date of the event the question of the return of payment shall be at the discretion of the District Commissioner, on behalf of the Management Committee.

1. **Unfit for Use**

In the event of the Headquarters or any part thereof being rendered unfit for the use for which it has been hired, the Management Committee shall not be liable to the **hirer** for any resulting loss or damage whatsoever.

1. **Refusal of Booking**

The Management Committee reserves the right to refuse a booking without notice or to cancel this hiring agreement at any time wither before or during the term of the agreement upon giving seven days notice in writing to the **hirer**. The **hirer** shall be entitled upon such notice to reimbursement of such monies including any deposit or a proportion of the same as have been paid by the **hirer** to the Management Committee. The Management Committee shall not be liable to make any further payment to the **hirer**.

1. **Fire**

The **hirer** shall read the instructions on action to be taken in the event of a fire which includes calling the Fire Brigade and evacuating the Headquarters, the location and use of the fire equipment. These instructions are found on the noticeboard in the hallway.

1. **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 Management Committee reserves the right to make an additional charge of £20.00. All refuse other than paper products should be taken away. The **hirer** shall ensure that a minimal amount of noise is made on departure.