

Gaskell Memorial Hall  
Emesgate Lane, Silverdale,  
Lancs. LA5 0RA

[gaskellhall-silverdale.co.uk](http://gaskellhall-silverdale.co.uk)



Charity No. 225842

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## **CONDITIONS OF HIRE**

All applications for hire of any facilities of The Gaskell Memorial Hall hereafter referred to as the Hall, must be made on the official booking form which the hirer must sign to declare that the hirer has read and fully understands and accepts the terms of these Conditions of Hire and that the hirer fully accepts responsibility for any damage/loss incurred to the Hall or its contents during the period of hire.

If there is any doubt as to the meaning of any of the following, the Secretary should be consulted. The hirer can also familiarise themselves with the Information for Hirers and Guide for Coffee Mornings.

A copy of the Information for Hirers and the Guide for The Coffee Morning is on display on the Hall's notice board in the foyer; on The Hall's website; or a copy can also be requested from the Bookings Secretary.

For the purposes of these conditions, the term 'hirer' or you/your, shall refer to an individual hirer or, where the hirer is an organisation, the authorised representative.

The 'Committee' and we/us/our refers to Gaskell Memorial Hall board of trustees, management committee or its representatives.

The price of letting is reviewed annually and prices charged will be those in force at the time of the let regardless of when the booking was made.

The Hirer is responsible for any damage or loss to the Hall and grounds during the hire period, and for the Hall and grounds being left in a reasonably clean condition ready for the next hirer. If the Hall and grounds are left in an unsatisfactory state, or if there is loss or damage and in extreme cases additional costs for cleaning, repairs or loss replacement may be levied on the Hirer.

You must ensure that the responsible person (the person whom you nominated at the time of booking who must be over 21, or 25 if during the period selling alcohol) is in the Hall at during the hire period and ensures compliance with these Conditions of Hire and takes responsibility of the fabric of the building and its contents, their care, their safety from damage however slight, or change of any sort, and the behaviour of all persons using the premises in whatever capacity.

Unless the Bookings Secretary is informed in writing the person named in the booking form will be regarded as the responsible person for these purposes

The Committee does not accept any responsibility whatsoever attributable to any damage or loss by fire, theft or from any other cause, to any articles or other belongings brought into the building for sale, exhibition or for any other purpose or cars parked on the car park.

We shall not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or act of God which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled. The hirer should have their own Public Liability insurance for such an event.

Accidents can be reported in the Accident Report book which is located on top of the first aid box in the Main Hall Kitchen.

Breakages/ Damages can be reported in a log book also located in the Main Kitchen for our Caretaker to check.

All hirers must inform the Caretaker of their requirements such as layout of tables, chairs, etc. at least 7 days before the event. Caretaker –Deborah Holt - caretakergaskellhall@gmail.com - 07423 740 570 / (01524) 720866. If not informed early enough your requirements might not be able to be met.

### **General Care of The Hall**

- The maximum number of persons present shall be limited to 200 standing, 160 seated, or 130 seated Cabaret style (at long tables) . Green Room 40 standing and seated.
- The emergency lighting must be switched on and working during occupation. (Light switches to the right of the main doors inside the hall)
- The flush bolts fitted to the main outer entrance doors must be left in the open position at all times when the public are present.
- All main hall bookings include use of the kitchen and contents. The Instanta, fridge, crockery, worktops etc. must be left clean. Floors to all areas must be swept and tidied after use. Mops and brooms are in the main hall kitchen and Green Room kitchen.
- All parts of the premises will be left in a clean state fit for the next hirer. Any litter left after an event must be cleared away. If excess litter is left, the hirer will be required to reimburse the Committee's costs for its removal.
- Any spillages to be cleaned up immediately, to avoid a fall risk. Place wet floor sign if necessary to warn other users. Wet Floor sign can be found in store cupboard.
- Decorations such as balloons and streamers may only be attached by string to the hooks above the windows. Do not use pins or adhesive tape on the walls or paintwork.

### **Insurance and Indemnity**

- All organisations using the premises should, in their own interest, take out insurance cover on behalf of their property and members. Public liability insurance only is provided at no cost to the hirer when the Hall is used for non- commercial purposes. At all other functions where the general public are admitted, public liability cover should be obtained.
- Persons or organisations hiring the Hall must not mount other activities within the precincts of the Hall or in the vicinity unless prior approval of the Committee has been obtained. Please see a copy of our insurance policy (on the noticeboards and website) if you need to clarify cover for activities.
- The Hirer shall indemnify and keep indemnified each member of the Village Hall management committee and the Village Hall's employees, volunteers, agents and invitees against (a) the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the premises (b) all claims, losses, damages and costs in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and (c) all claims, losses, damages and costs suffered or incurred as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer.
- We accept no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded.
- The agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on you.

### **Licensing and Selling of Alcohol.**

- If you are planning to supply/sell alcohol (apart from the provision of raffle or tombola prizes or similar in sealed bottles or cans, not to be opened on the premises) you will need to seek written permission from the Committee. They will ask you to appoint a responsible person over the age of 25 to take full control and ensure that the conditions of the 2003 Licensing Act are complied with.
- Alcohol shall not be served under any circumstances to any person suspected of being 18 years of age, Challenge 25 Policy – (anyone who appears to be under the age of 25 needs to be asked for identification to prove that they are over the age of 18.). Alcohol must not be supplied as a raffle or

tombola prize or similar to a person aged under 18: they must be asked to nominate an adult to accept the prize on their behalf, or must accept an alternative non-alcoholic prize.

- Alcohol must not be served to any person suspected of being drunk. Any person who is suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way should be asked to leave the premises.
- There is a charge of £30 to run a full bar all evening. There is a £10 fee for events having a small interval only bar. For clarification please speak with the Bookings Secretary. This is for the sale of items either by payment or donations.
- No illegal drugs are to be brought onto the premises.
- You must not do or allow anything in contravention of the Laws relating to gaming, betting and lotteries.
- The Hall has a licence with the Performing Rights Society for the performance of copyright music.
- You must restrict children from viewing age restricted films classified according to the recommendations of the British Board of Film Classification. You must ensure that you have the appropriate copyright licences for film.
- You must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. If requested you must provide use with a copy of your safeguarding policy and DBS checks.

## **Health and Safety**

- The hirer must report all accidents involving injury to any person to the Caretaker or the Bookings Secretary as soon as possible and record the details in the Hall's accident book (kept near the First Aid box in the kitchen).
- Animals, other than guide and assistance dogs, are not allowed on the premises, without the prior written permission of the Committee
- Users are encouraged to reverse their cars into the car parking bays to avoid any pedestrians when leaving.
- Under Lancaster City licensing regulations no gas appliance must be used in the Hall or no electrical goods and knives may be sold.
- If it is anticipated that the event will attract an excessive number of cars to the village, the hirer must inform the police and liaise with them over traffic control. Local Police telephone number is 0845 125 3545
- Do not allow children under 16 in the kitchen. Avoid overcrowding in the kitchen and do not allow running.
- Take care when using equipment that produces hot water or steam to avoid scalds or burns.
- Glasses if hired must be washed and dried and returned to their boxes at the end of the event.
- Any electrical appliance brought into the premises and used there shall be safe, in good working order, used in a safe manner and have an up to date PAT testing certificate / sticker.

- Any portable equipment must be inspected before use and any items considered unsafe should be marked, taken out of use and reported to the committee via the report book in the kitchen.
- If preparing, serving or selling food, you must observe all relevant food health and hygiene legislation and regulations covered in the Food Safety Act 1990.
- All spillages must be cleared up immediately to avoid slip hazards.
- Please encourage the use of reverse parking in the car park, so that it is safer to exit the car park.
- Trolleys are available to move the small tables round the hall, they must not be used for any other purpose or to play on.
- If you decide you are going to stack the chairs in the store room, please only stack 11 high and use the chair trolley to move chairs around the hall and into the store room.

### **WIFI Services.**

- When using the WIFI services you agree at all times to be bound by the following provisions, not to use the WIFI for disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws.
- Transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in liability or otherwise breaches any applicable laws, regulations or code of practice.
- Interfering with any other persons use or enjoyment of the WIFI service or making, transmitting or storing electronic copies of material protected by copyright without permission of the owner
- You must not keep any usernames, password or any other information which forms part of the WIFI service security procedure.
- Although we aim to offer the best WIFI service possible, we make no promise that the WIFI service will meet your requirements. We cannot guarantee that our WIFI service will be fault free or accessible at all times.

### **Fire Safety**

- The Hirer must nominate a competent person to take charge in case of Fire, to ensure that all persons at the Hall can escape unimpeded through the Fire Exits and to assemble at the assembly point alongside Burrows Butchers Wall. Improper operation of the Fire Alarm or extinguishers will result in a compensation fee being charged. Fire Doors MUST remain unobstructed during a hire period. This is either from the inside the Hall or in the car park. Fire Doors are the main entrance, the side exit, the Rigby Kitchen door and the Green Room exit.
- The Hirer acknowledges that they have received instruction in the following matters: the action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
- The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the management committee. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.
- Bringing fireworks into, or the ignition of fireworks in the hall buildings or the car park, is expressly forbidden. No flares, gas or oil fired heaters, flammable liquids, chemicals or gases, any display stands, theatrical scenery, play equipment or similar items that are not fire retardant or any kind of gas cylinder, other than domestic helium cylinders for party balloons or for personal oxygen cylinders.
- No smoking is permitted anywhere within the village hall building.
- No naked flames to be lit inside the hall ( with the exception of birthday cake candles)

## **Leaving the Hall**

- Report any evidence of damage or faults to equipment or to the building's facilities to the Caretaker.
- Please take all rubbish with you including emptying the kitchen bin.
- Switch off all the lights.
- Close all doors and shutters as you leave the Hall. The last person to leave must exit through the Green Room door, locking it behind them.
- In respect for those who live in the proximity of the Hall, please be as quiet as possible when leaving the Hall, especially if it is late at night.

## **Cancellation of a Booking.**

If a booking is no longer required, the Booking Secretary must be notified without delay, so that the date may be offered to another applicant. It is not open to individuals or organisations to offer the date to another applicant on their own initiative. Bookings transferred without the agreement of the Booking Secretary will not be valid.

We reserve the right to cancel this Agreement by giving you written notice in the event of the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by election, the premises becomes unfit for hire, an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

If a Coffee Morning booking is cancelled less than 4 weeks before the date of the booking, then the full fee will be payable. If a person other than the hirer has been named as the person responsible for the payment of the hire charge, then, if that person has not paid in full within one month of the invoice date, the hirer will assume full responsibility for the payment. For other bookings a period of 1 week is implied.

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By hiring The Gaskell Memorial Hall you are agreeing to abide by these conditions.

For further information from outside sources please also see our links on our website in the hire conditions page.