

# Hire Agreement / Guide

ALL HIRERS MUST ENSURE THAT THEY HAVE READ AND WILL ABIDE BY THE TERMS & CONDITIONS OF HIRE AND ARE AWARE OF THE FIRE PROCEDURE AND OTHER POLICIES.

**Hirers are the designated responsible person(s) and are required to familiarise themselves with the facilities, exit routes and fire extinguisher locations diagrams and fire notice.**

## Hire Charges

The Halls: Parrett Room at the Town Hall and Ridgway Hall are let by the Hour. There is a minimum of 1 hour hire for any booking.

Parties have a minimum of a 2 hour hire and are to include time to set up and pack away.

**Booked time must include sufficient time to set up and clear away.**

## Payment

Payment in full is requested at the time of booking except for regular weekly bookings which will be invoiced monthly

## Cancellation

If a booking is cancelled by you, Landmark Langport expects prompt notice to be given in order that the Hall may be made available for other uses and we can adjust the heating schedule in winter.

**Regular Hirers** are to give at least **1 weeks notice** if they wish to cancel their booking and we are no longer able to adjust invoices/charges for hirers if we are not notified of changes to bookings in advance.

**One off bookings** We require 1 weeks notice of any cancellation for a full refund to be issued.

## Access, Keys and Locking up

Once the booking request has been confirmed and payment made, you will be emailed the relevant access information. Please ensure that lights are off, doors are locked and alarms activated when you leave. You must not disclose the door entry code to a third party, this information is for the hirers use only.

## Kitchen

No charge is made for the kitchen when used for preparing teas & coffees (please bring your own tea/coffee and milk). The hire of the Hall includes the use of chairs, tables, glasses and crockery generally. If the hirer would like to use these items, no extra cost will be charged but the hirer must ensure they are clean and put back where they were found. Breakages must be reported to the administrator and will be charged for.

## **WiFi**

There is WiFi in both Halls for the use of clients. Terms and Conditions apply.

## **Smoking and Vaping**

Smoking/vaping is not permitted inside the premises or outside in the front main entrance area.

## **Fire safety**

Please note the fire exits and fire extinguisher points before your users arrive. Hirers are expected to familiarise themselves with the facilities, exit routes and fire extinguisher locations diagrams and fire notice

## **Cleaning**

Please ensure the hall/kitchen is left in the same condition as you found it. Hirers are responsible for cleaning the Hall at the end of their session. It should be remembered that the Hall is used by children and people with bare feet. **All rubbish and food waste is to be taken away and disposed of by the hirer.**

## **Parking**

There is limited parking at the rear of the Ridgway Hall for the exclusive use of hirers. This outside space can be used by Hall clients during their hire window. There is more parking available in the public carpark opposite, should it be needed. The Langport Town Hall does not have exclusive parking but there is ample parking in the Public Carpark nearby.

## **Restrictions**

The Hall cannot be hired by anyone under the age of 18. Please refer to our full Terms and Conditions for comprehensive information.

The Hall cannot be let after 10.30pm without prior agreement. Some late evening events will need to be covered by a Temporary Events Notice. All events, with no exceptions, need to conclude by midnight.

It is the responsibility of the hirer to ensure that alcohol consumption/sale is legal.

## **Licensing**

If you intend to sell alcohol on the premises you will need to complete the Temporary Event Notice application form from Somerset Council ([link here](#)). The cost is currently £21 (March 2025). A copy of this will need to be supplied to the office.

## **Bouncy Castles**

Hirers must be aware that as the organiser of the event taking place in the hall and as the supervisor of the bouncy castle that the onus of responsibility and safety lies with them in all instances. Hirers are encouraged to use reputable suppliers and must be satisfied that they have appropriate insurance as our insurance policy does not cover the use of bouncy castles. It is the hirers responsibility to ensure appropriate adult supervision of the bouncy castle at all times.

### **Stored Equipment**

No Equipment is to be stored at the premises unless by prior agreement. We accept no responsibility for any stored equipment or other property brought on to or left at the premises, all liability for loss or damage is hereby excluded.

### **Public Liability Insurance.**

The Ridgway Hall and Langport Town Hall have Liability Insurance which covers clients; exceptions apply. This is exhibited on Notice Board in the Halls and all clients should check that they are sufficiently covered by this. Clients running classes "For Profit" should be covered by their own Public Liability Insurance. Please note our Insurance specifically excludes cover for Bouncy Castles – please ensure that the service provider has their own cover.

### **Safeguarding Clause**

1. Hirers are solely responsible for safeguarding during their events.
2. Hirers must have their own safeguarding policy if working with children or adults at risk, and ensure DBS checks where required.
3. Hirers must comply with safeguarding law and insurance requirements.
4. Trustees reserve the right to request evidence of safeguarding arrangements and refuse/terminate bookings if these are not met.
5. Any safeguarding concerns must be reported to the Designated Safeguarding Contact. Annie Wray (Trustee Landmark Langport) or, in emergencies, Police (999) or Local Authority Safeguarding Hub **0300 123 2224**.