



**Waltham Royal British Legion  
Club & Institute Ltd.**

Ross Hall  
Barnoldby Road  
Waltham  
Grimsby  
North East Lincolnshire  
DN37 0JR

Telephone: 01472 822465

## **TERMS & CONDITIONS HIRE OF ROSS HALL**

*By proceeding with your booking you are deemed to have accepted the following terms and conditions for the hire of Ross Hall.*

### **TERMS & CONDITIONS OF HIRE**

Agreement is with the Committee of Waltham Royal British Legion Club & Institute Ltd. ("WRBL") for the hire of Ross Hall or any part thereof ("the Premises") are subject to these Terms and Conditions of Hire ("the Hire Conditions").

The £130.00 booking fee for Ross Hall includes one years Membership to The Royal British Legion for the Hirer and also one year's membership to the Waltham Royal British Legion Club which the Hirer (not the guests) will benefit from 10% discount on alcohol purchases from the Bar. The £80.00 booking fee for Ross Hall (children's parties) does not include Membership fees, therefore any adult wanting to use the Club or Bar facilities must either already be a member of be 'signed in' as a guest.

### **Undertaking of the Hirer**

The Hirer undertakes to ensure that they have an understanding of the Hire Conditions for the time being in force.

The Hirer undertakes to be present, or arrange for sufficient adult representatives to be present, throughout the hiring to ensure compliance with the provisions and stipulations contained or referred to in these Hire Conditions and any relevant licenses.



Registered Company Address: Ross Hall, Barnoldby Road,  
Waltham, Grimsby, North East Lincolnshire DN37 0JR  
Company Reg No. 13504R  
VAT No. 128 7589 27

# Responsibility of the Hirer

The Hirer shall be responsible for the duration of the hire period for:-

- Being familiar with, and complying with, the guides provided for the use of Ross Hall.
- Supervision of the use of the Premises and the care of its fabric and contents.
- Ensuring that the purpose and conduct of the hire does not disrupt the use of any other room hired by other persons.
- Ensuring that the Premises (kitchen, kitchen appliances and toilets as appropriate) are left clean and tidy with rubbish removed from the site at the end of the hire.
- Ensuring that all equipment, chairs and tables have been returned to their storage positions safely,
- Ensuring that any temporary fittings and fixtures comply with Health and Safety guidance, and in particular ensuring that any decorations used are not a fire hazard
- Ensuring that any equipment or electrical appliances brought onto the Premises and used there shall be certified safe and in good working order, and used in a safe manner
- Ensuring that no animals (including birds), except assist dogs are brought into the building, without written permission of WRBL on the occasion of a special event or hire agreed to by WRBL.
- Ensuring that no animals whatsoever enter the kitchen at any time
- Ensuring that no Barbeques, LPG appliances or highly flammable substances are brought onto the Premises
- Ensuring that they and their attendees recognise the fact that the Premises are situated in a residential neighbourhood and conduct themselves accordingly by, for example, taking care not to slam car doors, especially late at night, and not playing music or making other sounds at inappropriate levels

## Bookings which may be refused

The WRBL booking administrator, on behalf of the Committee has the right to refuse any booking for whatever reason, including concern over potential noise levels and other nuisances especially to neighbours.

## Cancellation

1. Deposit /admin fee will be retained by WRBL if cancellation is more than 4 weeks before a booking.
2. 100% of booking charge will be retained by WRBL if cancellation is 4 weeks or less before a booking.



## Payment terms

1. For a single booking a £50.00 deposit is due when making the booking.
2. The balance of the booking fee is due 4 weeks prior to the event
3. A £100 refundable bond is required 4 weeks prior to the event

## Fire Regulations

The Hirer shall:

- Familiarise themselves with the locations of emergency exits, fire call points and fire fighting equipment.
- Ensure that the Fire Brigade is called to any outbreak of fire, however slight, and details given to WRBL.
- Prior to the start of an event indicate the fire exits and Evacuation Meeting Place to the persons attending the event.
- Ensure that all fire exits in the hall are kept clear at all times.
- Ensure that the relevant hall lobby and foyer entrances are not blocked with items such as buggies, wheelchairs or mobile scooters
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The Evacuation Meeting Place is at the Car Park Entrance

## Use of Premises

The Hirer shall not:-

- sub-let or use the Premises for any purpose other than that described in their Booking Application
- use the premises or allow the Premises to be used for any unlawful purpose or in any unlawful way
- do anything or bring onto the Premises anything which may endanger the Premises or render invalid any insurance policies in respect thereof
- allow the use of drugs on the Premises
- allow smoking in the Premises, on the patio area or in the vicinity of the entrances.
- Bring onto the premises alcohol, only alcohol purchased at the WRBL Bar may be consumed on the premises.

## Car Parking

Vehicles are parked at owner's risk, and may be parked only in the marked spaces.



# Premises Licence and other relevant legislation

The Hirer is responsible for:

- Ensuring that Alcohol is not served to any person under the age of 18 years.
- Ensuring no excessive noise occurs, particularly late at night or early morning, with a minimum of noise being made by any person on arrival or departure
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The Hirer shall ensure that the users:

- Do not contravene the law relating to gaming, betting, and lotteries
- Comply with all conditions and regulations required by the Licensing Act, particularly in connection with events which include public dancing or music, or stage plays, or films, or similar entertainment taking place at the premises.

A breach of this condition may lead to prosecution by the local authority.

## Compliance with legislation relating to children or vulnerable adults

For all bookings involving children or vulnerable adults, except private parties where the Hirer is a family member, the Hirer is required to have their own safeguarding policy and must ensure that those who work with young people or vulnerable adults hold a current DBS certificate.

The Hirer shall ensure that any activities at the Premises for children or vulnerable adults comply with current legislation in that regard and that only fit and proper persons have access to children or vulnerable adults. **Child Protection Policies are the responsibility of the Hirer.**

## Insurance

The Hirer is responsible for ensuring that any catering company or operator hired to bring equipment such as bouncy castles onto the Premises has relevant and appropriate insurance, which shall include public liability insurance.

Commercial hirers must provide Public Liability insurance (£5,000,000 minimum indemnity).

## Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public to an authorised representative of WRBL as soon as possible and complete the relevant section in the WRBL Accident Book. The hirer shall ensure the appropriate medical assistance is sought, or an ambulance is called.



Any failure of equipment, either that belonging to WRBL or brought in by the Hirer must also be reported as soon as possible.

## Stored equipment

WRBL accepts no responsibility for any stored equipment or other property brought onto or left at the premises and all liability for loss or damage is hereby excluded. All equipment and other property, other than that stored on the premises by agreement, must be removed at the end of each hiring or storage period. WRBL may dispose of any such items 7 days thereafter at its discretion, by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer daily storage fees and costs incurred in storing and selling or otherwise disposing of the same.

## No alterations

Decorations may be hung from the ornamental bosses/hooks provided on the side walls of the Hall but not elsewhere. On request, Hirers must produce a certificate that the decorations are not a fire hazard. No Blu-tack, drawing pins, adhesive tape or similar may be used.

No other alterations or additions may be made to the Premises, and no fixtures may be installed, or placards, or other articles be attached in any way to any part of the Premises without the prior written approval of WRBL.

Any alteration, fixture or fitting, or attachment, so approved, shall, at the discretion of the WRBL, remain in the Premises at the end of the hiring and become the property of WRBL or be removed by the Hirer. The Hirer must make good to the satisfaction of WRBL any damage caused to the Premises by such removal.

## Interruption of Regular Bookings

If a Hirer is a regular weekly user, WRBL reserves the right to cancel all, or part of, certain bookings in favour of one-off bookings. Such cancellations shall not occur more than once a month, and at least six weeks' notice shall be given of such cancellation.

## Cancellation by WRBL

WRBL reserves the right to cancel a hiring by written notice to the Hirer in the event of a national emergency, or similar *force majeure* situation that requires the Premises to be closed, or of the Premises being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election or referendum or if the Village Hall reasonably consider that:

- such hiring may lead to a breach of the licensing conditions, or other legal or statutory requirements, or
- unlawful or unsuitable activities may take place at the Premises as a result of the hiring, or
- the Premises have become unfit for the use intended by the Hirer

In any such case the Hirer shall be entitled to a refund of any deposit or hire fees already paid, but WRBL shall not be liable for any resulting direct or indirect loss or damages whatsoever.



# Acceptance

These Terms and Conditions will have been made available to the Hirer at the time of making the booking. By proceeding with the booking the Hirer is deemed to have accepted these terms and conditions.



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