



NOMANSLAND READING ROOM Terms and Conditions of hire

Standard Conditions of Hire

1. In respect of these Standard Conditions of Hire, 'the Hirer' is deemed to be an individual hirer or, where the hirer is an organisation or company, the authorised representative of that organisation or company who has signed this Booking Form. The Hirer must be at least 21 years old. If the Hirer is in any doubt as to the meaning of the following, Landford Parish Council's Clerk should be consulted as soon as possible. Reference to 'the premises' means Nomansland Reading Room, North Lane, Salisbury, SP5 2BU.
2. The Hirer shall be present throughout the period of the hiring and is responsible for (a) the supervision of the premises, the fabric and the contents including their care and safety from damage however slight, and (b) the behaviour of all persons using the premises whatever their capacity: including but not limited to ensuring the proper supervision of car parking arrangements so as to avoid obstruction of the highway and nuisance to neighbours of Nomansland Reading Room.
3. The Hirer shall not use the premises for any purposes other than that described in these Standard Conditions of Hire and shall not sub-hire the premises or allow the premises to be used for any unlawful purpose, or in any unlawful way, nor do anything or bring into the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.
4. The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting, lotteries, or the sale of intoxicating liquor etc.
5. The Hirer shall, if preparing, serving or selling food, ensure that all relevant food health and hygiene legislation and regulations are complied with in respect thereof.

6. The Hirer shall ensure that all electrical appliances brought by them into the premises and used there shall be safe and in good working order and used in a safe manner.
7. The Hirer shall indemnify Landford Parish Council against (a) the cost of repair for any damage done to any part of the premises including the contents of the premises, and (b) all claims in respect to damage or loss of property or injury to persons as a result of the use of the premises (including the storage of equipment) by the Hirer.
8. The Hirer must report all accidents that involve injury to any person on the premises or as a result of the booking to Landford Parish Council as soon as possible and complete the relevant section in the Nomansland Reading Room's accident book. Any damage to or failure of equipment belonging to the Nomansland Reading Room must also be reported as soon as possible to Landford Parish Council.
9. The Hirer shall ensure that no birds or animals, except guide dogs, are brought into the Nomansland Reading Room unless express permission is given by Landford Parish Council for a special event. At no time shall birds or animals be permitted to enter the kitchen.
10. The Hirer shall ensure that it has read and understood Landford Parish Council's Child Protection and Safeguarding Policies, and that procedures are in place at all times to safeguard children, young people, and vulnerable adults at all times when using the premises.
11. The Hirer shall ensure that no child under twelve years of age is allowed into the kitchen.
12. Landford Parish Council reserves the right to cancel any booking in the event that the Nomansland Reading Room is required for use that Landford Parish Council (in its sole discretion) deems to be exceptional, including but not limited to use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the Hirer will be entitled to a full refund of the amount paid to Landford Parish Council as shown on the above Booking Form.
13. In the event of the premises being rendered unfit for the use for which it has been hired, Landford Parish Council shall not be liable to the Hirer for any resulting loss or damage whatsoever.
14. The Hirer shall ensure that the 'No Smoking' policy in the Nomansland Reading Room and grounds is upheld at all times.
15. The Hirer shall ensure that no more than the maximum permitted numbers of people occupy the Nomansland Reading Room during the event. Max Capacity: 50

16. The use of fireworks and candles anywhere on the premises and grounds is strictly forbidden unless prior agreement is given by Landford Parish Council.

17. The Hirer shall ensure that the premises are vacated promptly by the time as stated on the Booking Form (which includes time to clean and tidy-up). The Hirer shall ensure that for events held in the evening, the premises are vacated before midnight unless prior agreement is given by Landford Parish Council.

18. At the end of the hiring, the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless otherwise directed, and any contents temporarily removed from their usual positions properly replaced otherwise Landford Parish Council will be at liberty to make an additional charge.

19. The hire charge is not refundable if the Hirer or the organisation which they represent cancels the booking.

20. This Hiring Agreement constitutes permission only to use the premises and facilities as agreed and confers no tenancy or other right of occupation on the Hirer.

PLEASE REMOVE ALL RUBBISH FROM THE NOMANSLAND READING ROOM AND GROUNDS.

By signing the Booking Form the Hirer acknowledges an understanding of the Standard Conditions of Hire that form part of the Hiring Agreement and agrees to perform the provisions and stipulations contained or referred to in these Standard Conditions of Hire.

DATA PROTECTION AND PRIVACY POLICY

Data submitted on this booking form will be retained until all outstanding fees are paid and for one month after the event in case queries arise. Thereafter hard copies will be destroyed, and digital files deleted from our records.

Personal data will not be passed to any third party unless at the express written request of the hirer.