



Basingstoke Hindu Society (BHS)

Registered Charity No. 1107780

Terms and Conditions for Hiring the Basingstoke Carnival Hall

(updated May 21, 2018)

These Terms and Conditions should be read in conjunction with our Privacy and Data Protection policies. Anyone using the Basingstoke Carnival Hall is expected to respect these policies and abide by applicable privacy laws pertaining to England and Wales, including the General Data Protection Regulation.

- 1) Those attending a function must observe the conditions of hire and abide by latest laws prevailing in England and Wales, including the General Data Protection Regulation, as covered in the Privacy and Data Protection policies of BHS. Prior to any booking, the hirer will be required to sign an application form indicating acceptance and understanding of the conditions.
- 2) The term "Hirer" shall be recognised as the person accepting responsibility for booking the Basingstoke Carnival Hall Community Centre and he/she must be aged eighteen or over.
- 3) A deposit of £100 must be paid with the completed Application form for hiring any of the halls available. The deposit amount will be refunded 14 days after the event and after making sure that the property is left in clean condition and there is no damage in any respect including furniture.
- 4) **Fees are payable at least five days in advance before the booking date of the hire and it must be sent to the Letting Manager. Cheques should be made payable to "Basingstoke Hindu Society-CH"**
- 5) The Hirer shall be responsible for:
 - a) Only using the premises for the purpose as described in the hiring agreement and shall not sub-hire or use premises or allow them to be used for any unlawful purpose. The premises must not be used in any unlawful way and nothing should be brought into the premises which may endanger the same or render invalid any insurance policies in respect thereof.
 - b) The cost of restoration or replacement of any damage caused to the premises, furniture, fittings etc. Any damage must be reported to the Basingstoke Hindu Society staff on duty.

- c) Arranging and putting away tables and chairs, the removal of all rubbish, and leaving the Hall, including toilets, kitchen and any other rooms, in a clean and tidy state, properly locked and secured unless directed otherwise. Failure to do so may incur an additional charge at the discretion of the Management committee.
- d) Providing adequate disposable plastic bags and remove of all waste from the hall and the site.
- e) Ensure that all persons on the premises act in an orderly and seemly manner.
- f) Ensure that the occupancy of the premises specified is not exceeded. All members of the public must leave the hall within 15 minutes of the end of the specified period of use. At the discretion of the BHS Committee additional fees will be charged for the failure of this condition.
- g) In the event of a fire, ensure that the fire evacuation procedures are made clear to all people using the hall. Ensure that all exits are kept clear. Ensure those attending the function are made aware of the exits to be used in the event of any emergency.
- h) Ensure that no unauthorised persons are allowed to gain access to the premises.
- i) Ensure that no illegal substances are brought onto or consumed on the premises.
- j) Ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
- k) Ensure that any electrical appliances brought by the hirer and/or entertainer to the premises and used there shall be safe and in good working order, and used in a safe manner. All appliances and equipment brought for the safe use must be removed from the hall at the same time when leaving the premises.
- l) Ensure that under, no circumstances, neither of the vehicle entrances to the hall premises are blocked in such a way as to prevent access to the premises. Ensure the parking space in front of the entrance is kept clear for emergency purposes.
- m) Ensure that no dogs (except assistance dogs) are brought into the hall.
- n) Observe all relevant food health and hygiene legislation and regulations if preparing, serving or selling food on the premises.
- o) Ensure that any activities for Children comply with the provisions of "The Children Act" and that only fit and proper persons have access to the children.
- p) Switch off all lights/appliances before leaving and secure the premises as instructed. While leaving, use the same door by which you gained initial access.

- 6) The Hall may be hired for the following hours:
- a) Monday to Saturday – 9:00 am to Midnight. Any bar and disco shall end at 11:00 pm, premises to be empty by midnight.
 - b) Sunday 10:00am to 11:00pm. Any bar and disco shall end at 10:00pm and premises to be empty by 10:30pm.
 - c) Under the Licensing Act 2003, any variation to the above times will require the express permission of the Designated License Holder of BHS. There will be an additional charge for extra hours which will be different from the normal rates.
 - d) If the hirer wishes to cancel the booking, the cancellation notice must be served at least 14 days before the actual date for which the Hall is booked. Failure to meet this term will result in the deposit being forfeited.
- 7) The BHS Committee does not accept any liability for loss or damage to clothing or articles left on the premises.
- 8) Any kind of adhesive tapes or drawing pins shall not be used when putting up notices or posters except on the notice board.
- 9) Under the Government Licensing Act 2003, a single integrated system has been introduced throughout England and Wales to regulate the sale and supply of alcohol, the public and the provision of late night refreshment. Under the Act, there is a statutory requirement that all sales and supply of alcohol must be made or authorised by a Personal Licence Holder. In addition, all premises licensed for the sale and supply of alcohol must have a Designated Premises Supervisor (DPS) appointed for those premises. The DPS must be a personal licence holder. Basingstoke Carnival Hall meets both the above criteria and the Local Authority has granted both licences. In order to administer the above licensing act, BHS will levy a fee to the hall hirer if they sell, supply or consume alcohol. **The hirer must nominate a responsible person over the age of 18 for any such sales or distribution of alcohol. He/She must follow the guide/rules in accordance with the act. Any bottle of alcohol contain above 15% of alcohol must not be left on table and it must be kept under control. It must be served by measure only.**
- 10) Additional charges will be made for playing late night music or sale, supply or consuming late night refreshments of any kind.
- 11) Occasionally it may be necessary to share the kitchen facilities. If you are using commercial caterers, you must make them aware of this. This also applies to individual hirers as well.
- 12) The BHS Committee reserves the right to vary the hire charges and the terms and conditions of hire at any time without notice.
- 13) The BHS Committee reserves the right to refuse, cancel or amend a booking in appropriate

circumstances. Should such discretion be exercised, the hirer will be notified as soon as practicable, and any deposit or part thereof will be returned to the hirer in accordance with the circumstances of each case.

14) The BHS Committee reserves the right to refuse a booking for any hall unless adequate adult supervision of the occasion is provided for all the time while the hall is occupied.

15) By signing and returning the Booking Form, the Hirer accepts all the terms and conditions for hiring Basingstoke Carnival Hall Community Centre.

Please note: Equipment such as Tables and Chairs can be hired for outside events. The hirer shall be responsible for the transportation and must bring them back on agreed time in the same condition as handed. Any such equipment damaged will not be accepted back and full cost of replacement will be collected from the hirer.