

## **TERMS & CONDITIONS OF HIRE**

(Revision 4, dated: 9 July 2024)

Hirers of the Robinson Institute are required to abide by the following conditions of use:

### **Use of premises:**

- Access: External Key Safe adjacent to front door. The code for the key safe will be provided with the booking confirmation email
- The maximum occupancy of the premises at any one time shall be 176 persons
- No Smoking is permitted anywhere on the Robinson Institute premises
- Rear Emergency Exit Door to be unlocked during occupation of the Hall (turn buckle latch)
- The Cottage at the side of the Institute is private and access is required by the tenants at all times, do not block the driveway or gates
- The Hirer is designated the responsible person in the event of an emergency. There is an Emergency Evacuation procedure document in the Blue Institute Information folder located in the kitchen drawer, which the Hirer should familiarise themselves with upon commencement of any Hire.
- Persons under 18 years old are to be supervised by a responsible adult
- Instructions on the use of the cooking facilities can be found in the Blue Institute Information folder located in the kitchen drawer.
- The use of equipment to stream TV broadcasts is not permitted, except for handheld, battery operated devices, which must be covered by the user's own TV license.
- All damages and breakages must be reported and paid for in full

### **Safeguarding Children, Young People, and Adults at Risk:**

- Users must ensure that any activities for children, young people and adults at risk, are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation.
- When requested, the hirer must provide a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS).
- All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported to any member of the Board of Trustees

### **Consumption of Alcohol Licensing Act 2005**

- For all events involving alcohol, music (recorded or live) or dancing, Hirers must book the Premises Licence

- A Personal Licence Holder, or his nominated representative, must be present if alcohol is being supplied and sold
- Alcohol is not to be provided to, nor consumed by, anyone who is under 18 years of age. I.a.w. the Institutes Age Verification Policy, a Refusal Log is to be maintained
- Alcohol is not to be consumed outside the building
- Drinking glasses and glass bottles are not to be taken outside the building
- Main Entrance Door to be monitored by a responsible adult at all times, to ensure alcohol is not taken outside, and prevent entry of uninvited guests or non-ticket holders
- The bar must close 30 minutes before the finishing time stated on the booking form

**Fire Alarm: In the event of a fire, the Fire Alarm will sound:**

- The building is to be evacuated immediately, and all occupants are to gather at the Fire Assembly Point, located in the car park in front of the Robinson Institute.
- Emergency Services are to be contacted immediately by telephoning 999 or 112
- The Hirer is to assume control and ensure that all occupants of the Institute are calmly evacuated via the nearest fire exit to the designated Fire Assembly Point. A head count is to be taken to ensure that all occupants have left the building.
- If present, a Trustee is to take charge of the situation

**Spurious Fire Alarm: If the fire alarm sounds accidentally, it may be reset as follows:**

- The key to reset the Fire Alarm Control Panel (located in the foyer) is kept in the first drawer in the kitchen with the Fire Alarm Record Book
- Insert the small black key in the keyhole located in the top right hand corner of the Fire Alarm Control Panel and turn the key a quarter turn clockwise to unlock the system
- Press the control buttons in the centre of the panel, pressing numbers 1, 1, 2 and 3 in that order with a slight pause in between.
- Relock the Panel, return the key and make an entry in Fire Alarm Record Book

**After Use: For the avoidance of doubt, it is the sole responsibility of the Hirer to clean the Hall immediately after use (or next day by explicit prior agreement with the Hall Booking Secretary)**

- Cleaning equipment, such as brushes, mops and buckets, and the hoover are located in the ramp area Cleaning Cupboard and the Back Room. Kitchen cleaning products are located in kitchen cupboards
- Tables and chairs are to be wiped down before returning to storage in the Back Room
- All floors are to be brushed and/or hoovered and mopped as necessary
- All waste bins are to be emptied into relevant external refuse bins
- Toilet areas are to be cleaned and waste bins emptied

**Kitchen if Used:**

- Outside Caterers must hold appropriate Food Safety qualifications and Public Liability insurance, and be able to produce such certificates if required
- All food waste to be removed from the Institute
- All used crockery and cutlery to be washed, dried, and put away in correct locations
- Kitchen work surfaces to be wiped down and sanitised
- All sinks and drainers to be thoroughly cleaned and wiped down
- Dishwasher (if used) to be fully drained and cleaned
- Kitchen Oven to be turned off at wall isolator switch
- All gas burners to be turned off
- Wall mounted Hot Water Boiler to be left on
- Fridge Freezer to be left clean and empty, and left on
- Microwave to be cleaned and left unplugged
- Floor to be swept and mopped
- Used Tea Towels and Table Clothes are to be laundered and returned a.s.a.p.

**On Leaving the Hall**

- Premises are to be vacated no later than time stipulated on the Booking Form (it is recommended that events finish at least 15 - 30 minutes before this time)
- Curtains to be opened and windows closed
- Rear Emergency Exit Door to be locked (turn buckle latch)
- Heating thermostat to be turned to 10 degrees (15° during winter months)
- All lights to be turned off
- Main Door to be locked, and key returned to key box, which is to be locked
- **Excessive Noise:** Consider nearby residents when using the Institute and keep noise to a minimum. External doors are not to be propped / hooked open. On vacating the premises at the end of an event guests are asked to leave quietly.

***Additional Charges: Should the Trustees deem that the Hall has been left in an unacceptable condition, additional charges may be levied against the Hirer***

Should you have any queries please contact the Booking Secretary:

**Paul Ewen on 07983 102737**