



Clements Hall  
Nunthorpe Road  
York YO23 1BW  
01904 466086  
enquiries@clementshall.org.uk  
www.clementshall.org.uk

## **Terms and Conditions for Hiring Clements Hall**

***When hiring space at Clements Hall you are agreeing to comply with the conditions set out below. Reference to 'the Hall' includes any part of Clements Hall and failure to comply with these conditions may result in the loss of part or all of any pre-paid bond.***

### ***Whilst Using the Hall***

#### ***Conditions Applicable to all Spaces***

- All legal obligations must be met at all times.
- Please be considerate to people living or working near the Hall (e.g. do not create problems from noise, litter or bad behaviour).
- Mop up any spills immediately.
- No doors to the outside to be left propped open.
- Unless otherwise agreed, activities must finish by 10.30pm except on Fridays and Saturdays when the deadline is midnight.
- Do not fix anything, by any method, to the walls, floors or ceilings. The only exception to this is the permitted use of fixings such as 'blu-tac' on gloss-painted surfaces.
- Unless previously agreed no items may be stored in advance at the Hall.
- Do not use unauthorized heaters.
- Our agreement is needed if any animal, other than a helper dog, is brought in.
- Do not use any of the Hall's special equipment unless trained and authorized to do so and report any damage or malfunction to us as soon as possible.
- Unless you have our *written agreement* you must not bring alcohol into the Hall.
- There must be no admission into a private event for any uninvited members of the public.

#### ***Special Requirement for the Art Room and its Use by Disabled People***

- If hiring this room you must first read Appendix 2 below on problems with access for disabled people in case of fire.

#### ***Special Requirements for the Main Hall***

- The floor has a special surface so please do not wet or wash it. Mop up any spillage immediately.
- Do not allow stiletto or other very small heels as these damage the floor (we sell heel covers if needed).
- Please return all tables and chairs to the cupboards on the rear wall.

#### ***Special Requirements for the Kitchen***

- Take away or bin any leftover food or drink unless you have our permission to use the fridge.
- Clean all work surfaces used, and the floor, before leaving.
- Clean, dry and put away any crockery, cutlery or other equipment used.
- Please provide your own tea towels.
- Ensure the cooker is switched off when not in use and when you are leaving.
- When using the cooker, please use the extractor fan.

### **Health and Safety**

- Report any suspected fire **immediately** to the Fire Brigade.
- Be familiar with the Hall's Fire Evacuation Procedure (Appendix 1).
- There is no smoking anywhere within the Hall, including the toilets.
- Do not obstruct any exits, walk-ways or corridors.
- Do not place anything over signs fixed within the Hall.
- Keep all firefighting equipment in its proper place.
- Do not bring into the Hall any significantly flammable material.
- Do not allow any naked flames.
- Do not use equipment designed to create smoke or pyrotechnic effects.
- Ensure that any of your own electrical equipment complies with current law.
- Do nothing to endanger users of the Hall.
- No playing of any games that involve throwing/hitting balls or other objects.
- Keep strictly to the limits of people allowed in each room, namely:  
*Main Hall 150; Meeting Room 25; Art Room 25; Kitchen 5.*

### **Supervision**

- A capable person over 18 should be appointed to supervise your use of the Hall.
- Supervisors must familiarize themselves with the health and safety requirements.
- The supervisor must remain on the premises for the entire event.
- The supervisor must keep a record of all those at any private event.

### **When Leaving the Hall**

- Please leave all spaces as you found them - cleaning materials and equipment are kept in each room (brush/sweeper in the Main Hall [Store 3], Art Room, and dustpan & brush in all rooms). Clean up all rubbish and put into bins. There is also a vacuum cleaner in Store 10 (next to the stairs up to the Art Room).
- You should leave yourself sufficient time to clear everything away and leave the Hall fit for the next users. Half an hour (free of charge) is allowed for this at the end of the booked time but any time beyond that will be charged.
- Ensure all windows and doors (internal and external) are closed.
- Turn off all lights.
- If keys were provided please return them at the end of the hire period - put them in an envelope and post through the letterbox in the front left door of the building.

### **Reservations and Cancellations**

Bookings remain provisional until confirmed in writing and any deposits are paid. We reserve the right, after giving due notice, to cancel provisional bookings.

If you cancel a booking the following charges apply:

Cancellations within 31 or more days prior to event - no charge.

Within 30-15 days - 25%.

Within 14-7 days - 50%.

Within less than 7 days - 100%.

### **Liabilities**

- Clements Hall accepts no liability for any loss, damage or injury whilst you are using the Hall.
- You are responsible for reimbursing Clements Hall for any damage, loss or injury to our property or personnel caused by you whilst at the Hall.
- Please arrange any public liability insurance yourselves – ours may not cover you.

## **Appendix 1**

### ***Fire Evacuation Procedures***

Your supervisor must learn the location of fire exits, escape routes and firefighting equipment.

If the fire alarm goes off this **must** be treated as an emergency with evacuation procedures followed, so call the Fire Brigade on 999 **immediately**. When the fire alarm is triggered magnetic locks on the doors to the outside are disabled. No one must stop to collect personal possessions and all must immediately leave the building to gather at the designated assembly point – the large open area of grass at the front of the Hall.

It is your responsibility to ensure that everyone is immediately escorted from the building by the nearest and safest route. No one is to be allowed back into the Hall until directed by our staff or the Fire Brigade. You should be able to account for everyone involved in your activity.

Firefighting equipment should only be used to clear an escape route or stop a small fire from spreading. No one should use a fire extinguisher unless they know what kind to use and how to do so.

If fire breaks out in a room then, after all occupants have left, the doors must be shut to prevent the fire spreading.

If you are to use the Art Room you must first read Appendix 2 below.

## **Appendix 2**

### ***Special Provisions about the Use of the Art Room***

Although Clements Hall has taken reasonable steps to provide disabled access there remains some risk for disabled users of the Art Room in the event of fire. Access to this room is by either the stairs or lift and the lift **must not** be used in the event of a possible fire.

There is an Emergency Voice Communication System (ECVS) telephone on the landing outside the Art Room. This connects *solely* to our reception. There is normally someone in reception 10.30am-4.00pm Monday to Friday (except Bank Holidays) and if present they will respond to calls. As it is not possible to provide a guaranteed response ECVS cannot be relied on to summon help.

If someone responds to ECVS then they can only alert the Fire Brigade.

Until these issues are resolved we cannot guarantee safe evacuation from the Art Room of users with mobility problems such that they cannot easily use the stairs. When booking the Art Room hirers must be aware of this issue and, if expecting people with such difficulties, consider booking another room instead. If a hirer still books the Art Room they take full responsibility and must make adequate provision to evacuate any mobility impaired people.