

Special Conditions of Hire – Under 18 PARTIES

The Hirer, and the Supervisor (if different), must meet in person with a member or members of the Committee to be briefed on the conditions given below. At the discretion of the Committee, additional conditions may be inserted to meet the supervision needs of the particular booking.

At the end of the briefing, the Hirer and Supervisor (if different) must sign this form to confirm that they have read, understood, and will follow the instructions given in it. **A deposit of up to £250 must be paid by the Hirer** before the booking is finally confirmed. All damage(s) occurring during the period of hire will be charged to the Hirer, including any damage(s) caused accidentally or through vandalism anywhere on the site, whether or not caused by people invited to the party. See also the Standard Conditions of Hire.

If there is no damage or other reason to retain it, the deposit less the cost of the booking will be paid back to the Hirer within 14 days of the completion of the booking.

NOTE: In the guidance given below “you” means the Supervisor who is present at and supervising throughout the party. You must be over 21 yrs old. If you are not the Hirer, you MUST be named in Section 9 of the Hiring Agreement. By signing the Hiring Agreement the Hirer undertakes that you will be present and supervise throughout the event. The Hirer remains financially responsible to the Committee for all damage(s), as above.

When you run a party for young people you want them to enjoy themselves. But you also take on a duty of care for their health and safety, and responsibility for safeguarding the premises.

These conditions, which are mandatory, are intended to help you meet these obligations.

1. Read the **Standard Conditions of Hire** of the Hall, and observe them. If the party involves over 100 people, the Special Conditions of Hire – Public Entertainments and other large events **MUST** be observed, as well as the Special Conditions given below. *[Should we allow under 18 parties with this number of participants? Should we limit the number?]*
2. The **no smoking rule** applies to everyone including all helpers, and you must enforce it.
3. You **MUST** have a **minimum of SIX HELPERS OVER 21 YEARS OLD** present from start to finish. You **MUST** brief them on their responsibilities and duties. At least one must be a man, and one a woman, and at least one must be someone trained in first aid.
4. **Keep a written register** of the full names of all young people who attend, with an emergency telephone contact for a parent or guardian.
5. Check that the **Store door** is locked.
6. Check the **toilets** at regular intervals. Check that the windows are locked.
7. Have someone in your helpers team tour the **outside of the building** and the car park at regular intervals .

8. If any young person appears to be under the influence of **drink or drugs**, or in any way unwell, you **MUST** ring their parents and ask them to come to take them home. Never hesitate to call 999 for an ambulance if a child passes out.

9. If you experience any trouble from anyone outside or inside the building which in your view could amount to a crime then you **MUST dial 999** and later report the incident to the Bookings Secretary.

10. Keep the Foyer and Car Park lights on all the time during hours of darkness. (The switch to the Car Park lights is next to the inside kitchen door.

11. The usual rules for clearing up apply: clean up; check the state of the toilets; replace all furniture where you found it; take your rubbish home.

12. If any preparations are being made by young people before the party, you **MUST** remain with them and check the safety of what they are doing. .

Hirer	Full name:	Signature:	Date:
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Supervisor	Full name:	Signature	Date
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Committee member (signing on behalf of Caryford Community Hall Association):			
	Full name	Signature:	Date:

Each party is different. We therefore reserve the right to impose additional conditions, which will be discussed with you before the booking is confirmed, and will be inserted below.

Additional conditions: