

THE PETER EDWARDS HALL, SLIP END, LUTON, BEDS LU1 4BJ
HALL HIRE AGREEMENT TERMS & CONDITIONS – as at January 2025

AIRBORNE LANTERNS	NOT ALLOWED UNDER ANY CIRCUMSTANCES
ALCOHOL	The premises are not licensed. To <u>sell</u> alcohol you will require the appropriate Local Authority Licence, which should be obtained from Central Bedfordshire Council. Please advise the Bookings Officer if you wish to sell alcohol
ANIMALS	No animals are allowed on the premises, and dogs are not allowed on the field. Guide dogs are permitted, but not in the kitchen area.
BBQ's	NOT ALLOWED UNDER ANY CIRCUMSTANCES
BEHAVIOUR	The hirer must ensure that drunk and disorderly behaviour is not permitted in or around the hall and that alcohol is not served to any person under 18. No illegal substances may be brought on to or used on the premises.
BOUNCY CASTLES OR LAND BASED INFLATABLES – USE OF	For use of any bouncy castle and/or any other land-based inflatable, the hall hirer will ensure that: It is always supervised by responsible persons authorised by the hirer when in use or inflated When used outside a building it is securely anchored to the ground at each anchor point Each anchor point is signed, or otherwise marked to be made easily visible, and wrapped to prevent injury Soft matting is used to cover hard surfaces adjacent to the front or any open sides where there is a risk of injury from falling from the inflatable and, in respect of any bouncy castle it is: Not used by children under 2 years' old Restricted to use by age group (age groups 2 to 5, 6 to 12 and over 12 years must not be mixed)
<u>CANCELLATION BY MANAGEMENT COMMITTEE</u>	The Management Committee reserves the right to cancel this hiring in the event of: <ul style="list-style-type: none"> • The premises being required for use as a Polling Station • The committee reasonably concluding that the hiring will lead to a breach of licensing conditions, or unlawful or unsuitable activities • The premises becoming unfit for use by the Hirer (flood, power failure etc) • The premises are required as a shelter for local people in the event of a disaster (fire, explosion) In such an event, your deposit and any hire fee already paid will be returned to you, but the Management Committee are not liable for any other costs you may incur due to this cancellation.
CCTV	CCTV and ANPR cameras are in operation on the site, record 24 hours 7 days a week and are monitored by the Management Committee.
CHILDREN	Children must always be supervised by adults Bouncy Castles and other play apparatus should only be sited at least 3m away from the Concrete Patio area.

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	<p>For <u>regular</u> bookings for groups of children (such as clubs or teams) a Child Protection Policy must be submitted to the committee along with proof of any DBS checks. This does not apply to one-off children's party bookings.</p> <p>NO BALL GAMES IN THE HALL.</p>
CLEANING	<p>The hirer is responsible for the following cleaning at the end of the hire:</p> <ul style="list-style-type: none"> • Wiping down all work surfaces • Cleaning the oven if used • Emptying and cleaning the fridge if used • Removing all rubbish and taking it with them off site • Hoover and sweep all floors including the toilets • Mopping up any spillages
COVID	<p>You should encourage your clients to wear a face mask and use hand sanitiser where possible during your hire and ensure that surfaces are wiped down after use.</p> <p>It would be beneficial to all users to maintain a suitable social distance, restrict the number of clients using the toilets at any one time and operate an entrance and exit policy using the kitchen door and fire exit door in the hall.</p> <p>If any of your clients report they are suffering with Covid you should ask them to leave immediately and inform a member of the committee as soon as possible.</p>
DEPOSIT	<p>A refundable Hire deposit of £150.00 is payable in full in advance of the booking, along with the HIRE FEE. The deposit will be refunded as soon as possible after the event (please allow 7 days) subject to the return of all the hall keys and subject to the facilities being left in a satisfactory, clean and tidy condition and free from any damage, all rubbish removed and subject to the satisfaction of the committee. Please notify the Bookings Officer of any breakages or damage that occurs during your booking.</p> <p>Please note that there may be a booking directly after you – leave the hall as you would wish to find it.</p> <ul style="list-style-type: none"> • Cancellation by you up to 14 days before booking - £50.00. • Cancellation by you within 14 days of booking - no refund. • Deposit refunded in full if already paid and the requested date is not available or booking declined.
DOORS & SHUTTERS	<p>When using the hall, the fire exit shutter (shutter nearest the kitchen) must be up to comply with fire regulations.</p> <p>When you finish and are ready to leave all shutter doors must be locked. All three shutters must be down and the switch for the shutters switched off.</p> <p>Failure to secure the premises will result in retention of your full deposit.</p>

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FIRE & SAFETY	<p>On arrival at the hall, please familiarise yourself and your guests with the typed fire instructions and the evacuation procedure in case of fire, the correct operation of the shutters and fire doors in order that guests can immediately evacuate the premises in the case of fire or another emergency.</p> <p>Ensure that all exits are kept clear.</p> <p>There is no landline telephone at the premises, please have a mobile phone with you at all times.</p>
FIREWORKS	NOT ALLOWED UNDER ANY CIRCUMSTANCES
FLOORS	Swept thoroughly, hoovered and/or mopped where necessary before you leave
FRIDGE	Clean, <u>must be left switched ON</u> when you leave
GATES & OVERHEAD BARRIER	<p>Kept closed and all times.</p> <p>Closed and padlocked upon exit.</p> <p>Each hirer is responsible for securing the gates despite other field users being present.</p> <p>Failure to secure the premises will result in retention of your full deposit.</p>
GUEST NUMBERS	<p>At no time is the number of persons attending a function in the hall to exceed 100.</p> <p>Events where tickets are sold on the door are not allowed under any circumstances.</p>
HEATING & HOT WATER	<p>The heating and hot water run from electronic timers, hall hirers do not have access to these, they will be set to accommodate your booking. Please ensure all taps are turned off before you leave the premises as we run on a water meter.</p> <p><u>The heating thermostat will be set to 18 degrees and cannot be changed</u></p>
HIRE FEE	The agreed Hire Fee of £26.00 per hour must be paid in full in advance by bank transfer.
INSURANCE	<p>The Playing Field Committee hold Public Liability Insurance for the field and building.</p> <p>Please ensure that you have your own insurance for any specific activities that you intend to carry out during your event (e.g. bouncy castles, field activities etc).</p>
KEYS	Returned to the bookings officer or approved committee member immediately after the booking as previously explained.
KITCHEN & FOOD PREPARATION	<p>Under the terms of our insurance policy hirers are not allowed to fry food on the premises.</p> <p>There is a fridge, cooker, tea urn and kettle in the kitchen.</p> <p>These are for <u>regular</u> hall users only. If you choose to use any of this equipment, it is at your own risk.</p> <p>Food should not be stored for extended periods of time at the hall.</p> <p>Please note that previous users may have prepared food containing nuts; you will need to make your guests aware of this.</p> <p>Please clean all equipment & work surfaces before and after use.</p> <p>Ensure the fridge is always switched on.</p>

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	No food can be left overnight in the Hall.
LIGHTS	ALL lights must be turned off when you leave
MUSIC	The playing of music outside the hall is not permitted unless by prior written agreement by the Management Committee. Under no circumstances can amplified music be played outside.
OTHER BOOKINGS	Please bear in mind that there may be another booking immediately after yours, therefore we request you leave the facilities in the same condition you would wish to find them in.
PARKING	There is limited parking at the venue. Cars are not allowed to park on the field. Please note that items have been stolen from cars parked at this location, advise your guests to remove valuables from their vehicles. The Management Committee will not be held responsible for any loss or damage.
PLUMBING	Our WC's drain into a septic tank. Please ensure you and your guests DO NOT put any sanitary towels, tampons, nappies or wipes down the WC's but use the bins provided. Any blockage caused by these items will be charged for removal.
<u>POSTAL ADDRESS & LOCATION</u>	The Peter Edwards Memorial Hall Slip End Playing Fields Church Road (Behind St Andrews Church) Slip End Beds LU1 4BJ
REFUSE DISPOSAL	Please remove all rubbish and food containers after Hall use. We do not supply a refuse collection therefore ALL rubbish (cans, bottles, food waste, litter) must be taken away with you at the end of the event. A deduction of £50.00 will be made from your deposit if rubbish is not removed from the hall and/or field.
SMOKING	Please note that the hall is a strictly no smoking area. Please ensure that your guests do not smoke anywhere within the premises. Any damage caused because of smoking within the premises will be your responsibility and will be charged from your deposit accordingly.
TICKETED EVENT	NOT ALLOWED UNDER ANY CIRCUMSTANCES You are not allowed to sell tickets to your event
URN	Turned off, left to cool and then emptied before you leave
VEHICLES	Any vehicles left on site overnight are the owner's responsibility and are left entirely at their risk. Slip End Playing Field Management Committee ARE NOT responsible for any damage incurred.