

Booking Terms and Conditions for:

**Harpur Hill Village Hall
Harris Road
Harpur Hill,
Buxton SK17 9JS**

March 2026

In these terms and conditions, the terms "the Hirer", "Users" and "You" refer to the individuals, groups or organisations who make use of the premises for meetings or other activities. "We", "Us" and "Our/Ours" refers to Harpur Hill Residents Association, the management organisation.

"The premises" refers to the building and grounds known as Harpur Hill Village Hall, Buxton.

All users of the premises must read and agree to abide by the following Terms and Conditions. A Premises Hiring Agreement with the Harpur Hill Residents Association must be completed and signed in respect of every booking of the premises, i.e. "Harpur Hill Village Hall Booking Enquiry Form & Premises Hiring Agreement for meetings/private parties/organisations

The person signing the Premises Hiring Agreement shall be known as "the Hirer" and shall accept full responsibility for the due observance in all respects of the Terms and Conditions as set out in this document. The Hirer must be a responsible adult over the age of 25. The hall can accommodate a maximum of 60 people.

1. Payment and Refunds

Payment is required at least a week in advance and is non-refundable. For unforeseen circumstances, individual discretion may be applied by the Hall Committee.

2. Access and Security

Security - You are expected to take all reasonable precautions to ensure the security of the building and its contents. You are to ensure that a responsible person is present at the beginning and end of each booking period. The premises must not be left unattended during the period of the booking.

Keys - If keys are provided, they must be safeguarded at all times and returned at the end of the letting period. The key shall not be copied nor given or lent to any unauthorised person. Should the numerical key code for the key safe be disclosed to you, you agree not to share it with any unauthorised person.

Valuables - You should take note, and warn all other users, that money and valuables should never be left unattended in any part of the building. We accept no responsibility for loss of money or valuables.

Departure - It is the User's responsibility to ensure that all fire doors and windows are closed, all blinds closed, all water taps are off, the oven and hob are turned off, all doors are locked and all lights switched off (including the toilets) at the end of the letting period. The lights in the small rooms are automatic.

Car Park - The use of the car park is available to Users but is not part of the Hiring Agreement. Parking is strictly at the User's risk. The Residents Association accepts no liability whatsoever for cars parked in its car park. You must remove cars from the car park if requested to do so by a representative of the Hall Committee.

The right is reserved for a representative of the Hall Committee or their appointed officer to enter any part of the building at any time.

If you discover a situation which you feel could cause an accident, please report it as soon as possible to a member of the Hall Committee. Circumstances which make the premises less pleasant or convenient than is desirable should be similarly reported. If there is anything which you can do to prevent an accident you are expected to take action to do so.

Cost of breakage - You are expected to report any loss, damage, or breakage, resulting from your use of the premises, and to pay the cost of repair or replacement.

3. Risk Assessment

In compliance with legislation and the premises insurers, hirers are responsible for completing their own risk assessment for their use of the hired accommodation and to keep a written copy of the findings.

Our Fire Safety Risk Assessment and Building Risk Assessment can be found on our website and are available in the folder in the hall.

Should you find hazards arising from our premises, please notify us so that action can be taken.

The number of people attending must be declared at the time of booking to ensure that this does not exceed the maximum of sixty numbers specified by the Fire Prevention Officer.

4. Users' insurance

It is your responsibility to have valid insurance to cover planned activities. Our insurance does not extend to a User's liabilities. The Hall Committee accepts no liability for accidents or injuries occurring as a consequence of using the premises.

You agree to indemnify the Hall Committee from and against all actions, costs, claims, demands and damages arising from any breach of these Conditions of Hire, any accidents or injuries sustained by any persons arising out of or incidental to the hiring and the Hirer's use of the Premises.

5. Conduct of activities

You must include all planned activities that will be undertaken in your risk assessment. The right is reserved for a representative of the Hall Committee or their appointed officer to stop any activity on the premises.

You must ensure that there is a responsible adult or adults present who are able to supervise at all times during the letting - you are responsible for the orderly behavior of your guests on premises.

You must comply with any legal or Hall Committee requirements concerning music, singing and dancing licenses, theatre licenses and copyright. You are responsible for obtaining any such licenses or any other permission required, always providing that no such application shall be made without the approval of the Hall Committee.

The premises are not licensed for the use of alcohol. If you wish to sell alcohol at your event (or sell tickets for an event that includes alcohol), you will need to apply for a Temporary Events Notice: <https://www.highpeak.gov.uk/article/240/Temporary-event-notice-TEN>

You must ensure copies of relevant certification are immediately available on request.

6. Inflatable Hire

Special attention must be given to the location of inflatables and its proximity to an available power supply. Coiled extension leads, worn flexes and items with guards which do not meet current British Standards are not acceptable. Extension leads must be used with caution and if used, must be safely secured so as not to cause a trip hazard.

The maximum size for an inflatable in the Hall is 12 ft x 12 ft and the maximum number of people is 40. The location of the inflatable must be agreed prior to use to ensure the safety of users and clear routes to fire doors.

Bouncy castles, other inflatables and music systems may not be used in the garden or grounds of the hall.

The Hall Committee reserves the right to refuse permission for any inflatable play equipment deemed to be unsuitable for the venue.

You are responsible for all safety aspects of the inflatable/equipment hired/used prior to, during or subsequent to the event, and must accept liability for any loss, damage, injury or death howsoever and by whomsoever caused, whether to property or person(s) sustained by any person(s) on the premises, which may be attributable to any act or omission on the part of the you, the Hirer, inflatable/equipment operator/owner, guests or visitors.

You must ensure that any inflatable/equipment operator/owner has adequate Public Liability cover up to £5 million. We do have approved suppliers of additional equipment. Any other

suppliers of equipment to be used in the hall must be approved by us at the time of booking.

Prohibited Activities - You shall not use the premises for any other purpose than that specified in the Premises Hiring Agreement, and it is specifically forbidden to use, or allow the use of the premises or its surrounding grounds, for any illegal or immoral purpose.

7. Duty of Reasonable Care

All users of the premises are expected to be familiar with current Health and Safety Law and or other relevant guidance, to take all reasonable steps to avoid foreseeable risks and to be vigilant in looking out for hazards.

Public safety - You are expected to avoid leaving any of the following in areas where the public may have access:

- obstructions over which a person might trip
- any item with sharp edges
- objects which might fall from a height
- substances known to be hazardous to health
- hand or power tools of any type.

Priority in emergencies:

The safety of any occupants of the premises is much higher than the protection of property. Evacuation should be your main priority in any emergency and, secondly, to call the Emergency Services. No one should take risks fighting fires and extinguishers are provided only for use on small fires. You should familiarise yourself with their location.

Emergency Exits - While the building is occupied by groups of people there must be proper provision for them to get out in an emergency. To this end, the door by which they entered must be left unlocked throughout the period of occupation. There is an additional emergency exit which may be opened by pushing the "Fire bar" on the door at the far end of the main hall. You should familiarise yourself with its location. It is important that corridors and doorways are kept free of obstruction. All entrances and exits must be kept clear at all times; furniture, including sales stalls, rubbish or decorative items, must not be placed in front of doorways.

Accidents and First Aid - Whilst the Hall Committee will take steps to ensure the premises are safe to use, it is your responsibility to ensure the safe conduct of your activity during the period of hire, including the presence of a suitably qualified First Aider if necessary. A First Aid box and an accident book is located in the kitchen.

As there is no public telephone on the premises, the Hirer must ensure that he/she has access to a mobile telephone in case of emergencies.

N.B. The mobile signal is very poor at the Hall but emergency calls can be made.

8. Reporting Defects and Accidents

You are expected to report all damage, defects or accidents occurring on the premises. An accident book can be found in the kitchen and you are required to report all injuries to people by completing the relevant page in this book.

If you discover a situation which you feel could cause an accident, please report it as soon as possible to a member of the Hall Committee. Circumstances which make the premises less pleasant or convenient than is desirable should be similarly reported. If there is anything which you can do to prevent an accident you are expected to take action to do so.

Cost of breakage - You are expected to report any loss, damage or breakage, resulting from your use of the premises, and to pay the cost of repair or replacement.

9. Electrical safety

Great care must be taken when using electrical equipment on the premises. Any equipment used in the hall must be PAT tested.

10. Hazardous substances

Inflammable, volatile and toxic substances MUST NOT be brought onto the premises.

11. Tidiness

You are expected to ensure that the premises, including the toilets, are left in a condition which will be acceptable to the next users. Rooms used should be cleared of all rubbish and table tops wiped down with suitable cleaner. Any spillage or mess should be cleaned up as soon as possible.

Cleaning materials are in the store room next to the toilets. If you or your organisation set up furniture for your use, it must be replaced as you found it unless you are instructed to the contrary. Please switch off the room lights and close the door when leaving.

12. Kitchen

When available, the kitchen is a protected area for preparing food only. You may use it to prepare beverages and food by arrangement at the time of booking. You are expected to provide your own coffee, tea, milk etc. Please wash up afterwards, bringing your own dishcloths and tea towels, and take any unused food items away with you.

You must ensure that any persons using the kitchen are aware of the requirements of the relevant Food Hygiene Regulations and Food Safety Act. Attention should be paid to the cleanliness of the kitchen, kitchen utensils and crockery at the end of the letting. Cleaning equipment is provided in the Store Room next to the toilets to clear/mop up spillages and for cleaning down at the end of

the hire period. Rubbish must be removed into the relevant bins outside.

Do not allow children in the kitchen.

13.Smoking

Smoking, including e-cigarettes, is not permitted on the premises.

14.

The Hall Committee will be responsible for providing facilities as agreed in good working order throughout the letting period.