

Terms and Conditions for Hire

Introduction

The Hirer must be present during the period of the hire, unless otherwise agreed. The Hirer is responsible for making sure that they and anyone attending the booked event will follow these terms, as well all applicable legislation and any extra terms sent by email or in writing at any time. If the Hirer, their guests, clients or attendees do not comply, we may:

- Cancel or end the booking immediately;
- Keep the booking deposit (see below);
- Cancel the hire and deny future access to the Hall; and
- Charge the Hirer for any repair or cleaning costs.

No compensation will be paid in such cases.

Room Capacities

The Hirer must tell us on the booking request form how many people will be attending, and must ensure that the number of people who actually attend do not exceed the maximum room capacities:

- The Main Hall – 120 theatre style, 100 dining; and
- The Shirley Room - 25

Use of the Hall

Use only the booked facilities at your scheduled times and for the agreed purpose. We allow a minimum 30-minute gap between bookings by different users; do not run your session into this changeover period. However, you may use up to 15 minutes before and after your booking for safety checks, setup, cleanup, and securing the premises. If you need extra time, include it in your booking request.

No alcohol may be brought onto the premises without prior written consent. A corkage fee may be applied where permission is granted. A fully licenced Bar is available on request.

When selling goods or services at the premises, the Hier must comply with current laws, including but not limited to The Sale of Goods Act 1979, The Consumer Rights Act 2015, and any laws or regulations that replace or supplement them.

Certain activities may require a licence. This may include (but is not limited to) PRS/PPL music licences and TV Licence. The Hirer must obtain our written consent before engaging in these activities and are responsible for determining if a licence is needed and securing all necessary licences and permissions.

Nothing within these Terms prevents lawful raffles, tombola's, or charitable fundraising activities conducted in accordance with current legislation.

Standards of Behaviour

It is important that all our hirers, their guests, visitors, contractors, volunteers and staff feel safe and are treated with respect. The Hall has a zero tolerance attitude to any form of abuse or discrimination whether it be physical, verbal or mental.

We expect those using the Hall to observe our [Code of Conduct](#) on standards of behaviour. The Hirer must ensure they and their guests or clients arrive and leave quietly, without disturbing nearby owners or residents. The Hirer shall not permit attendees to engage in:

- disorderly, dangerous, offensive, or immoral conduct
- any unlawful discrimination or activity on the premises, including unlawful gambling, drug use, criminal activity or disorderly conduct.
- Smoking and vaping are prohibited inside the building.
- Illegal drugs and controlled substances are strictly prohibited.

The Hirer should not use material containing nudity or explicit sexual content when promoting their event, or permit attendees to behave in a sexually explicit way including nudity.

We reserve the right to judge noise or behaviour, instruct corrective action, refuse entry, or require anyone to leave at our discretion.

Safeguarding

We are committed to the safeguarding of children and vulnerable adults. The Hirer must comply with our [Safeguarding Policy](#). The Hirer is responsible for safeguarding the welfare of children, young persons and vulnerable adults attending the event. And for ensuring that Children and young persons are appropriately supervised at all times.

Where activities require Disclosure and Barring Services (DBS) checks under current legislation the Hirer is responsible for ensuring such checks are in place.

Decoration and Protection of the Premises

For private functions such as weddings and private parties we are happy for the Hirer to dress the hall, providing no damage is made to the fabric. However, the Hirer must first discuss and agree their plans with the Hall Manager first, before dressing the Hall.

You must not:

- use screws, nails, or pins anywhere on the premises;
- use Sellotape;
- attach fixtures, decorations, or other items to the walls and doors without permission; or
- apply chalk, stickers, wax, or crystals to the walls, doors or windows.
- use confetti, glitter, smoke effects and similar materials.

As the Hall is in regular use, it is important that any balloons or decorations are removed at the end of the event, unless special arrangements are agreed with the Hall Manager to clear-up before 9 o'clock the following morning.

The Hirer shall be responsible for any damage caused during the hire period.

The Bar

The Hall has a Bar, run by the Howard Hall Sports and Social Club. The Bar is not permitted to sell alcohol after 11.00pm Mondays to Thursday, 11.30 pm on Friday and Saturday, 10.30pm on Sunday and midnight on Good Friday and New Years eve. Last Orders will be 15 minutes prior to these times.

The staff reserve the right refuse to sell alcohol to persons who in their judgement;

- Are under the age of 18 years of age;
- appear to be intoxicated; or
- are causing distress, inconvenience or annoyance to others, through their behaviour.

The staff reserve the right to ask for proof of age.

Food and Catering

The Hirer may use the Hall's kitchen for an additional fee to cover the cost of gas, electricity and use of the dishwasher.

If the Hirer engages their own caterer or supplies their own food, the Hirer will be responsible for ensuring all food preparation and service activities are undertaken safely and afterwards ensure that the kitchen is cleaned after use in accordance with the Howard Hall Memorial Hall Cleaning Standards, available on our website.

Should you engage your own caterer we will need a copy of their current Liability Insurance certificate.

Music and Music

The Hirer may play music. Where amplified music is to be played doors and windows should be kept closed where reasonably practicable, so not as to disturb neighbours. Music levels shall not exceed 85 dB and no music shall be played after midnight.

The Hirer may choose to use the Hall sound system to play their own playlist should they wish for an additional fee.

Safety Measures

The Hirer must in accordance with the Regulatory Reform (Fire Safety) Order 2005 familiarise themselves with the Fire Evacuation Plan and ensure their guests, clients and attendees are aware of these plans and prepare a Personal Emergency Evacuation Plan for all disabled or vulnerable attendees. Entrances, exits, passageways must be kept clear. The Hirer must ensure that all firefighting equipment is not obstructed and ensure they are only used for their intended purpose.

Hirers and their guests, clients or attendees must not bring highly flammable substances or gases into the Hall unless medically necessary and then only with the approval of the Hall Manager, who shall undertake a risk assessment. Naked flames, such as candles, cigarettes,

lighters, or matches must not be used within the premises. Smoking is not permitted within the premises.

Only bring into the Hall electrical equipment with the Hall Managers consent. All electrical equipment brought onto the premises must be safe and, where applicable, have a valid Portable Appliance Test (PAT) certificate, a copy should be provided upon request.

After the event, the Hirer must switch off appliances and lights, and securely close internal doors.

Reporting of Incidents

If during Hirer's use of the Hall an untoward incident or accident occurs, it must be reported to the Hall Manager, so that it can be investigated to learn lessons and details of the incident recorded within the Hall's Accident Book.

Cleaning and Disposal of Waste

The Hirer must leave the premises clean and tidy; sweep the floors after the session to clear away any debris. If the Hirer encounters any issues upon arrival, promptly inform the Hall Manager. Cleaning supplies, including items for spills, wiping tables, and sweeping, can be found in the tall cupboard located to the right of the kitchen fire door.

If the Hirer, their guests, clients or attendees bring food and snacks onto the premises all food waste as well as general rubbish must be removed and disposed of responsibly at home or an approved local recycling facility.

Car Park

The Hirer is asked to help ensure that their guests and attendees:

- Use the car park whenever possible;
- Park only within the marked bays;
- Keep exits and gateways clear; and
- If parking on the road, be considerate—don't block driveways or footpaths.

Advertising

The Hirer may promote their session for free on the notice board within the Hall's foyer. Ads should be A4 size, up-to-date, and removed if damaged or expired. The Hirer may not place an advertisement on the walls within the Main Hall and Shirley Room, or on the outside of the building and perimeter fence. Commercial advertising is not allowed.

Regular daytime users may promote their sessions on the Hall's website.

Contact details

Anyone who hires the Hall and its facilities—whether as an individual, group, or organisation—must provide contact information including postal and email addresses and a telephone number. The Hirer should also inform the Hall Manager if any of these details change. This information will be collected on the booking form.

CCTV

CCTV operates within external and communal areas of the premises for safety, safeguarding, crime prevention and security purposes. Recorded images may be retained and processed in accordance with applicable Data Protection legislation.

Data Protection

Personal data will be stored and processed in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Data will only be shared with parties directly involved in the management of the Hall where necessary and will not be disclosed to third parties without lawful basis or consent. For further information please consult our Data Protection Framework, Data Protection Policy, Privacy Notice, Record of Processing Activities and Data Retention Schedule – all available on our website.

Public Liability

Nothing in these Terms and Conditions shall exclude or limit liability for death or personal injury caused by negligence, or any other liability which cannot be excluded under UK law. Subject to this, the Durobrivae Lodge Benevolent Fund and the Howard Hall Sports and Social Club Ltd shall not be liable for any loss, damage, or theft of personal property, or damage to vehicles within the car park.

Deposit

For Private Parties and other one-off events, the Hirer must pay the £60 booking deposit. This deposit will count towards the hall hire fee and will be refundable less a £25 administrative charge, if you give least 90 days warning of the cancellation prior to the date of the event.

Invoicing and Payment

Private Parties & Functions

We will forward an invoice on acceptance of your booking, for a bookings deposit, to confirm the booking. We will then invoice you for the balance of the hire fee on or around the 15th of the month prior to the month of the booking.

Invoices must be paid within 14 days of receipt of the invoice, unless separate arrangements have been agreed with the Hall Manager. Failure to do so may result in suspension or cancellation of the booking. Include the invoice number with payment.

Payments may be made by VISA, BACS transfer or Cheque and are made to the Durobrivae Lodge Benevolent Fund, details on the invoice. The Durobrivae Lodge Benevolent Fund owns the Hall, the Howard Hall Sports and Social Club acts as its agent for booking Private Hires and managing the Bar Services.

Resident Masonic Units and Regular Daytime Users of the Hall

You will be invoiced on or around the 24th of the Month for your Hall use within the month. The Invoice should be paid within 28 days, unless alternative arrangements have been mutually

agreed, using the method listed on the invoice. Include your company name and invoice number with each payment.

Payments outstanding after 28 days will incur a 5% administration fee, which will be added to your current or next invoice, and after 56 days a 10% administration fee. Failure to pay within 90 days of the initial invoice may result in suspension or cancellation of future bookings.

Cancellation

By you

You must provide written notice of cancellations. For late cancellations, i.e. less than 28 days before the date of the event. We reserve the right to charge a cancellation fee equivalent to the full hire fee, if we cannot rebook the space.

By Us

We reserve the right to cancel a booking where reasonably necessary, including (but not limited to) the circumstances listed below:

- Non-compliance with these terms and conditions or any additional requirements provided in writing or by email;
- Belief that your event may result in a violation of licensing conditions or other legal or statutory obligations;
- Where safeguarding concerns arise;
- Determination that the booking could adversely affect our reputation, for example, where it may incite racial discrimination;
- Concerns pertaining to health and safety, extremism, or activities that may incite prejudice of any kind;
- If the centre is rendered unfit for use (e.g., due to emergency repairs); and
- Any other reason deemed appropriate by us at the relevant time.

In the event of cancellation:

- We reserve the right to retain the room hire fee or deposit if immediate cancellation is necessary;
- In cases where cancellations are made in advance, we will refund the hire fee or offer to reschedule the booking; and
- We shall not be liable for any loss or damages resulting from the cancellation, nor will we provide alternative facilities or compensation.

Version	Terms and Conditions of Hall Hire
Date Approved	June 2026
Approved By	Howard Hall Management Committee
Responsible Officer	Hall Secretary
Supporting Framework	Financial Framework, Property & Facilities Framework, Data Protection Framework, Health and Safety Framework and Safeguarding Framework
Related Documents	Data Protection (GDPR) Policy; Privacy Notice; Record of Processing Activities (ROPA), and Fire Evacuation Procedure
Review Date	June 2029