



# TERMS AND CONDITIONS OF HIRE

## HIRE TIMES

Hirer must comply with hiring times booked, which is to include time either side for the set up and clean down of your event. Any extra time and additional services used on the day will be invoiced after the event.

## ALCOHOL, ILLEGAL DRUGS AND SMOKING

People are not to enter any part of the Farm under the influence of illegal drugs or to consume them on site. Alcohol may be consumed in designated areas on the premises with the express permission of Windmill Hill City Farm, which must be obtained at the time of booking. It is not acceptable to drink to excess on site and those doing so will be asked to leave. The city farm staff on duty have final discretion in such cases.

The city farm is a smoke-free environment, should visitors wish to smoke or use e-cigarettes we ask them to go off site. Smoking is not permitted inside any of the buildings.

## ANIMALS

People are **not** permitted to bring animals on site, with the exception of guide dogs.

## CANCELLATION OF BOOKINGS

In the case of the Hirer cancelling a booking a cancellation charge will be applied:

Cancellation 7 days or more before booking date:	No charge
Less than 7 days cancellation	100% of hire fee

For regular room hire bookings such as classes, we ask for 7 days' notice of cancellation as minimum.

Windmill Hill City Farm reserves the right to cancel any hiring without notice where circumstances demand it. In the event of any hiring being cancelled the hire fee will be fully refunded, but Windmill Hill City Farm shall not be held liable or be required to pay compensation for any loss sustained as a result of the cancellation of the hiring. Wherever possible if a hired room becomes unavailable the farm will endeavour first to find alternative accommodation onsite before cancelling a booking.

## CATERING AND REFRESHMENTS

The Farm's Café can provide all your catering requirements, from tea and coffee to hot and cold food. Please request catering when you make your booking, and we will send you the menu. We need 2 weeks' notice for food orders and one week for drinks only. The hirer is not allowed to use external catering services unless approval from the farm has been issued. This must be agreed in advance.

## CHILDREN ON SITE

The hirer is responsible for ensuring that there are no unaccompanied children on site during the entire duration of the booking. Children under 8 years must always be accompanied by an adult for the duration of the activity unless the activities are designed such that the farm takes responsibility for those children. In such cases, places must be booked in advance of the session and full contact details of parents and information about the child must be recorded.



## **CLEANING, SECURITY AND NOISE**

The Hirer must leave the premises in the condition in which it was hired. Litter must be cleared away and furniture and equipment replaced. The Hirer must remove any property brought onto the premises. Noise levels must be kept to a minimum to avoid disturbing other users of the building. At the end of the hire period, the responsible person must notify the appropriate member of staff that they are leaving the premises. There will be a charge if extra cleaning is needed.

## **DAMAGE**

In the event of damage to the premises or equipment, Windmill Hill City Farm will make good the damage and the costs will be charged to the Hirer. Items should not be attached to the walls or floors without the consent of Windmill Hill City Farm. Please do not use 'blue tack' or other adhesives that damage the decorative finish of the rooms.

## **EQUAL OPPORTUNITIES**

The Hirer must ensure that the nature of the hiring does not contravene Windmill Hill City Farm's Equal Opportunities policy. The Hirer is expected to abide by that policy unless they can show they have their own Equal Opportunity Policy, the terms of which must not contradict the terms in WHCF's policy. A copy of WHCF's policy is available on request.

## **HEALTH AND SAFETY REQUIREMENTS**

The Hirer will not do anything that may endanger the users of the building or its contents. The responsible person will be made aware of the procedure in the event of a fire and the location of the fire exits, which should remain clear at all times. No naked flame may be used except when monitored by a fire marshal employed by Windmill Hill City Farm and at their discretion. If any first aid is required, the Hirer should liaise with the staff member on duty. Electrical equipment brought onto the premises by the Hirer must comply with the Electricity at Work Regulations 1989, and any subsequent regulations. The Hirer must comply with the stated maximum capacity per space on our website, which must not be exceeded.

## **INSURANCE**

Windmill Hill City Farm's interests in respect of the premises are covered by Public Liability Insurance. The Hirer shall be responsible for arranging their own insurance to cover all those persons attending the event, their possessions, equipment and any equipment hired from Windmill Hill City Farm. We may request a copy of your insurance document.

## **LICENSES**

No copyright dramatic or musical work shall be played without the license of the owner of the copyright. The Hirer shall indemnify Windmill Hill City Farm against any infringement of copyright that may occur during the hiring.

## **PURPOSE OF HIRE**

The Hirer shall not use the premises for any unlawful purpose or in any unlawful way. The Hirer shall not do anything, or bring anything onto the premises that may endanger the premises, their users, or invalidate any insurance policies relating thereto. Windmill Hill City Farm reserves the right to refuse a booking. Please note that we are unable to provide storage for belongings or equipment. The premises will only be used by the person or organisation named on the booking. The Hirer is not permitted to sub-let the premises to another organisation. Windmill Hill City Farm does not allow the booking of its facilities by any extremist political or religious organisations and reserves the right to refuse a booking on these grounds.



## RESPONSIBLE PERSON

The Hirer shall ensure that there is a named responsible person (over 18 years old) present for the duration of the booking. He or she will be responsible for the supervision of the premises and its contents, the behaviour of persons using the premises, car parking, safety arrangements and all other conditions of hire.

## SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

If the Hirer is bringing children or vulnerable adults onto the premises the Hirer must show they have a Safeguarding policy in place. If the Hirer does not have one, they must sign up to WHCF's policy, a copy of which is available on request.

## EQUIPMENT HIRE

A charge will be made if the equipment is returned dirty or marked, if cables are returned cut or with connections removed, or if the equipment is returned faulty.

Technical equipment can be sensitive and delicate. Windmill Hill City Farm will only charge for faults indicative of neglect or abuse. All Windmill Hill City Farm equipment is tested on a regular basis for electrical safety. Please report any faulty equipment so that the item can be taken out of the hire stock and be repaired.

Windmill Hill City Farm reserves the right to request a deposit (the amount and method to be determined when the booking is made). Windmill Hill City Farm may, in respect of hires undertaken, waive the requirement to lodge a deposit.

Unless otherwise stated by the hirer, Windmill Hill City Farm will assume that the individual making the original hire booking is our principal contact in respect of hire, and will be responsible for making all arrangements for payment, insurance and return of hired items.

The hirer is responsible for ensuring that all items hired from Windmill Hill City Farm have appropriate and adequate insurance cover. Any loss of equipment will be charged at replacement cost – no substitute items can be accepted. All boxes and packing materials must be returned. Equipment values can be provided for insurance purposes.

## PAYMENTS

For private bookings including children's parties, we require full payment for the hire before the booking takes place. If the booking is cancelled, we refund according to our cancellation terms. For corporate or regular hires, we invoice on a monthly basis.

Please note:

- We operate a strict **no smoking policy**.
- The site must be clear and left tidy. Please take away all litter.
- Recorded and acoustic music is allowed, however it must not cause unreasonable disturbance to our animals and neighbours. Amplified music is not permitted at any time.
- Treat the site and facilities with respect.
- Alcohol can only be **moderately** consumed.
- If installed by the hirer, all decorations must be removed.

Please note that breaching these terms of conditions could result in your event being cancelled and guests being asked to leave the site immediately.



# ADDITIONAL COVID-19 TERMS AND CONDITIONS AND GUIDANCE

The following guidance and terms will remain in effect while the potential transmission of COVID-19 remains a public health threat.

The responsibility for controlling any risks associated with the transmission of Coronavirus is shared between the City Farm and the hirer of the rooms. The approaches used to mitigate the risk of virus transmission are

- Quarantine of people with the infection
- Reducing mixing of people showing no symptoms, but who may be infected
- Increased personal hygiene for people showing no symptoms, but who may be infected
- Increased cleaning of surfaces that may retain contagious material
- Use of appropriate personal protective equipment

## RESPONSIBILITIES OF THE FARM

- Venue hire will only be available when government guidelines allow it.
- All hirers of rooms will be advised of the additional guidelines in place to reduce potential transmission of disease.
- All rooms will be cleaned between room bookings in a manner that reduces potential transmission of disease.
- Basic cleaning materials will be provided in rooms to enable surfaces to be cleaned by hirers during room hire.
- Where more than one room is in use, toilets will be dedicated to single rooms so that they are not shared by groups.

## RESPONSIBILITIES OF THE HIRER

- No-one shall be allowed to use the facilities if they are displaying symptoms of Coronavirus. If a person with such symptoms enters the premises they must be sent home immediately, and the City Farm informed of their presence on site including time and duration of stay and areas in which they were present.
- Group activities must be conducted in a manner that is compliant with current public health advice, including any social distancing measures extant at the time of hire.
- Groups will follow the guidance issued from time-to-time by City Farm staff with regard to measures put in place to minimise risk (e.g. limited access or one-way systems).

We also ask all attendees to adhere to all relevant government guidance in existence at the time the booking takes place (can be found linked from the main page here <https://www.gov.uk/coronavirus> and here <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirusoutbreak-faqs-what-you-can-and-cant-do>). We will have your contact details if we are asked for details of your group for Track and Trace purposes, but we also have posters with QR codes for those with smartphones and the NHS app to scan in (it can be downloaded here <https://www.covid19.nhs.uk/>) Please note that breaching these terms of conditions could result in your event being cancelled and guests being asked to leave the site immediately.