

BARMBY MOOR VILLAGE HALL

Terms & Conditions of Hire

- 1 The Hirer must be a responsible person over the age of 18 years.
- 2 No bookings will be guaranteed until the Hire Agreement is signed and returned with the hiring fee to the Lettings Secretary (offline bookings) or email confirmation has been received (online bookings).
- 3 **The Hirer must be fully conversant with the Health and Safety Policy**, and always remain on the premises during the function. They will be responsible for the supervision of the premises, the fabric and contents, their care, safety from damage and for the behaviour of all persons whatever their capacity, including causing annoyance to nearby residents and supervising car parking to avoid obstruction of the highway.

Teenage Parties (Under 16s only): The Hirer must reside in Barmby Moor and advise Local Police of the event. See separate hire conditions.

- 4 The Hirer shall not sublet or use the premises for any unlawful purpose or in any unlawful way, nor do anything which may endanger the same or any "Insurance Policies" in respect thereof.
- 5 Users of the hall should park cars in the Village Hall car park, adjacent to the hall, or on the tarmac roads only.
- 6 The Hirer shall reimburse the committee for the cost of repairing any damage done to any part of the property including the surroundings or the contents of the buildings during or as a result of the hiring. Damages to be entered into the Damage Book (located in the kitchen) and a committee member advised.
- 7 At the end of the hiring, the Hirer shall be responsible for leaving the premises and surroundings in a clean and tidy condition and any contents removed from their usual positions should be properly replaced, otherwise the committee shall be at liberty to make an additional charge. Rubbish must be disposed of in the appropriate green (General rubbish incl wrapping paper and food containers) or blue bins (clean dry paper, card, bottles or cans only) outside the kitchen door. Any rubbish which does not fit in the bins must be taken home.
- 8 The Hirer shall ensure that the key is returned to the key safe after use, and the combination scrambled.
- 9 **If it is intended to sell alcohol; provide entertainment between the hours of 2300 & 0800; sell hot food between 2300 & 0500; exhibit a film for profit (includes charities); stage boxing or wrestling entertainment, it is the Hirer's responsibility to obtain and pay for a Temporary Events Notice (TEN) from East Yorkshire County Council. This must be displayed during the event. Failure to confirm that a TEN has been obtained could lead to the cancellation of the event.**

10 If you event includes the performance of live music, the playing of recorded music or exhibition of a non-profit making film (which must abide by age classification ratings) you will require the written permission from the Village Hall Management Committee.

11 It is the responsibility of the Hirer to ensure that the Anti-Smoking Law is complied with in the hall and the area within 10 metres of the building. Failure to prevent smoking in a smoke free place could incur a maximum fine of £2,500.

12 The maximum number present in the hall at any one time must not exceed 200 (standing) or 100 (seated) in accordance with the Fire Officer's stipulations. Hirer to be conversant with the "Fire Risk Assessment" and all its implications, including action to be taken in case of fire. Details are in the Health & Safety File.

To comply with Fire Officer's stipulations, the Hirer of the hall must ensure that all fire doors are kept unlocked and clear of obstruction during the period of hire.

13 The premises **must not** remain open after **midnight Monday - Saturday or after 10.30pm on Sunday**. The Management Committee has discretionary powers to adjust these times to cover official special occasions.

14 No animals, other than assistance dogs, are to be allowed on the premises.

15 Liability for persons using the hall is the responsibility of the Hirer. All accidents must be recorded in the Accident Book (located in the kitchen) and reported to a committee Member within 24 hours of occurrence.

16 The Village Hall Committee reserves the right to make a charge should the heating be left on, or turned on more than 1.5 hours before the start of an event.

17 If the Hirer is organising an event involving children or vulnerable adults they are advised to contact Community Vision (Formerly ERVHN) at County Hall, Beverley. In addition, they must confirm that they hold a DBS certificate.

18 It is the Hirer's responsibility to ensure that any electrical equipment brought onto the premises is electrically sound and safe for use.

19 Any decorations should be affixed to the wooden battens only, not walls or doors.

20 Hirer is not permitted to leave equipment/possessions on the premises without prior permission from the Management Committee. Note that any items so permitted will not be covered for insurance under the Hall's policy.

21 It is not permitted leave or deposit money on the premises.

22 Firework displays, Bouncy Castles (both indoor and outdoor), BBQs and Hog Roasts and similar activities are not permitted on the premises, or grounds.

23 Hirers are not permitted to use 'Barmby Moor Village Hall' in the headline title of their organisation.