

# Hire Agreement and Standard Conditions of hire

*If the hirer is in any doubt as to the meaning of the following, please telephone the booking secretary.*

**Tel 02381 943927 or 07780 697582**

**or email [bookingbramshaw@gmail.com](mailto:bookingbramshaw@gmail.com)**

- 1. Electronic Signatures**  
The parties agree that confirmations issued using computer-based systems shall have the same legal effect as if such signature had been manually written.
- 2. This Agreement** is made between the **Bramshaw Trust Management Committee** and the **Hirer**.
- 3. The authorised representative of The Bramshaw Trust Management Committee** is Elaine Lippiatt, Booking Secretary, Tel 02381 943927 or 07780 697582 or email [bookingbramshaw@gmail.com](mailto:bookingbramshaw@gmail.com)
- 4. The Hirer** is identified by their submission of an electronic Booking Form via the Bramshaw Village Hall website at [www.bramshawvillagehall.co.uk](http://www.bramshawvillagehall.co.uk). For the purposes of this Agreement, the term Hirer shall mean an individual hirer, or where the hirer is an organisation, the authorised representative. Where an organisation is named in the Hiring Agreement, that organisation shall also be considered the Hirer and shall be jointly and severally liable with the person who signs the Hiring Agreement.
- 5. In consideration of the sums defined by the Hire Rates** the **Committee** agrees to permit the **Hirer** to use the **Premises** or part thereof for the purpose and the Hire Period specified on the Booking Form.
- 6. The Premises** comprise Bramshaw Village Hall, Row Hill, Bramshaw, Hampshire, SO43 7JE
- 7. The limit of occupancy** of the Hall is 200 (two hundred) persons. Any excess shall be just cause for the committee to terminate a hire. The hirer shall note that this number includes all stewards, band-members, waiters and waitresses and all of the helpers for whatever purpose.

8. The **Hire Rate** is calculated by the choice of Room, Session, Type and Purpose of hire described by the Hirer in their submission of an electronic booking form. These details will be confirmed in the room hire confirmation and request for payment. The current room hire rates are:

<b>Bramshaw Village Hall - Room Hire Rates</b>			
Main Hall (including Kitchen & Committee Room)	AM (09.00-13.00)	PM (13.30-17.30)	EVE (18.00-23.59)
Basic Hire Rate	£55.00	£55.00	£99.00
Discounted Hire Rate for residents of the Parish	£33.00	£33.00	£66.00
Business Hire Rate	£66.00	£66.00	£120.00
BVH clubs and associations (series bookings)	£27.50	£27.50	£27.50
Community Room			
Basic Hire Rate	£33.00	£33.00	£33.00
Discounted Hire Rate for residents of the Parish	£22.00	£22.00	£22.00
Business Hire Rate	£55.00	£55.00	£55.00
Wedding Packages			
<b>Wedding Gold Package</b>			
From lunch time Friday to Lunch Time on Sunday, a total of 48 hours hire of the premises, including Main Hall, Kitchen, Committee Room and Garden		<i>There is a refundable deposit of <b>£250</b> required. This is refundable subject to the premises being returned in the condition it was found and our inspection confirms no loss or damage to the premises or items included in the hire has been incurred.</i>	
Basic Hire Rate	£600.00		
Discounted Hire Rate for residents of the Parish	£450.00		
<b>Wedding Silver Package</b>			
All day Saturday, a total of 14 hours hire. Includes the Main Hall, Kitchen, Committee Room & Garden		<i>There is a refundable deposit of <b>£250</b> required. This is refundable subject to the premises being returned in the condition it was found and our inspection confirms no loss or damage to the premises or items included in the hire has been incurred.</i>	
Basic Hire Rate	£275.00		
Discounted Hire Rate for residents of the Parish	£225.00		

9. **Cancellation:** If the Hirer wishes to cancel the booking more than 28 days before the date of the event, a full refund will be given. If the cancellation is made more than 14 days before the date of the event, a 50% refund will be given. If the cancellation is made less than 14 days before the date of the event no refund will be given.
10. **At the end of the hiring**, the hirer shall be responsible for:
- Leaving the premises (including toilets) and surrounds in a clean and tidy condition, properly locked and secured. Cleaning equipment for use by hirers can be found in the chair store in the blue metal cupboard on the left. There is also a large “V” scissor action floor sweeper located in the chair store.
  - Placing all rubbish in the locked wheelie bin situated opposite the South Wing entrance door. The wheelie bin key is kept on the wall alongside the sink in the kitchen.
  - Cleaning all tables and chairs, fold tables and returning to the chair store, with chair stacks limited to 10 chairs of the same type.
  - Sweeping floors and surrounds.
  - Making sure that all doors and windows are shut, windows secure and doors locked, lights extinguished and external doors locked and secure.
  - Securing keys in the key box at the front door immediately after the hiring.

## **Schedule of conditions**

1. The **Hirer** will, during the period of the hiring, also be responsible for the following:
  - 1.1. Supervision of the premises, the fabric and the contents, their care, safety from damage, and the behaviour of all persons using the premises, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. Please note that particular care should be taken with the maple dance floor in the Main Hall. Heavy items, or items with metal legs must be lifted **not** dragged and, any spillages must be cleared up **immediately** in order to prevent damage chargeable to the Hirer.
  - 1.2. Ensuring that the premises are not used for any purpose other than that described in the hire agreement and they shall not sub-hire or use the premises or allow the premises (including the car park) to be used for any unlawful purpose or in any unlawful way, nor do anything or bring into the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.
  - 1.3. Obtaining such licenses that may be needed.
  - 1.4. Ensuring that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
  - 1.5. Maintaining good order in the hall during the period of the hire. If as a result of complaints an Officer of the Committee deems it necessary to engage

the assistance of the Police to maintain order prior to, during or after a hiring, any costs incurred shall be borne by the hirer.

- 1.6. Complying with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, and the Local Magistrates Courts or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment.
  - 1.7. If preparing, serving or selling food, observing all relevant food health and hygiene legislation and regulations.
  - 1.8. Ensuring that any electrical appliances brought to the premises and used there shall be safe, in good working order, and used in a safe manner.
  - 1.9. Indemnifying the committee for the cost of repair of any damage done to any part of the premises, including the curtilage thereof, and all the contents of the buildings, which may occur during the period of the hiring.
  - 1.10. Making sure that no annoyance is caused to people living locally, either by excessive noise from the hall, cars revving, singing in the car park, or any other activity (including firework displays) in contravention of Environmental Legislation relating to noise pollution. The Hall should be cleared by 11:59 pm and hirers and guests are asked to leave the car park quietly.
  - 1.11. Ensuring that no dogs except guide dogs are brought into the hall, unless agreed with the Committee.
  - 1.12. Making good and paying for any damage caused to any neighbouring house, garden or personal property caused by any act or neglect of the hirer or anyone to whom the hirer is responsible or anyone permitted by the hirer to enter the premises.
  - 1.13. Ensuring that any activities for children under eight years of age comply with the provisions of the Children Act 1989. Safeguarding of the children is the responsibility of the hirer.
  - 1.14. Ensuring that no nails, tacks, screws, pins or other like object are be driven into any part of the Hall structure. No electric light bulb shall be removed.
  - 1.15. Ensuring that copyright material is not performed without the license of the copyright owner or agent. The hirer shall indemnify the committee against any claim from infringement of copyright which may occur during the hiring.
2. The **Committee** reserves the right to cancel this hiring in the event of:
- the hall being required for use as a Polling Station, for a Parliamentary or Local Government Election or Bye-election.
  - if in the opinion of the committee they have been misled in the hiring application
  - if in the opinion of the committee the hiring is liable to cause a breach of statutory regulations.

In the event of cancellation by the committee the hirer shall be entitled to a refund of any deposit paid.

3. In the event of the hall or any part thereof been rendered unfit for the use for which it has been hired, the committee shall not be liable to the hirer for any resulting loss or damage whatsoever.
4. The committee shall not be responsible for loss of, nor damage to, any property nor for any loss, damage or injury to any person or persons using the hall or car park; nor for any loss resulting from the breakdown of any machinery, failure of electricity supply, water leakage, fire, or act of God or terrorist which may occur during the period of the letting neither shall the committee be responsible for any loss incurred by the hirer due to the closure of the hall prior to the hire date resulting in the cancellation of the booking.
5. Any Member of the management committee of the Trust, Police Constable, Fire Officer or other legally appointed agent, has a right of entry to the hall during hiring.
6. The committee reserves the right to terminate any entertainment, meeting, dance or party that is considered to be overcrowded or not properly conducted. The committee shall not be responsible for any subsequent loss by whosoever incurred.
7. The grand piano situated in the main hall is a professional instrument and is not to be moved or played without permission from the Trustees. The instrument is available for hire by accomplished pianists - please email [bramshawtrustee@gmail.com](mailto:bramshawtrustee@gmail.com) for details.
8. Bramshaw Village Hall management committee will only allow the use of bouncy castles and similar equipment if hirers confirm (by providing a signed copy) that they have read and agreed with our separate 'Terms of conditions for use of a bouncy castle at Bramshaw Village Hall' (See document section of the Bramshaw Village Hall website)

## Bramshaw Village Hall - Hirer's check list before vacating premises

<b>During Use</b>	
1	Immediately clean any liquid spillages on the maple dance floor
2	If the noise limiter is triggered, power to the hall sockets will be cut and you will need a key holder Trustee to attend to reset the sound limiter.
<b>Before locking Up</b>	
1	Empty the <b>Bins</b> in the kitchen and, the three toilets (ladies, gents & disabled) and place the bin bags in the locked wheelie bin in the car park ( <u>key in the kitchen above the sink</u> )
2	Ensure the <b>Patio Doors</b> are fully closed and locked
3	Ensure all <b>Windows</b> are closed and locked
4	Ensure the <b>Fire Exit</b> in the Main Hall is locked shut
5	Ensure any <b>spillages</b> anywhere in the Hall are cleaned up and dried
6	Sweep the <b>Maple Floor</b> using the scissor broom kept in the chair store to remove any debris
7	Remove any <u>food residue</u> from the <b>Maple floor</b> using equipment in the cleaning cupboard in the chair store.
8	Return all <b>Chairs</b> and <b>Tables</b> to the chair store, stacking chairs in the respective types, no more than 10 high
9	Check no <b>Taps</b> are running in the toilets (ladies, gents & disabled)
10	Check no <b>cisterns</b> are continually filling up the in the toilets (ladies, gents & disabled)
11	Check that the south side entry <b>Fire Exit</b> door is locked shut
12	Check the <b>Water Heater</b> in the kitchen has been turned off.
13	Turn off all <b>Lights</b> in the Hall, Lobby, Kitchen and Toilets

Thank you!