COSGROVE VILLAGE HALL

STANDARD CONDITIONS OF HIRE

(If the Hirer is in any doubt as to the meaning of the following, the Hall Secretary should immediately be consulted)

THE HIRER:		Tel No:	
of			
Date & Period of Hire:			

1. Any commercial or business hire, or anyone selling goods with the intent of making a profit, must have Public Liability insurance in place. Also any individual, club, organisation, society or group which hires the premises on a regular weekly or monthly basis must have their own Public Liability insurance. The Committee reserves the right to request a copy of the relevant certificate. The Village Hall insurers will provide indemnity, if requested and agreed, to any individual or group which hires the premises for non-commercial activities and which are regarded as being for the benefit of the local community. The insurers will not provide indemnity in respect of the events listed in paragraph 16 of this document.

2. THE HIRER shall indemnify the Committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building that may occur during the period of the hiring and as a result of the hiring.
   The use of the premises is at THE HIRER's risk and THE HIRER shall indemnify the Committee against all liability incurred towards any third party, or parties arising out of, or incidental to the hire of the facilities or equipment and due to the negligence or default of THE HIRER or persons or parties under his control.

3. THE HIRER shall not sub-let nor use the premises for any unlawful purpose or in any unlawful way nor do anything to bring onto the premises anything which may endanger the same or any insurance policies in respect thereof.

4. THE HIRER will, during the period of the hiring, be responsible for the supervision of all persons using the premises whatever their capacity, and will ensure that noise is kept to an appropriate level in accordance with the conditions of the premises licence. THE HIRER will also ensure that disturbance to nearby residents is minimised when guests leave the premises.

5. THE HIRER will ensure proper supervision of car parking arrangements to minimise inconvenience to other road users and the Hall's neighbours. THE HIRER will impress upon users the need to depart quietly – particularly at night.

6. THE HIRER shall be responsible for obtaining any licences that may be required, whether for the consumption of alcohol, The Performing Rights Society, Temporary Event Notices, or otherwise and for the observance of the same. THE HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, Local Magistrates Court or otherwise, particularly in connection with any event which includes public dancing, music, or other similar public entertainment or stage plays.

7. THE HIRER is responsible for the Health & Safety of all persons attending the hall and its environs and is required to read and familiarise themselves with the **EMERGENCY PROCEDURES** which are displayed in the entrance hall and to ensure they are complied with. **FIRE EXITS** must be **KEPT CLEAR** at all times.
   A responsible person with a mobile phone must be present at all times in case of emergencies.
   In the event of any damage, accidents or other incidents that occur during the course of the hire, THE HIRER shall notify the Committee as soon as is reasonably practicable. All accidents are to be recorded in the accident book provided to allow the Committee to review all incidents.

8. THE HIRER must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, THE HIRER must provide the Committee with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.

9. THE HIRER undertakes not to use any of the equipment belonging to other organisations kept in the hall.

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10. At the end of the hiring, THE HIRER shall be responsible for leaving the premises and surrounds in a clean and tidy condition (ie tables and chairs clean and stacked, floors swept and washed, rubbish in the dustbin), switching off all lights and heaters, making sure the building is properly locked and secured, and any contents temporarily removed from their usual positions are properly replaced, otherwise the Committee shall be at liberty to make an additional charge.

11. THE HIRER must return the hall key provided as soon as possible following the hire.

12. In the event of THE HIRER wishing to cancel a booking, a minimum of 7 days' notice is required. If less than 7 days' notice is given, the booking fee must be paid in full.

13. The Committee reserve the right to cancel the hiring in the event of the hall being required for use as a Polling Station for a European, Parliamentary or Local Government election or by-election, in which case THE HIRER shall be entitled to a refund of any deposit paid.

14 In the event of the hall or any part thereof being rendered unfit for the use for which it has been hired, the Committee shall not be liable to THE HIRER for any loss or damage whatsoever.

15. The hire of the hall by organisations or individuals shall be at the discretion of the Managing Committee.

16. The Village Hall Insurers will not provide indemnity in respect of events

    (i) where the event duration lasts longer than 48 hours

    (ii) organised by a separate third party event organiser/company

    (iii) involving

        (a) weapons
        (b) passenger carrying amusement devices
        (c) animal rides of any kind
        (d) ballooning or aerial activities including parachuting, paragliding or parascending
        (e) go-karting, quad biking or motor sports
        (f) bungee jumping or abseiling
        (g) professional sports teams or persons
        (h) individual exhibitions valued at over £250,000
        (i) racing or time trials other than on foot
        (j) activity involving watercraft
        (k) firework displays or bonfires
        (l) bouncy castles and other inflatable devices

    (iv) for bodily injury to any person taking part in

        (a) contact sports (including martial arts)
        (b) jousting competitions
        (c) 'It's a Knockout' type competitions
        (d) 'Donkey Derby' races

17. The Village Hall uses personal data only for the purposes of managing the hall, its bookings and finances. Data may be retained for up to 7 years for accounts purposes and for longer where required by the Hall's insurers. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the Hall Secretary. Any data held will not be shared with any other person/organisation without seeking your express consent.

AS WITNESS the hands of the parties hereto: Date: ……

Signed on behalf of the
Village Hall Management Committee: ……

Signed on behalf of THE HIRER: ……