

Terms and conditions of hire - Dundry Village Hall

For the purposes of these conditions, the term Hirer shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.

BUILDING AND CONTENTS

1. The hirer will be responsible for the cost of repairs and/or replacement if any damage is caused to the buildings or equipment (including crockery), as a result of hiring the Hall. All breakages and malfunctions are to be notified to the Bookings Clerk.
2. The hirer shall indemnify Dundry Village Hall Committee (**DVHC**) 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 which may occur during the period of the hiring or as a result of the hiring. The hirer shall be responsible for making arrangements to insure against any third party claims that may lie against him or her (or the organisation if acting as a representative) whilst using the Village Hall. DVHC is insured against any claims arising out of its own negligence.
3. The hirer is required to leave the hall (including kitchen, toilets, car park and ancillary areas) in a clean and tidy condition; floors are to be swept and left clean. All rubbish, including glass and bottles (using the recycling bins) is to be removed from the premises. No rubbish is to be left on the Village hall site, even sealed in bin bags.
4. If you move any items in the Hall around for your event, please PUT THEM BACK WHERE THEY BELONG when you leave. The Hall does not employ anyone to do tidying up.

HEALTH & SAFETY

5. For all Hall bookings, a named Responsible Person will be accountable in an emergency for directing people out of the building and for calling "999". The name of this Responsible Person must be recorded on the Hall Hiring Booking Form. At functions with more than 50 persons, e.g. parties, weddings, a doorman is to be provided by the hirer to stop entry by unauthorised persons. These are both requirements imposed by the Fire Brigade and must be complied with.
6. The hirer must report to DVHC, all accidents involving injury to the public as soon as possible. An Accident Book and First Aid Box are in the kitchen. Any failure of equipment (belonging to the Hall or that brought in by the hirer) that results in harm must also be reported as soon as possible.
7. Up to 240 persons are permitted in the Hall (150 when tables and chairs are used)
8. The hirer will, during the period of hire, be responsible for the supervision and safety of the premises, the fabric and contents. The hirer will also be responsible for the behaviour and conduct of all persons using the Hall during the period of hire.
9. The hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority and the Magistrates' Court.
10. The hirer shall, if preparing, serving or selling food observe and adhere to all relevant food health and hygiene legislation and regulations.
11. The hirer shall ensure that any electrical appliances brought to the Hall and used there shall be safe and in good working order, have a current PAT certificate and are used in a safe manner.
12. The hirer shall ensure that the minimum of noise is made throughout the period of booking and the rights of the residents are respected.
13. The hirer shall ensure that no animals (including birds) except registered Guide Dogs are brought into the Hall, other than for a special event agreed to in advance by DVHC. No animals whatsoever may enter the kitchen at any time.
14. The hirer shall ensure that activities for children under eight years of age comply with the provisions of The Children's Act of 1989 & only fit and proper persons have access to the children.
15. DVHC or its officers cannot under any circumstances accept responsibility for injury sustained by any person, nor for loss of or damage to personal property, including motor vehicles and/or

contents therein. If the Hall or any part thereof is rendered unfit for the use for which it has been hired, the DVHC shall not be liable to the hirer for any resulting loss or damage whatsoever.

16. Please remember this is a completely non-smoking venue. The igniting of fireworks or bonfires on the premises or its grounds is also strictly prohibited. The potential use of equipment such as smoke machines must be notified to the Booking Clerk when booking and used responsibly.

17. Stage curtains must be left closed (they are fire curtains), and window curtains are also to be left closed upon leaving the Hall after the event.

18. Do not park in front of the emergency exits, fire exits or in front of the main entrance doors

19. The hirer must ensure that all lighting is switched off and that all windows are shut, doors locked and water taps turned off before leaving the premises.

PAYMENTS

20. The Hall will be reserved on your behalf when the hiring Fee and deposit have been received. Cheques payable to 'Dundry Village Hall' or direct transfer to account 30- 99-08 22499968

21. A deposit will be required to cover for potential breakages / damage for certain functions at the discretion of the Dundry Village Hall Committee (DVHC). Such deposit will be repaid to the hirer within 2 weeks of the period of hire less the cost of rectifying any damage caused to the premises and/or contents thereof as a result of hiring the Hall.

LICENSES

22. The Hall is licensed for music and dancing until 11.00pm Sunday-Thursday and midnight on Friday & Saturday. Functions must end by this time.

23. The Hall is licensed to sell alcohol. If intending to do this, please contact the Bookings Clerk.

24. If using third party contractors' e.g. bouncy castles, the hirer must provide proof of Public Liability Insurance from the supplier prior to the event.

25. The hirer shall not use the premises for any purpose other than that described in the booking form and shall not allow the premises to be used for any unlawful purpose or in any unlawful way that may render invalid any insurance policies in respect thereof.

26. The hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law including those relating to gaming, betting and lotteries.

BOOKING TERMS

27. DVHC reserves the right to cancel any booking, without prior notice and to refuse any application for the use of the Hall premises and shall not be required to give any reason for its decision. Its officers have right of entry at all times.

28. Hall users are requested not to stick/hang anything onto the ceiling or walls. Blu-tack is not allowed. Decorations etc may be hung from the wooden picture rails.

29. Do not adjust the heating controls. If the heating is turned on for the duration of your booking, you are responsible for ensuring that the heating is turned off when you vacate the building.

30. Premises must be vacated within 30 minutes of the end of the function. Any equipment etc that has been brought in must be removed. Time required for setting up and clearing away must be included in the time booked. Tables and chairs are to be returned to their original storage areas.

31. Any hirer using sub-contractors for any reason related to their hire of the Hall are responsible for ensuring that the sub-contractors comply in full with these Terms and Conditions.

32. Persons using the car park must park considerately and sensibly. Room must be left to permit emergency vehicles access to the site. The yellow cross-hatched area is to be kept clear at all times for emergency vehicles to access both the playing fields and the rear of the Village Hall.

33. During use of the premises, the car park gates padlock must be locked to the gates & the code scrambled to prevent it being either stolen or the code being reset. The entrance gates padlock must similarly be locked to the gates during your booking to prevent it being stolen.

34. Anyone person or organisation found to be contravening these Terms and Conditions will be reported to the Village Hall Committee and may be subject to an appropriate charge and/or be stopped from using the Hall in future