

## **GREAT BARFORD VILLAGE HALL STANDARD CONDITIONS OF HIRE**

1. THE HIRER will, during the period of the hiring be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.
2. THE HIRER shall ensure that at the end of the session of hire, the table tops are cleaned, the tables folded and stored neatly in the store room along with the chairs which should also be neatly stacked on the trolleys. The floor must be swept, and rubbish bagged and removed from the premises. All items such as decorations brought to the premises by THE HIRER should be removed.
3. THE HIRER shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcoholic liquor thereon without written permission.
4. THE HIRER shall be responsible for ensuring that no persons shall bring onto the premises or consume thereon alcoholic liquor which has not been purchased from the Village Hall's licensed bar facilities unless there has been prior agreement with the Village Hall Committee.
5. THE HIRER shall ensure that nothing is done or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
6. THE HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
7. THE HIRER shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.
8. THE HIRER shall ensure that any electrical appliances brought by him to the premises and used there shall be safe and in good working order and used in a safe manner.
9. **BOUNCY CASTLE / INFLATABLES**  
GBVHA Management Committee accepts no liability for any injury or loss, however caused, by any bouncy castle or similar equipment brought into the premises. THE HIRER must ensure that the supplier of any such equipment has appropriate Public Liability Insurance and should request a copy of the certificate. THE HIRER must be present in the hall to take delivery of the equipment and ensure the supplier follows appropriate safety procedures when installing the equipment in the hall. THE HIRER is responsible for the

safe use of the equipment and ensure the safe dismantling of the equipment and removal from the hall.

10. THE HIRER shall indemnify the Committee against the cost of repair of any damage done to any part of the property including the cartilage thereof or the contents of the building which may occur during the period of the hiring as a result of the hiring.

11. If THE HIRER wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Committee.

12. THE HIRER shall ensure that the minimum of noise is made on arrival and departure and accept responsibility for any complaint made under the Environment Protection Act 1990 as amended.

13. THE HIRER shall ensure that all music equipment is connected to the electric sockets on the stage, linked to the limiter which ensures the appropriate noise level is adhered to.

14. THE HIRER must ensure vigilance if hiring the premises for any purpose where alcohol is consumed and should work with the Committee to prevent underage drinking through reinforcing the message to invited guests that underage drinking is illegal. The Committee reserves the right to ask guests for proof of their age and could close that bar and terminate the hire should they feel it necessary.

15. SMOKING IN ANY PART OF THE BUILDING IS FORBIDDEN BY LAW

16. ALL hires must finish by midnight, and the hall closed by 12.30am.

17. ALL means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.

18. First Aid boxes are provided in the lobby and in the kitchen. Any accidents occurring on the premises, should be recorded in the ACCIDENT BOOK located in the Kitchen bottom drawer, and reported to the Caretaker or Booking Secretary.

19. ALL bookings remain provisional until the deposit is received. GBVHA only accepts BACS transactions when paying the deposit and the hire charge and for receiving deposit refunds.

20. GBVHA reserves the right to terminate immediately any event without recourse in the event of any of the terms and conditions being breached.