



STANDARD CONDITIONS OF HIRE

These Terms and Conditions apply to all hiring of the village hall.

1. The Hirer, not being a person under 21 years of age, accepts responsibility for being in charge of and on the premises at all times when the public is present and for ensuring that all conditions under this agreement relating to the management and supervision are met.
2. The Hirer shall, during the period of hire, be responsible for the supervision of the premises, the fabric, and the contents; their care and safety from damage. As directed by the Booking Secretary.
3. The Hirer shall make good or pay for all damage (including accidental damage) to the premises or the fixtures, fittings, or contents and for loss of contents.
4. The Hirer shall not use the premises for any purpose other than those described in the **hiring agreement** or allow the premises to be used for any unlawful purpose.
5. The Hirer shall ensure that nothing is done on or to the premises in contravention of the law relating to gaming, betting, and lotteries.
6. Smoking is not permitted on the entire site, and the Hirer shall ensure compliance with the prohibition of smoking in public places provisions of the Health Act 2006.
7. No dogs are permitted on the premises except assistance dogs.
8. The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is provided or which is attended by children. The hall **DOES NOT** have a license to sell alcohol.
9. The exit of the premises must be kept free from obstruction and immediately available for an instant free public exit, e.g., pushchairs and pushbikes.
10. A Fire Steward shall be appointed by the Hirer, who must familiarise him/herself with the Fire Safety procedure displayed to ascertain how best to deal with an emergency. The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the Booking Secretary.
11. The Hirer shall, if preparing, serving, or selling food, observe all relevant food health and hygiene legislation and regulations. If using the kitchen, the Hirer should provide all cleaning materials and tea towels, including black bin bags for the removal of rubbish from the site.
12. The Hirer must report all accidents involving injury to the public to the Booking Secretary as soon as possible and must record such events in the accident book kept in the kitchen drawer.
13. The Hirer shall ensure that, to avoid disturbing neighbours in the hall and to avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Any person who is suspected of being drunk, under the influence of drugs, or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.

14. The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, to remove refuse and all properly locked and secured unless directed otherwise.

15. The Hirer shall ensure that the minimum noise is made on arrival and departure. The Hirer shall, if using sound amplification equipment, ensure it is not played so loud as to cause a disturbance to neighbouring properties. If live or recorded music is to be played the Hirer must produce a current Performing Rights Society (PRS) License covering the event. The Hambrook Village Hall Management Committee will not be responsible for paying any fees claimed by the PRS. **No music should be played after 10.00 pm**, and the hall must be vacated by midnight.

16. No alterations or additions may be made to the premises, nor may any fixtures be installed, or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Booking Secretary.

17. Users are not permitted onto the grass area behind the hall as this is private property.

18. The minimum booking period for the hall is two hours.

By Order of the Hambrook Village Hall Trust Management Committee