

Hilltown Village Hall – Terms and conditions of hire

The hire of any part of the hall, site and facility is conditional upon acceptance of the terms & conditions set out below:

The site : Rooms. Sports/recreation field. Areas on the site.

1. **Use of the site** is restricted to area and facilities paid for. No hirer is permitted to store or use any storage facilities without the prior approval of the management. Long term storage must have a signed disclaimer form. Any items approved to be left or stored on the site is done entirely at the owner's risk.
 2. **It is the responsibility** of the hirer, to ensure all third-party equipment is removed from the site at the end of any event.
 3. **Electrical equipment** used on the site must be PAT tested.
No electrical cables are permitted to be run from buildings for outdoor use.
 4. **Payments** for any hire must be paid in advance.
Any deposit required is non-refundable.
Cancellations are chargeable, unless 14 days' notice is given.
Damage deposits are required for parties.
Regular users can be invoice on monthly terms, subject to agreement.
 5. **Insurance** suitable for the event or activity should be in place. You must also adhere to fire safety and health and safety legislation. Including the provision of risk assessments and procedures. Copies to be made available to the management of Hillstown Village Hall.
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6. The premises must be left in a clean and tidy condition after use. Furniture and equipment must be used solely for the purpose intended. Table & Chairs must be returned to the storage area after use. Spillages must be cleaned immediately. Appropriate cleaning facilities are provided in the rear hall corridor.
 7. Events & Party bookings must remove all waste rubbish at the end of the event. If you leave bagged waste on the premises, there will be a charge of £15 this will be taken from your paid deposit or invoiced to you.
 8. Crockery must be properly washed using washing up liquid provided and returned to the storage cupboard. You must provide your own tea towels. The work surfaces and sink should be left in a clean condition.
 9. If food is to be heated, only equipment provided by the management is to be used unless prior permission has been given. The cooker extractor should be used if required. All events serving food must sign an indemnity form.
 10. Any accidental or other damages to any part of the building, furniture, or equipment must be reported as soon as practicable to the caretaker. All damage must be paid for based upon the securing of an independent quotation.
 11. If there is a problem with a room on entry, this must be reported to the caretaker immediately.
 12. None of the equipment provided buy the village halls is to be adjusted or tampered with..
 13. **Emergency procedure** The hirer must familiarise themselves and all members of their group with the emergency procedures and escape routes. In the event of an accident the hirer must take responsibility for

all members of their group. Numbers must not be allowed to exceed the maximum allowed for each room or site area.

14. Hire is deemed to begin and finish at the time period paid for. An extra charge will be applied if the actual time of hire is exceeded. Entertainment must stop at 11:30 PM to allow the building to be closed at 12 midnight.
15. Users must not park blocking other vehicles or routes that require access at all times e.g. gates and entrances/exits.
16. **Cancellations.** A 14-day notice is required for all cancellations. Any cancellations made after this will be subject to a £40 fee.
17. The trust reserves the right to cancel any bookings due to unforeseen circumstances and reserve the right to vary terms and conditions if appropriate. Advance notice will be given when possible.
18. Please note bookings are not confirmed until a booking form and deposit, where applicable has been received and acknowledged by the trust. The trust reserves the right to nullify your booking if these conditions have not been met.

Total number of persons expected at this event	
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I hereby confirm my agreement and acceptance of the terms and conditions of hire set out above.

Signature. _____ Date. _____

On behalf of. _____ Position held. _____

Fire safety/Emergency

In case of a fire vacate the premises. Contact the emergency services. 999

At the start of any event, the organisers must inform all users how to leave the building safely.

It is the responsibility of hirers to account for their group.

Please ensure a mobile phone is available for emergency use, as there is no access to a landline.

Make sure children, elderly, disabled, and vulnerable people are able to exit.

Make sure all emergency exits are kept clear at all times.

In the event of a fire/incident press the alarm to warn others and call the fire service. Assemble in the car park and wait to be accounted for.

Await a fire officers' instruction to return to the building.

The nominated duty person for the building is the caretaker.

Fire notices are displayed throughout the building.

Smoking is not permitted inside any buildings at any time, included Vape cigarettes.