

## HARROWBARROW and METHERELL VILLAGE HALL Terms & Conditions of hire

(If the hirer is in any doubt as to the meaning of the following, the Booking Secretary should be immediately consulted.)

1. The Hirer shall ensure that the General Rules governing the use of the Village Hall facilities are complied with. (Copy on display at the hall on Notice Board by Games Room.)
2. The Hirer will, during the period of hiring, be responsible for supervision of the protection of the fabric and contents, safety from damage however slight, or change of any sort, and behaviour of all persons using the premises whatever their capacity, including proper supervision of the car parking arrangements, so as to avoid any obstruction of access to the Hall.
3. When making a request for a provisional booking, whether online or by phone, the Hirer must provide all necessary information to ensure the request can be reviewed and authorised accordingly. The Hirer shall be responsible for the provision of refreshments and for any additional charges incurred thereby
4. The Hirer shall not sub-let or use the premises for any unlawful purpose or in any way do anything or bring onto the premises anything which may endanger the premises, their users, or any insurance policies relating thereto nor allow the consumption of alcoholic liquor thereon without written permission.
5. The Hirer shall obtain the permission of the Management Committee, before applying, and be responsible for obtaining such licence as may be needed for the consumption of intoxicating liquor (TEN) Temporary Events Licence and Vide (Public Video Screening Licence (PVSL) Licensing,
6. The Hirer shall comply with all the 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 play. An announcement regarding the emergency procedures and exits should be made at the beginning of an event.
7. The Hirer should be responsible for making arrangement to insure against third party claims which may lie against His/her organisation whilst using the premises. (The Community Association is insured against any claims arising out of its own negligence.)
8. The Hirer shall indemnify the Management 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 which may occur during the period of the hiring as a result of the hiring. Owing to persistent vandalism and nuisance to neighbourhood, no Teenage parties are allowed unless a deposit of £200 is paid on booking refundable if there is no damage at conclusion of the party.

9. The Hirer shall not discriminate, in any of its activities, on the grounds of race, gender, sexual orientation, age, disability, religious or political beliefs and marital status.

10. 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 payment or the repayment of the fee shall be at the discretion of the Management Committee.

11. At THE END of the hiring, the Hirer shall be responsible for leaving the premises and the surrounds in a clean and tidy condition, properly locked and secured, with lights, water taps, heating and tea making water heater turned off (unless directed otherwise.) Any contents temporarily removed from their usual position should be replaced. The Management Committee reserve the right to make an additional charge if these conditions are not respected.

12. The Management Committee reserve the right to cancel a hiring in the event of the hall being required for use as a Polling Station for Parliamentary or Local Government election or by-election, in which case the Hirer shall be entitled to a full refund of any booking fees already paid.

13. IN THE EVENT of the Hall or any part thereof being rendered unfit for the use for which it has been hired the Management Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.

**ALL HIRERS ARE REMINDED:**

- There is a strict NO SMOKING POLICY as agreed with our insurers. In addition Hirers should be aware that there is a NO VAPING POLICY.
- NO UNDER AGE drinking is permitted in the Hall or Grounds.
- Music should cease after 11 p.m. unless an extended licence to Midnight is obtained from Cornwall Council. This must be displayed at the event.
- Fireworks are NOT PERMITTED on the Village Hall Site.
- Hirers should be aware of the RISK ASSESSMENT for hall users as displayed on the notice board adjacent to the Games Room. ALL Displays must be free standing.
- Use of adhesive material, drawing pins, Sellotape, blue tac etc. to the fabric of premises including walls, doors and windows is prohibited.

Susan Wilkin Booking Administrator July 2025