



STANDARD CONDITIONS OF HIRE

These standard conditions apply to all hirings of the Village Hall.

1. **Booking**
Once a provisional booking has been made, an invoice will be issued. Once payment has been received in full, the booking will be confirmed. Until payment is made, your booking is not confirmed and can still be cancelled by the Hall Management Committee. Please include enough time in the booking to set up and clear away.
2. **Key Collection**
Prior to the event, the Hirer must contact a member of the Hall Management Committee to arrange to collect the keys to the Hall. This **must** be done in advance of the event booking, as members of the Hall Management Committee are not always available to give Hirers access at the time of their event booking.
3. **Supervision**
The Hirer shall, during the period of the hiring, be responsible for supervision of the premises and the behaviour of all persons using the premises. The Hirer should take responsibility for the behaviour of children in their care. Car parking arrangements should be supervised so as to avoid obstruction of the highway. Also, the hirer will ensure the safety from damage of the fabric and contents of the hall. The use of sticky tape or paper fixatives to the wall is prohibited. The Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents. **STILETTO HEELS MUST NOT BE WORN IN THE MAIN HALL.**
4. **Use of Premises**
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 to bring onto the premises anything which may endanger the same or render invalid any insurance policies.
5. **Outside Lighting**
The Hirer will be responsible for switching ON the outside lighting at the commencement of a hiring which runs during the hours of darkness and for switching it OFF at the end of the hire. Sensor lights come on at the approach to the building and the Hirer should activate the additional outside lighting by using the switch situated by the kitchen door. The automatic sensor lights are on a time switch and will switch off automatically.
6. **Licences**
The Hirer shall obtain a Temporary Event Notice (TEN) if alcohol is to be sold at the event or attendees have paid for a ticket for the event. The Hirer shall obtain the consent of the Committee before applying for a TEN as there is a limit to the number of Notices that can be granted annually for any premises.
7. **Public Safety Compliance**
The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Licensing Authority or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. All means of exit from the premises must be kept free from obstruction. The Hirer will make all attendees aware of the Emergency exits and evacuation procedures before the commencement of any event.

8. **Health and Hygiene**
The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy produces, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator.
9. **Safeguarding children, young people, and adults at risk**
You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.
10. **Electrical Appliance Safety**
The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order and used in a safe manner in accordance with the Electricity at Work Regulations 1989.
11. **Accidents and Dangerous Occurrences**
The Hirer must report all accidents involving injury to the public to a member of the Village Hall Management Committee **as soon as possible** and complete the relevant section in the Village Hall's accident book.
12. **Indemnity**
The Village Hall is insured against any claims arising out of its **own** negligence.
The Hirer is responsible against:-
(a) The cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the premises.
(b) All claims, losses, damages and costs in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including storage of equipment) by the Hirer.
(c) All claim, losses, damages and costs suffered or incurred as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer.
- Please note – cars are left in the car park entirely at owners' risk.
13. **Explosives and Flammable Substances:**
The Hirer shall ensure that:
(a) Highly flammable substances are not brought into, or used in any part of the premises and that
(b) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings or heaters.
14. **Heating**
The Hall and Committee Room are fitted with radiators and hot air heating/air conditioning. No other form of heating appliance is permitted on the premises.
15. **Drunk and Disorderly Behaviour**
The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any persons suspected of being drunk nor to any person suspected of being under the age of 18. Any person 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.
16. **Animals**
The Hirer shall ensure that no animals (including birds), except dogs for the disabled, are brought into the premises other than for a special event agreed to by the Committee. No animals whatsoever are to enter the kitchen at any time.

17. **End of Hire**

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured. All outdoor and indoor lighting and fans should be switched off. Any contents temporarily removed from their usual positions should be properly replaced or the Committee shall be at liberty to make an additional charge. All kitchen equipment, crockery, glasses etc that have been used must be washed and put away. **The Hirer shall also be responsible for removing all their rubbish from the premises after their event and disposing of it offsite.** Keys must be returned to a Hall Management Committee Member as soon as your booking slot has finished.