

LEIGHS VILLAGE HALL

Registered Charity No 301317

CONDITIONS OF HIRE

1 **MANAGEMENT RIGHT OF ACCESS**

Any duly authorised member of the Council of Management or their representative has the right to unrestricted access to the premises during any function.

2 **ROLE OF THE CARETAKER**

The Caretaker will open the halls at the appropriate time and lay out the tables and chairs if requested by the hirer. Please check that everything is satisfactory. The Caretaker will also be able to answer any queries you may have and advise on the safe use of the kitchen equipment. The Caretaker will advise on the location of additional tables and chairs; however, extreme care should be exercised when moving tables and chairs.

3 **HIRER'S RESPONSIBILITIES (1)**

During the period of the hire the HIRER shall be responsible for:

- 3.1 **Ensuring the hall is not left unattended during the period of hire and at the end of the hire period you must leave the hall secure if the caretaker or other hall representative is not present.**
- 3.2 ensuring they have obtained a Temporary Event Notice if they intend **selling** alcohol.
- 3.3 **NOT allowing anyone under the age of 18 to bring alcohol onto the premises.**
- 3.4 the supervision of the premises and those attending your event. (Please **DO NOT** allow children to play in the lobby area or any storage rooms)
- 3.5 the proper care of the premises, its contents, fixtures and fittings (**Note: PLEASE DO NOT affix anything to the emulsion painted wall surfaces as it can cause paint to lift**)
- 3.6 the proper behaviour of all persons using the premises
- 3.7 the supervision of car parking and ensuring that nuisance to neighbours on leaving is kept to a minimum
- 3.8 the cessation of music at the agreed time and **11.00 pm** at the latest (charges apply if breached)
- 3.9 Ensure that any equipment (including electrical apparatus) used and owned by the hirer or any supplier contracted by the hirer, is fit for purpose and carries the appropriate test certificates.
- 3.10 **Animals must NOT be taken into the hall without the express consent of the council of management.**

HIRER'S RESPONSIBILITIES (2)

Before the end of the period of hire the HIRER shall be responsible for:

- 3.11 **leaving the hall or halls and associated areas in a clean and tidy condition**
- 3.12 mopping up any liquid spillages
- 3.13 ensuring all waste and debris is collected and put in the bags provided
- 3.14 cleaning all table surfaces in readiness for return to store
- 3.15 ensuring the kitchen and equipment is clean
- 3.16 ensuring all crockery and cutlery used, has been washed and then returned to the appropriate cupboard.
- 3.17 checking the toilets and ensuring they are in a clean and acceptable condition.
- 3.18 removing all equipment, drinks, food and miscellaneous items brought into the premises for the hire period.
- 3.19 removal of refuse sacks, which should be placed within the refuse bins located in the car park
- 3.20 Unfortunately we are unable to provide recycling facilities and therefore please take any recycling home.

NB: The tables and chairs when stacked are heavy and difficult to handle. If some stacking is required to allow sweeping or mopping of the floor, then small stacks should be created (max 8 chairs) and left for the caretaker to return to store. A mop and bucket, brush and dustpan, wipes and plastic refuse bags are available in the kitchen. Please return after use.

Contd overleaf:

4 **USE OF THE PREMISES**

The HIRER shall NOT:

- 4.1 sub-let the premises under any circumstances.
- 4.2 use the premises for any purpose other than that which was notified in previous sections of the hiring agreement
- 4.3 use the premises for any unlawful purpose or one that could endanger people or property

5 **ESCAPE ROUTES**

The HIRER should make themselves and their guests aware of escape routes in case of fire and ensure the Fire Exits are kept clear for the complete period of hire.

6 **BOILER/HEATING EQUIPMENT**

Under no circumstances should any control equipment related to the boiler/heating system be altered or tampered with. Please liaise with the caretaker if adjustments need to be made.

7 **REIMBURSEMENTS ETC**

The HIRER shall reimburse the Council of Management for:

- 7.1 the cost of repairing damage, breakages or extra cleaning to the premises, or its contents, equipment, fixtures and fittings.
- 7.2 the loss or unauthorised removal of any item of property belonging to the Village Hall during the period of hire

8 **CANCELLATION**

The HIRER agrees that the Council of Management has the right to cancel or curtail the booking at any time if:

- 8.1 the hall is required for use in a National or Local Emergency or for purposes considered by the Council of Management to be of major importance
- 8.2 the Council of Management consider that the Hiring would not be in the interests of good management or safety
- 8.3 Essential Hall maintenance is necessary.

9 **ADDITIONAL COSTS**

If on the completion of the hire period or upon subsequent inspection of the premises afterwards, any of the terms and conditions have not been fully adhered to, the Hirer may incur additional costs for:

- 9.1 over-running of music beyond the agreed time (see Section 8 of Hiring Agreement).
- 9.2 not vacating the building at the end of hire period.
- 9.3 additional cleaning of the halls, toilets and equipment as may be required.
- 9.4 any repairs or replacement of equipment or fixtures and fittings.
- 9.5 reimburse the cost of insurance policy excess if a claim has to be made.

Please retain the “Conditions of Hire” Documents for your reference.