



Little Clacton Village Hall Conditions of Hire

The hirer will be responsible for:

1. The safety and well being of all persons in the building during the function. First aid kit is located in the bar area.
2. Ensuring that the porch and lobby lights are switched on during the entire period of hire.
3. All children and vulnerable adults attending during the hire will be your responsibility.
4. The cost of repairs for all damages caused to the building or contents during the hire.
5. Obtaining the necessary licences for the sale of beer and spirits if they are to be sold on the premises. A licence is not required for drinks provided 'free of charge'.
6. Compliance with all the relevant food and hygiene regulations, when serving food. (See notices in kitchen).
7. The condition and safety of any electrical appliances brought in by the hirer to use in the hall.
8. Observing the laws of gaming, betting and lotteries.
9. Ensuring all vehicles have vacated the car park. Barrier gate to the car park to be padlocked before leaving. (Key is on the hall keyring). All vehicles are parked at the owners risk.
10. Leaving the hall in a clean and tidy condition. All tables to be wiped clean and returned to store and floor swept. (Brooms etc. are available in the storeroom). Furniture and equipment returned to storage areas. Emptying and cleaning any appliances used, (i.e. boiler, cooker, fridge). Ensure oven is switched off. Ensure that all doors are properly secured before leaving.
11. Removing all rubbish from the premises.

The hirer will NOT:

1. Sub-hire, or allow the premises to be used for unlawful purposes.
2. Bring anything into the hall that may endanger life or property. **This includes Inflatables!**
3. Allow cars to be parked in front of the emergency exits.
4. Allow unsupervised dogs into the hall.

General conditions:

1. If the hirer cancels the booking and a replacement booking is not possible, payment or repayment of the deposit shall be at the discretion of the committee.
2. If the hall is required as a polling station for any election, it will take priority over any booking, and a refund of money paid will be made for cancellation.
3. Permission must be obtained from the hall committee before goods or equipment are left or stored in the hall.
4. If any part of the hall becomes unfit for the purpose of which it has been hired, the committee will not be liable for any loss to the hirer.
5. It is illegal to smoke in or on any part of the premises.
6. The committee will not discriminate against any hirer on the grounds of race, ethnic origin, disability, belief, gender, sexual orientation, marital status or nationality.
7. The committee will not accept any responsibility or claim for loss of damage to personal items or equipment, nor injury sustained on entering, during use, leaving the building, car park or the driveway.