

**Revised April 2023.**

## **Mowsley Village Hall: Booking Terms & Conditions of Hire.**

- 1.** The person completing and signing the form shall be considered the Hirer and is responsible for meeting the Bookings Administrator or another member of the Management Committee of the Mowsley Village Hall Trust at the agreed booking times to unlock & lock the Village Hall. Where a business or any other organisation is named, it shall also be considered the Hirer and be jointly and severally liable with the person signing the form. The Hirer shall not sub-let the Hall or use it for any other purpose other than that stated on the Booking Form.
- 2.** The Hirer must not be under 18 years of age.
- 3.** The booking time completed on the booking form for hire of the hall should include time to set up & also to clean & tidy the hall at the end of the event. The hall should be left in the same condition as it was booked. The additional Hire Check List Document, which also forms part of these Terms & Conditions of Hire, must be completed at the end of your booking before leaving the Hall. The Management Committee of the Mowsley Village Hall Trust reserves the right to charge the Hirer for any necessary costs if the Hall is left in an unsatisfactory condition.
- 4.** All charges will be met prior to, or at the time of the hiring & no hiring will be confirmed until the payment has been made or alternative arrangements have been agreed with the Bookings Administrator.
- 5.** No nails, screws, adhesive tape, or blu-tack may be fixed to the walls, or the fabric of the hall be damaged in any way. The Hirer is liable for any damage caused in, or to the Hall, occurring during the period of hire or while people are entering or leaving the Hall pursuant to the hire, however or by whosoever caused.
- 6.** All breakages or damage must be logged in the black book in the kitchen.
- 7.** The Village Hall does not hold a Licence to sell alcohol.
- 8.** It is the responsibility of the Hirer to take reasonable precautions to ensure that their activities are carried out in a responsible way. The Hirer shall ensure that they have all permits, consents, licences, permissions, certificates, authorisations and approvals whether of a public or private nature which shall be required by any authority or person in respect of the event. This includes where required a licence issued by the Performing Rights Society and any copyright permission. The License should be shown to the Bookings Administrator before

commencement of the hire. A copy of any relevant License should be displayed on the Hall Notice Board for the duration of the hire. The Hirer shall not apply for a Temporary Event Notice without obtaining the permission of the Bookings Administrator.

- 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.** Any Business hiring the Hall must ensure that they hold their own Public Liability & Associated Insurances.
- 11.** The Hirer shall ensure they are familiar with the following, a poster is on display on the notice board inside the Hall:
  - Fire alarm points.
  - Fire evacuation procedures
  - Location of the first aid kit in the kitchen
  - Location of the accident report book in the kitchen
  - Fire Door to remain closed unless there is a fire emergency in which case the liquid tube is smashed to release the door lock.
- 12.** By law the Hall has a no smoking policy, including vapes, which applies to all rooms & toilets. Throughout the period of hire, all fire regulations must be adhered to & no exits may be blocked or obstructed. The fire exit door must always be closed unless there is a fire. If it is opened the Hirer must check that it has been properly closed. Fire extinguishers must not be removed or tampered with. No additional lights or extensions from existing electrical fittings may be used without prior permission from the Bookings Administrator.
- 13.** No function at the Hall shall continue beyond 11:30pm and the Hirer shall depart by midnight unless prior agreement of the Management Committee of the Mowsley Village Hall Trust has been obtained. It is the responsibility of the Hirer to ensure that good order is maintained in the Hall. The Management Committee of the Mowsley Village Hall Trust reserves the right of entry to the hall during the period of hire, and to

end at any time any function or meeting, which is not, in their opinion, properly conducted.

- 14.** The Management Committee of the Mowsley Village Hall Trust accepts no responsibility for any property lost or stolen from the Hall during the Hiring, or for property left at the hall after the hire period.
- 15.** The Management Committee of the Mowsley Village Hall Trust shall not be responsible for any loss or damage to any property arising out of the hire of the Hall, or for any loss, damage or injury which maybe incurred by or be done or happen to any person or persons resorting to the Hall during the hiring, arising from any cause whatsoever or for any loss due to failure of supply of electricity, breakdown of equipment, leakage of water or other act or matter, which may cause the Hall to be temporarily closed or the hiring to be interrupted or cancelled. The Hirer shall indemnify the Management Committee of the Mowsley Village Hall Trust against any claim which may arise out of the hiring, or which may be made by any person resorting to the Hall during the hiring in respect of any such loss, damage or injury.
- 16.** Bouncy Castle use in the Hall is not covered by the Village Hall. The Hirer is responsible for taking out their own insurance with whichever company they hire the castle from prior to the start of the hire period. The maximum height of a bouncy castle for use in the Hall is 10ft.
- 17.** Under the Food Safety Act 1990, it is the responsibility of persons providing food for any event held in the Hall to ensure that they are aware of and abide by the legal requirements. The Management Committee of the Mowsley Village Hall Trust is not responsible for any food brought into the Hall.
- 18.** In the event of cancellation by the Hirer, the Management Committee of the Mowsley Village Hall Trust reserve the right to make a charge based on the following scale or at the Committee's discretion, to cover the costs already incurred e.g., hall set up cleaning, lost bookings:  
Up to 8 days before the booked event date: 100% Refund  
7 days or less before the booked event date: 50% Refund
- 19.** If the Hirer is in any doubt as to the meaning of any of these Terms & Conditions, the Bookings Administrator should be consulted immediately.