Oakwood Hill Village Hall

Hire conditions — one-page summary
Honeywood Lane, Dorking, Surrey RH5 5PY · 07544 525827

Supervision and use. The Hirer is responsible for the premises, contents, guests and safe parking without obstructing the highway, and must make good or pay for damage and lost contents. Use only for the agreed purpose; no sub-hiring, unlawful or unsafe activities, or actions invalidating insurance. Declare alcohol sale or consumption on the Hire Agreement.

Licences, gambling and sales. Obtain necessary licences and temporary event notices with Committee consent; provide a PPL licence copy where appropriate. Do not supply alcohol to anyone appearing under 18 or intoxicated; verify age with identification where required. Comply with gaming, betting, lottery and fair-trading rules. Display total prices and the organiser's name/address; discounts must be based on manufacturers' recommended retail prices.

Public safety and insurance. Follow the relevant authorities' requirements and the notices displayed in the Hall. Provide a public liability insurance certificate where appropriate. The Hirer must cover repair costs and claims arising from use of the Hall, including equipment storage, on behalf of Committee members and their employees, volunteers, agents and invitees. For bouncy castles or similar equipment, ensure adequate liability insurance and provide proof when requested. Failure to provide proof makes the hiring void.

Food, furniture and electrical equipment. Observe food hygiene rules and prohibit inherently unsafe activities. Use the chair trolley, stacking no more than 10 chairs; two people must move large tables, using the folding-leg tool as needed. Appliances brought in must have passed PAT within the last year, be safe and used safely. Use any required residual circuit breaker.

Accidents and animals. Report injuries and equipment failures promptly to the Committee; record accidents in the Accident and Damage Book, below the lobby noticeboard on the left. Certain incidents require authority reporting; consult the administrator. Only assistance dogs or dogs in training are allowed unless a special event is agreed. Animals may enter the kitchen only with Committee agreement.

Children. Activities for under-8s must comply with the Children Act 1989, with access restricted to fit and proper persons. Under-14s, and anyone unable to take full responsibility for themselves, must always be accompanied by an adult.

Cancellation. All Hirer cancellations incur a fee. The stated bands are: 28–21 days before the event, **25%**; 21–14 days, **50%**; 14–7 days, **75%**; less than 7 days, **100%** of the hire fee. Confirm overlapping boundary days and cancellations more than 28 days ahead with the administrator. The Committee may cancel for polling-station use, likely legal/licensing breaches or unsuitable activities, or unsuitable premises. The conditions provide for refund of the deposit and exclusion of resulting loss/damage liability.

End of hire, noise and storage. Leave the Hall and surroundings clean, tidy, locked and secure; replace contents or face extra charges. Minimise arrival/departure noise; **all music must stop by 23.00**. Remove non-stored property at the end of hire or incur daily charges. Stored equipment is at the Hirer's risk; the Committee excludes loss/damage liability and may dispose of uncollected items after the specified seven-day periods, charging disposal costs.

Advertising, alterations and rights. No fly-posting or unauthorised advertising. Obtain prior written approval for alterations, fixtures or attachments; approved items may remain as Hall property or be removed with damage made good. **Do not attach or stick anything to the walls, windows or doors;** consult the Committee about permitted locations. Hire grants permission to use the premises, not a tenancy.

Summary of the supplied conditions, not a replacement agreement. Ask the Hall administrator about unclear requirements.